2016 I&CPS Conference Committee March 10, 2016 Meeting Minutes

Committee Members:

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| Jim Harvey | Chair | Steve Townsend | Secretary |
| Bill Moylan | Chair Arminius | David Mindham | Registration Chair |
| Michael Anthony | Vice-Chair | Alvina Harvey | Guest Activities |
| Don Bramlett | Treasurer | Andrea Ketten | Guest Activities |
| Van Wagner | Facility Chair | Jeanette Pierce | Guest Activities |

Meeting was held at Kerby’s Coney Island in the Newburg shopping Center, 37155 6-Mile, Livonia, Michigan.

Attendees:

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| Don Bramlett | David Mindham | Steve Townsend |
| Jim Harvey | Bill Moylan | Van Wagner |

1. No meeting minutes from last meeting.
2. We have to provide the flash drives. DVDs / CDs are not allowed. Logo printing would cost more, flash drives will be approximately $6.53 with two side customization.
3. Gift for attendees. Jim stated that a hard cover note book with logo would be around $10-$12.
4. 46 room days and 19 registrations as of the time of the meeting.
5. Seven $1000 young engineers grant. Do not give out grant until registered.
	1. Qualifications – member of IAS, not received a grant to attend the conference before, how long have they been a IAS member, a few sentences on why they would like to attend, etc.
	2. How does IAS handle the grant money (is local committee responsible or not?)
6. ETAP is supposed to get back to Bill about the hospitality suite. Committee decided to not have a ETAP tutorial as Daleep stated that it should not be commercial.
7. Avina would be spending about $20 per person for companion gifts.
8. Current state of the schedules is very close.
9. Table for sponsors would be in the Cascade Foyer.
10. Registration will be in the foyer along one of the walls
11. Break room will be Cascade Rooms C and D.
12. Luncheon will be in Cascade Rooms C and D. Need to try to schedule for two hours.
13. Dinner will be in B, C, and D.
14. Mike wanted to know how we inform the Ontario IEEE Section. David will send a notice to the Ontario IEEE Section. Dave will also send to Region 4.
15. Need the paper session chairs to take attendance through a sign up for PDH’s.
16. Dave has a e-mail blast write-up he will send to Jim,
17. Dave will have a couple of electrical engineer students to volunteer. There may be a conflict with some of the students because of finals week.
18. Will stay with just two parallel tutorial sessions.
19. May have Solaris, ETAP, and Orion Engineering. Schneider will be a $1000 sponsor.
20. ETAP may have a commercial workshop if they decide to have a hospitality suite.
21. Third tutorial room is out.
22. Cascade C and D will be too small for Luncheon. May have the luncheon in the restaurant. If so will we need large screen monitors for presentations?
23. Dinner will be at 6:30PM and the Band will start at 7:30PM.
24. Bill and Van will be going down to the Marriott on Monday at 2:30PM to discuss final arrangements with Nico.
25. Poster competition will not happen. Conflicts with finals week and late notice issues.
26. Dave will get badge holders. Schneider may want to sponsor. Sponsor will have name on neck holders.
27. The registration packet will include a ‘tent’ with meal selection.
28. Ribbons – someone from the IAS staff to provide. Jim will clarify with Linda who provides and what type of ribbons are required.
29. Next meeting – Thursday 3/17/2016