Canadian Conference on Electrical & Computer Engineering 2004
Committee Meeting
Saturday March 13, 2004, 11:00 am
Toronto –University of Toronto
BA 4287, 4th Floor, Bahen Centre
Draft Agenda

1. Call to Order

2. Approval of Agenda

3. Approval of minutes of meeting January 10, 2004

4. Conference Chairs remarks
   Outstanding Action Items:
   - Write up a paragraph for promotion from the 2004, 2003, and 2001 conference numbers

5. Technical Program

6. Conference Treasurer
   Outstanding Action Item:
   - Send out request for seed funding from the outstanding CCC Sections –Kingston and IEEE Canada.

7. Report of all committee chairs
   a. Local Arrangements – Pelle Westlind
      Outstanding Action Items:
      - Contact Niagara College to ask for conference computers – Janet
      - Send request for signs to Pelle
   b. Partners Program – John Mowbray & Carol Doucette
      - Ask Niagara Tourism to set up a booth in the exhibits area or provide material.
   c. Proceedings – Sean Dunne (is in Turkey right now)
      i. Extra committee members to help with program and proceedings
   d. Publicity – Tony Kormos
   e. Sponsors & Exhibits – Haran Karmaker
      Outstanding Action Items:
      - Contact McMaster University for possible sponsorship – Janet
      - Contact Motorola for sponsorship - Pelle
   f. Student Activities – Janet Bradley.
   g. Special Sessions & Workshops – Bruno DiStefano
      - Send Bob Alden tentative workshop titles

7. Webmaster – Bob Alden

8. Status of Previous Action Items
   a. Get confirmations of write ups for student subsidies from all sections – CCC Chair
   b. Send Bruno write up on a Voice over IP workshop – CCC Chair
   c. Conference Shirts –150 Black Golf Shirts have been picked up.
   d. Conference Bags – will be ordering 500 bags, 700 pens, 25 hats and t-shirts.
   e. Obtain approval to print the Awards Banquet material with CCECE04 – still waiting on the Awards Chair.

9. Other Business and Information Items
   a. McNaughton Medalist – Dr. R.G. Bosisio (has been contacted and requested to speak Tuesday morning)
   b. Gifts for Speakers – suggest plaques be created for each speaker (breakfast and lunch)

10. Next Meeting

11. Adjournment