**Canadian Conference on Electrical & Computer Engineering 2004**
**Committee Meeting**
**Saturday April 3, 2004,**
**1:00 pm Hotel Tour**
**1:30 pm Meeting**
**Sheraton Fallsview Hotel, Niagara Falls**
Fallsview Club Lounge (22nd Floor)
**Draft Agenda**

1. Call to Order

2. Approval of Agenda

3. Approval of minutes of meeting March 13, 2004

4. Conference Chairs remarks

5. Technical Program

6. Conference Treasurer
   Outstanding Action Item:
   - ? Get seed funding from outstanding CCC sections – Kingston only
   - ? Send MicroSpec names of award winners, regional guests – administrator – need the names of the Monday lunch speaker, Wednesday plenary and lunch speakers, and student volunteers.

7. Report of all committee chairs
   a. Local Arrangements – Pelle Westlind
      Outstanding Action Items:
      - ? Contact Niagara College to ask for conference computers – Janet – contacted but no response yet.
      - ? Send request for signs to Pelle – will get them once the program is set.
      - ? Speak to hotel regarding discounts for using their business centre – administrator
      - ? Look into setting up wireless connections within the hotel – CCC Chair
      - ? Contact photographer used for Toronto centennial and get a quote - Local Arrangements
      - ? Order gifts for speakers - Local arrangements /Chair
   b. Partners Program – John Mowbray & Carol Doucette
      Outstanding Action Items:
      - ? Contact City of Toronto for promotional material -Partners Program

   c. Proceedings – Sean Dunne
      Outstanding Action Items:
      - ? Need the call for papers from the CCECE05 for the programs – will be sent by April 5

d. Publicity – Tony Kormos
e. Sponsors & Exhibits – Haran Karmaker
f. Student Activities – Janet Bradley
     Outstanding Action Items:
- ? Contact local high schools to see if they have science fair winners who would be willing to display their entries on the Tuesday – SAC
- ? Order plaques for student paper winners (waiting for names of winners) - administrator
g. Special Sessions & Workshops – Bruno DiStefano
     Outstanding Action Items:
- ? Add a write up on the workshops to the information sent to the authors – workshop chair

7. Webmaster – Bob Alden

8. Status of Other Action Items
- ? Ask Bill Kennedy to invite the Region 1 Director to the awards banquet. He is unable to attend.
- ? Invite local region 1 section chairs to Monday night banquet - CCC Chair
- ? Check with the hotel for total guest bedrooms booked to date – ongoing
- ? Contact new Kingston Chair – CCC Chair – contacted
- ? Follow up with publishers who have not set up exhibits to give the updates - Administrator – have had no responses from any.
- ? Get approval of awards committee (IEEE Canada) to print the awards banquet material -Administrator – material cannot be ready in time to go to the conference printers therefore the awards chair will bring these to the banquet.
- ? Look into extending the hotel cut off date Administrator – extended to April 2
- ? Look into setting up wireless connections within the hotel (not computers) CCC Chair

9. Other Business and Information Items
a. A meeting has been set with the hotel to go over last minute details on Friday April 30 at 2:00 pm in the Executive Boardroom. Present from the hotel at this meeting will be their Sales Rep, Catering Staff, AV contact and other hotel staff and coordinators.
b. A dinner has been set up for the organizing committee on Sunday May 2 at 6 pm.
c. Cost for 1 day registration at the conference (suggest $200 to include breaks and lunch)

10. Next Meeting – April 17, 2004 in Toronto at 11:00.

11. Adjournment