

**Canadian Conference on Electrical & Computer Engineering 2004**  
**Committee Meeting**  
**Saturday January 10, 2004, 11:00 am**  
**Toronto –University of Toronto**  
BA 4287, 4th Floor, Bahen Centre  
40 St. George Street  
**Draft Agenda**

1. Call to Order:
2. Approval of Agenda
3. Approval of minutes of meeting November 22, 2003
4. Conference Chairs remarks
5. Technical Program  
Outstanding Action Items:
  - ? Send style templates (MS and PDF) to webmaster
  - ? Restricted Countries paper submission status
6. Conference Treasurer  
Outstanding Action Item:
  - ? Send out request for seed funding from the outstanding CCC Sections – ongoing
7. Report of all committee chairs
  - a. Local Arrangements – Pelle Westlind
  - b. Partners Program – John Mowbray, Carol Ducette
  - c. Proceedings – Sean Dunne  
Outstanding Action Item:
    - ? Talk to the region regarding getting the awards banquet brochure printed with the CCECE printing – have asked the Awards chair to consider this and am waiting to hear back from him.
  - d. Publicity – Tony Kormos
  - e. Sponsors & Exhibits – Haran Karmaker  
Outstanding Action Items:
    - ? Finalize Cisco commitment – CCC Chair
    - ? Make contacts in London for sponsorship – Kash
  - f. Student Activities – Janet Bradley  
Outstanding Action Items:
    - ? Forward student volunteer names and contact info to student activities chair – all committee members.
  - g. Special Sessions & Workshops – Bruno DiStefano
7. Webmaster – Bob Alden
8. Status of Previous Action Items
  - a. Conference Shirts –150 Black Gold Shirts have been ordered with the IEEE Canada logo on them.

- b. Talk to Celia Desmond regarding soft skills workshop – Celia has agreed, however since she is no longer part of the Regional Committee she is looking for some financial compensation to attend and give the workshop.
- c. Conference Bags – brought several different options for the committee to look at today.

9. Other Business

10. Next Meeting

11. Adjournment