

Canadian Conference on Electrical & Computer Engineering 2004
Committee Meeting
Saturday April 17, 2004, 11:00 am
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 April 3, 2004
4. Conference Chairs remarks
Outstanding Action Items:
 - ? Set up time for committee to wrap up each conference day
5. Technical Program
6. Conference Treasurer
Outstanding Action Item:
7. Report of all committee chairs
 - a. Local Arrangements – Pelle Westlind
Outstanding Action Items:
 - ? Contact Niagara College to ask for conference computers – Janet – talked to them and will contact them on Monday.
 - ? Pelle –make a list of what we will be required for signs and do an inventory of what others will be required.
 - ? 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
 - d. Publicity – Tony Kormos
 - e. Sponsors & Exhibits – Haran Karmaker
 - f. Student Activities – Janet Bradley
Outstanding Action Items:
 - ? Put text together regarding the Science fair winners to put on the web.
 - ? 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
- ? Add a write up on the workshops to send to local section chairs
- ? Send workshop write up to regional attendees. - Administrator

7. Webmaster – Bob Alden

8. Status of Other Action Items

- ? Invite local Region 1 section chairs to Monday night banquet - CCC Chair – Syracuse Chair and Rochester Chair are both attending.
- ? Contact McNaughton medalist to confirm he is speaking Tuesday morning – complete, he will be speaking
- ? Contact NSERC to get title for his presentation and travel arrangements. (as well as the other speakers so we can the appropriate welcomes) - complete
- ?

9. Other Business and Information Items

10. Next Meeting –

11. Adjournment –