

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 Minutes

Action	Responsibility	Status
Bring CCC, Hamilton & IEEE Banners	Administrator	
Contact hotel to see if we can hang signs from the ceiling	Administrator	
Contact hotel to split the coffee breaks (½ on 2 nd floor, ½ on 3 rd floor)	Administrator	
Order plaques for student paper award winners (once names are received from Technical committee)	Administrator	
Send signs to hotel for reserved tables	Administrator	
Send workshop letter to regional attendees	Administrator	
Set up dinner for Tuesday night for organizing committee	Administrator	
Ask Bill Kennedy to speak Monday & Tuesday morning	Conference Chair	
Bring Toronto banner	Conference Chair	
Send Cathie & Bob Alden the electronic printable logos for sponsors	Sean Dunne	
Write a letter to advertise the workshops to local section chairs	Special Sessions & Workshop Chair	
Contact Niagara College to ask for a donation of computers for the conference	Student Activities	

1. Call to Order: Bob Alden, Alex Bot (Toronto Section Conference Chair) Janet Bradley, Bruno DiStefano, Carol Doucette, Sean Dunne, Bob Hanna (Chair), John Mowbray, Kash Husain, Haran Karmaker, Cathie Lowell, Scott Lowell, John Mowbray, Kostas Platanoitis, Pelle Westlind.

Absent: Tony Kormos, Ron Potts

2. Approval of Agenda
Approved as written

3. Approval of minutes of meeting April 3, 2004
Approved as written

4. Conference Chairs remarks
 Conference committee meetings during the conference: Sunday – meet at lunch. Meet again on Tuesday for dinner (Cathie to set up at Old Stone Inn – for 20 people (7 pm) and add any regional Excom who will still be there). Will hold a wrap up dinner a few weeks after the conference is over. Will plan to meet with the CCECE05 committee at lunch on Wednesday.

5. Technical Program – everything is in good order. Will need to pick 4 paper winners over the next few days. Cathie needs the names and minimum of one week to order plaques. Have added 40 poster sessions on Wednesday afternoon. Each committee member has been assigned a session to chair.

The following will be the schedule for the plenary sessions, lunches, and awards banquet:

Monday – 8:15 – Bob Hanna, Bill Kennedy, Kostas Plataniotis

Action: ask Bill Kennedy to speak Monday and Tuesday morning – Bob Hanna

- Lunch – Scott Lowell to introduce the speaker

- Dinner – Bob Hanna and Bob Alden will be MC's, awards will be presented. At the head table – Ray, Donna, Abdel, + wife, Bob Alden, Bob Hanna, Bill Kennedy (set for 10 for now)

Tuesday - Plenary – Bill Kennedy – discuss the McNaughton award and its importance

- Lunch – Janet to MC, Haran to introduce speaker

Wednesday – no plenary session, no speaker at lunch, but Bob should get up for 10 minutes to do housekeeping items in the morning.

Information for session chairs can be placed into the registration package. Will have reserved tables for breakfast and lunch (breakfast for morning sessions, lunch for afternoon sessions – Request the session chairs to bring a laptop (if possible) in case some of the presenters do not have laptops.

6. Conference Treasurer - Bank account is very healthy. Received money from Microspec this week for \$174,000. Received to date \$273,000, (\$237,000 in registration, seed funding, 1,000 exhibits, 16,500 sponsorship (add 5,000 received from CISCO today). Expenses – credit card fees, committee travel expenses. Balance of \$249,000 in the bank. Registrations – 540 paid registrants (302 members, 61 non members, 5 life members, 121 student members, 43 non student members, 2 partners, 60 volunteer, guests, speaker). Just under 600 people if everyone shows up. 22 countries represented. The updated budget has been approved by the IEEE (both the Region and NJ)
Please send any invoices to Kash.

7. Report of all committee chairs

- a. Local Arrangements – Pelle Westlind

Outstanding Action Items:

- ? Contact Niagara College to ask for conference computers – Janet – will provide some computers and will get exact numbers.
- ? Pelle – reviewed all signs existing and all those required. Pelle to make other signs and try to sort out where they will be located.

Action: Send the hotel the names of the signs to put on the tables – Cathie

Action: contact hotel to see if we can hang signs from the ceiling - Cathie

Action: Bring banners from CCC, Hamilton Section, IEEE Canada and try to get London Section – Cathie. Bring Toronto 100th banner – Bob Hanna

- ? Order gifts for speakers - Local arrangements /Chair – went to the awards store and ordered a clock set for each speaker. Tom Brzustowski, Jeff Seifert, Terry Peach, Ray Findlay, Renalto Bosisio.

Camera – like the idea of having the speaker on the screen, but not necessary to tape it. The meeting room is very large, so this would be good. We have to get permission to video tape the speakers. Project the image, but no video tape.

Photographer will arrive at Sunday afternoon and stay until the end of the Tuesday lunch. Numbers for refreshments – will have a conference call Monday morning to discuss refreshment numbers (Kash, Pelle, Bob H., Cathie)

- b. Partners Program – John Mowbray & Carol Doucette

Outstanding Action Items:

- ? Contact City of Toronto for promotional material -Partners Program – will be sent to John, but not enough for each conference bag.

- c. Proceedings – Sean Dunne – program was complete, but will have to do some tweaking (one file was corrupted). Will send a pdf file tonight and ask each member to scan it for any changes by Sunday night. Author index (for the programs) is complete and will be sent to Bob for the web page. Have to have the program done before the proceedings can be done. The CD's of the proceedings can be started once the program is complete. The CD's and programs will be ready for the beginning of the conference, the printed proceedings may not be ready at the same time. Kash will send Sean the address of where the IEEE copies should go. Pelle will deal with the issue of how to ship the proceedings. Will need to know by Monday if the IEEE will want more copies. Pelle to confirm number of copies of both printed and CD's (complete) (Cathie to fax original letter from IEEE book brokers – faxed Sunday morning).

Action: Sean to send Cathie and Bob Alden the electronic printable logo's.

Action: Haran to send the updated GE logo to Bob, Cathie and Sean - complete

Pelle and Sean to provide a summary at the end of each day on how the publications are coming.

- d. Publicity – Tony Kormos –

- e. Sponsors & Exhibits – Haran Karmaker – the only outstanding sponsorship is Niagara College which can be added later. The local student science fair winners will be set up on the Tuesday afternoon – there will be 4 or 5 students. We will need 4 exhibits tables Monday, 6 on Tuesday and 4 on Wednesday. Sponsors should be acknowledged on the signs for all the events, including the workshops.

Action: Contact the hotel to see if we can split the coffee breaks between the 2nd and 3rd floor - Cathie

- f. Student Activities – Janet Bradley – asked for 2 rooms for the students for Sunday and Monday night. Have better response from students. Have 6 names for Sunday, 8 confirmed for Monday, 6 confirmed on Tuesday, and 6 confirmed on Wednesday. Will be one science fair winner on Monday, the remainder on Tuesday afternoon.

Outstanding Action Items:

- ? Order plaques for student paper winners (waiting for names of winners) – administrator

- g. Special Sessions & Workshops – Bruno DiStefano – need to have at least 7 people in each workshop to break even. Should plan to have a date when the workshop should be canceled if no one signs up for it. Workshops – offered the women in engineering group from IEEE Toronto and the chapter chairs a free workshop. As long as there are 7 registrants per workshop they will go as planned. Will extend this offer to other sections to send their chapter chairs if they are willing to cover their costs. Free admission only, no travel expense.

Each workshop leader will receive a \$450 honorarium. The Bell speaker will waive his honorarium, but the conference will give him a conference bag, with hat, IEEE Canada shirt, pen, etc. and someone will come into the workshop to thank him.

Outstanding Action Items:

- ? Add a write up on the workshops to the information sent to the authors
– workshop chair – assume this has been completed.

Action: Add a write up on the workshops to send to local section chairs - Bruno

Action: Send workshop write up to regional attendees. - Administrator

7. Webmaster – Bob Alden – asked everyone to look at the web page and make sure everything is accurate.

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

Acknowledge and thanked Kostas for arranging the meeting room for committee meetings throughout the past year (or more!).

Conference Committee schedule for Conference

Bob Alden – arriving Friday, leaving Wednesday
Janet Bradley – arriving Friday, leaving Wednesday
Bruno Di Stefano – arriving Sunday, leaving Wednesday
Carol Doucette – arriving Sunday, leaving Wednesday
Sean Dunne – arriving on Friday, leaving Wednesday
Bob Hanna – arriving Friday, leaving Wednesday
Kash Husain – arriving Friday, leaving Wednesday
Haran Karmaker – arriving Sunday, leaving Wednesday
Tony Kormos – arriving Friday, leaving Monday (morning)
Cathie Lowell – arriving Friday, leaving Wednesday
Scott Lowell – arriving Friday, leaving Tuesday (morning)
John Mowbray – arriving Sunday, leaving Wednesday
Kostas Platanoitis – arriving Friday, leaving Wednesday
Pelle Westlind – arriving Friday, leaving Wednesday

10. Next Meeting – Sunday May 2, 12:00 pm (lunch at the Regional meeting.)

11. Adjournment – 2:45 adjourned