

Toronto SPIN (Software Process Improvement Network)
Minutes of 15th August 2001 meeting:

The combined committee met, approved the minutes and worked our way through the following agenda. Please refer to the action items decisions below for details.

<u>Agenda Item</u>	<u>Responsible</u>	<u>Minutes</u>
Review and agree on agenda	Dexter	2
Approval of the last meeting minutes	Dexter	2
Review of action items	Dexter	30
Constitution Review		
Revisions and comments	All	10
Treasury report	Bernie	5
Budget status	Bernie	5
Sponsorship		
Sponsorship Campaign update	Raj	5
Sponsorship package		
Communications report	Peggy	10
Communications plan feed back		
Webmaster's report	Dominic	8
Web statistics		
Program		
20 th Sep 2001 ITIL (Pink Elephant) event	Paul	10
15 th Nov 2001 TBD event	Rekha	8
Jan 2002 TBD event	Peggy(?)	6
Mar 2002 (joint event with ASQ)	TBD	5
May 2002 event	TBD	2
Other Business	All	10
New ASQ schedule		
Recap and close the meeting down	Dexter	2

The next meeting is scheduled for the 19th Sep 2001 from 4:00 PM to 6:00 PM at 33 Yonge St, at the Floor 5 in the Room 507 (ask receptionist for directions, the access is unrestricted). Proposed agenda follows bellow. Please review the proposed agenda and be ready to discuss its modification at beginning of the meeting. Other pre-work is as follows:

- Review actions items assigned to you, and come prepared to discuss progress.
- Review Communication Strategy/Plan and come prepared with your comments or return your comments to Peggy after marking up the document using "Track Changes" MS-Word feature (if you have it).
- Visit the new Toronto SPIN web site and come prepared to recommend improvements or provide feed back directly to Dominic before the meeting.

Ref #	Open Action Items & Status	Date Initiated	Due Date	Prime
11	Publish meeting results to all sponsors after every meeting, add item to the Communication plan. At May 16 th meeting Paul took upon himself to obtain the information package which will be mailed to all the sponsors after every Toronto SPIN event.	Feb 21	Apr-19 May-16 Jun-20 Aug-15 Sep 19	Peggy (?)

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13	Organize strategy discussion to bring T-SPIN to the next, higher level. A session was held, and we need more to complete the strategy	Feb 21	Apr 19 May 18 Jun 20 Aug 15 Sep 19	Held Dexter
20	Prepare T-SPIN news outline for periodic mailing to the membership. I.e. Newsletter outline Send outline to the committee members.	Mar 21	Apr 19 May 16 Jun 20 Aug 15 Sep 19	Peggy
25	Develop IT network: Get names of IT contacts with greater Toronto companies to help advertise the upcoming events. Review progress	Apr 19	May 16 Jun 20 Aug 15 Sep 15	Abrey
32	After establishing initial contact with HP (re sponsorship) continue to work on HP's sponsorship.	May 16	Jun 20 Aug 15 Sep 19	Peter
36	Work on sponsorship from Ajilon	May 16	Jun 20 Aug 15 Sep 19	Raj (Rob)
40	Collect and provide to Rekha information on free media advertising opportunities. Data to collect: name, telephone, contact, E-mail, URL and what and how to submit.	Jul 19	Aug 15 Sep 19	All
41	Prepare news article/item about T-SPIN's Not for Profit status	Jul 19	Aug 15 Sep 19	Bernie
42	Review and revise the min amount required to sponsor an event. Current amount is set at \$500 and it appears that that is not enough.	Jul 19	Aug 15 Sep 19	Dominic & Raj
43	Prepare SPIN article regarding continuous exposure	Jul 19	TBD	Raj
44	Prepare career planning session for our web site Contact Willis and ask if he is willing to share his material	Jul 19	Aug 15 Sep 19	Dominic & Dexter
47	Rekha reported that no information was received on free advertising opportunities such as professional publication calendars, web site listings and other free advertising opportunities. Remind everyone to collect and provide the information available in the magazines and web sites and provide instructions on how to enlist to Rekha.	Aug 15	Sep 19	Dexter
48	Remind all committee members that it would be advantageous for T-SPIN if we were all present at the next meeting (Sep 19) when Chris Wood is scheduled to visit.	Aug 15	Sep 01	
49	Define the subject for the Nov 21 st event at IBM.	Aug 15	Aug 26	Rekha
51	Define sponsorship guidelines and review and set up new minimum amount for sponsoring an event.	Aug 15	Sep 19	Raj
52	The bank account is down to \$28.00. New sponsors are needed urgently.	Aug 15	Sep 19	All
53	Publish draft budget presented at the meeting.	Aug 15	Aug 16	Bernie
54	Work on budget details, starting from the draft presented at the meeting	Aug 15	Sep 19	Bernie Dominic Dexter

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Ref No.	Decision	Date	Votes	
			Present	In favor
1	As the result of not being ready the May meeting was cancelled. Focus energies towards organizing next three meetings instead.	Mar 21	4	4 ¹
2	Minutes of the committee meeting held on 19 March 2001 were approved: some printouts of the minutes did not contain Apr meeting	Apr 19	7	7
3	Change Action Item numbering to sequential numbers starting with 1.	Apr 19	7	7
4	Minutes of the committee meeting held on 19 April 2001 were approved.	May 16	8	8
5	The Steering committee welcomed a new member - Rekha Kulshreshtha	May 16	8	8
6	Rekha will coordinate 20 th September 2001 Toronto SPIN event.	May 16	8	8
7	Paul will coordinate 15 th November 2001 Toronto SPIN event	May 16	8	8
8	Paul and Rekha will exchange places for the coordination of Sep 2001 and Nov 2001 SPIN events	Jul 19	5	5
9	Minutes of the committee meeting held on 16 May 2001 were approved.	Jul 19	5	5
10	T-SPIN will only publish the material that was previously present at a T-SPIN event.	Jul 19	5	5
11	Toronto SPIN accepted the target of 4 events per year as guideline for setting up the budget.	Aug 15	6	6
12	Modify the event schedule from three events scheduled for Jan, Mar & May to schedule of two events for Jan & Apr.	Aug 15	6	6

¹ Quorum is 5 members of the steering committee. Subsequent to the meeting Aubrey, Rob and Lynn cast their votes in favor of the decision.

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Minutes of 15th August 2001 meeting:

Agenda: 19th September 2001	16:00 - 18:00	Combined meeting
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The Agenda is structured around discussion and status update of Action Items and new event ideas.

<u>Agenda Item</u>	<u>Responsible</u>	<u>Minutes</u>
1. Review and agree on agenda	Dexter	2
2. Cohn & Wolfe (visit)	Chris Wood & Tina Quelch	20
3. Approval of the last meeting minutes	Dexter	5
4. Review of action items	Dexter	30
5. Treasury report	Bernie	5
6. Sponsorship report	Raj	5
• <i>Campaign update</i>		
7. Communications report	Peggy	8
• <i>Communications plan feed back</i>		
8. Program report	Paul	20
• <i>Sep 2001 event (Paul)</i>		
• <i>Nov 21st 2001 event (Rekha) IBM Auditorium, 3600 Steels Ave East (At Pharmacy)</i>		
• <i>Jan 2002 event (Peggy?)</i>		
• <i>Mar 2002 event (TBD) metrics workshops with ASQ</i>		
• <i>May 2002 event (TBD)</i>		
9. Webmaster's report	Dominic	10
• <i>Statistics</i>		
10. Other Business	All	10
11. Recap and close the meeting down	Dexter	5

Parking Lot:

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Committee Meeting Attendance lists

(Based on 3 Meeting Attendance Rules in Constitution) (3rd Wed. of Month)

All = All Committee Correspondence A&M = Agendas & Minutes Only	e Mail List	Jan. 17	Feb. 21	Mar 21	May 16	Jul. 18	Aug 15	Sep 19	Oct. 17	Nov 21	Dec. 19
Aubrey Yearwood	All	✓				☹	☹				
Bernie dePaulsen	All	✓		✓	✓	☹	✓				
Dexter Zenar	All	✓	✓	✓	✓	✓	✓				
Dominic Chan	All	✓	✓	✓	✓	✓	✓				
Gerry deKoning	All	✓	✓								
Paul Nellis	All	✓	✓		✓	✓	☹				
Peggy Gemert	All	✓	✓	✓	✓		✓				
Raj Phalpher	All	✓	✓		✓	✓	✓				
Peter Voldner	All				✓						
Rekha Kulshreshtha	All				✓	✓	✓				
<p>Legend: ✓ Person attended the meeting ☹ Regret was received before the meeting</p>											

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Ref #	Closed Action Items	Date Initiated	Due Date	Prime
1	Program for January 16 th all on schedule			Closed
2	Find out who ASQ and TASQ publication representatives are and find out their respective advertising cut of dates and lead times	Jan. 17	Apr. 19	Peggy
3	Investigate insurance liability of committee for our meetings	Jan. 17	Mar. 21	Paul
4	Investigate the pros and cons of becoming a Not for Profit	Jan. 17	Feb. 21	Closed
5	Post Up-to-date Constitution on Web site	Jan. 17	Feb. 21	Gerry
6	Treasurers report: There is about \$1500 balance Cheque coming from Brenda to close old account Bernard to open new account Bernard to investigated not for profit status for T-SPIN and will pursue obtaining ASAP	Jan. 17	Mar. 21	Closed
7	Communications: Peggy reviewed the role of the Communications plan and will update and distribute at next meeting Set up Email list for committee that would collect email and send to committee	Jan. 17 Jan 17	Apr. 19 Feb 21	Peggy Dominic
9	Email Shabin Adaita (twentycats@yahoo.ca) and Michael Raftus (MRaftus@compuserve.com) to see if they are still interested in contributing to the committee E-mail sent, Shabin wanted to be kept on the distribution list.	Jan. 17	Feb. 21	Dexter
8	Sponsorship: Find out status from Peter Voldner and report at next meeting Sponsorship form(s) need(s) address and number changed	Jan 17 Jan. 17	Feb. 21 Feb. 21	Dexter Raj
9	Verify Shabin's participation status.	Feb 21	Apr 19	Dexter
10	Sponsor logos to be updated on web	Jan. 17	Feb. 21	Raj
12	Set new attendance target for T-SPIN meetings to 200 people (not sure who is responsible but it is connected with strategy session AI 1013)	Feb 21	May 16	Paul
14	Organize conference call re communications	Feb 21	TBD	Deleted
15	Draft sponsorship drive letter ready for publishing	Feb 21	Feb 28	Closed
16	Publish sponsorship drive letter to T-SPIN distribution list	Feb 21	Feb 28	Closed
17-a	Request that Tiuu to provide last meeting summary feed back.	Mar 21	Apr 19	Tiuu Dexter
17-b	Request that Tiuu to provide last meeting summary feed back. Despite several calls by few people there was no reply from Tiuu. We will do this on our own.	Mar 21	Apr 19 Jun 20	Tiuu Dexter Paul
18	"Not For Profit" requirements should be built into the Sponsorship paperwork, Web site and the Constitution (ETA for the registration is Apr. 13 th)	Mar 21	Apr 19	Peggy
19	Determine which is the latest version of the Constitution and publish it on the New Web Site	Mar 21	Apr 19	Dominic
21	Circulate URLs for the new and the old site to all the members of the steering committee.	Mar 21	Mar 26	Dominic
22	Prepare June 2001 event poster, have it reviewed and ready for publishing by Dominic	Apr 19	Apr 27	Aubrey
23	Prepare and communicate information about the June 2001 event to the news media. <u>Clarification:</u> collect name, telephone, E-mail and/or URL where we can advertise for free our events. Rekha will be the custodian of the information but everyone should look for sources and let Rekha know about it	Apr 19	Apr 20 May 25	Dexter Rekha

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Ref #	Closed Action Items	Date Initiated	Due Date	Prime
24	Store June 2001 event poster at the T-SPIN web site and let everyone have the URL for further distribution by including the URL in the E-mail signature.	Apr 19	Apr 27	Dominic
26	Include a "Tell-A-Friend" feature on T-SPIN's web site so that visitors can leave friend's E-mail addresses we can use to advertise our events.	Apr 19	May 16 Jun 20	Dominic
27	Prepare a welcome note for our new sponsor (CIBC) and retain the format for future notices to future sponsors.	Apr 19	Apr 27	Raj
28	Follow through on the "Not for Profit" application until the approval was obtained.	Apr 19	May 26 Jun 20	Bernie
29	Talk to Peggy to prepare an invoice for CIBC sponsorship	Apr 19	Apr 27	Raj
30	Update event checklist by adding co-ordinator's responsibility to prepare sponsorship information package	May 16	Jun 20	Paul
31	Prepare and mail sponsorship drive (to all the members) after the next event.	May 16	Jul 20 Aug 15	Raj
33	Follow up on IBM's offer to host Toronto SPIN event and if there is an interest to provide a speaker. 21 st Nov. 2001 was approved	May 16	Jun 20 Aug 15	Rekha
34	Work on Pink Elephant as a host of Toronto SPIN event on the subject of ITIL	May 16	June 20	Raj
35	NORTEL may become a sponsor again if we can provide an information package showing NORTEL management the benefits of sponsorship. Cancelled the sponsor is no longer with NORTEL	May 16	June 20 Aug 15	Raj Peggy
37	Provide information required to determine costs and feasibility of submitting press release through newswire	May 16	Jun 20	Dominic
38	Copy Meta Tags from old Toronto SPIN web site into the new Web site. Submit Toronto SPIN's URL to major search engines.	May 16	June 20	Dominic
39	Revise Toronto SPIN pamphlet: reduce the font size of the text and leave more white spaces. Some work was done, the pamphlet was used at the last even, and we should review it in the committee.	May 16	June 20 Aug 15	Peggy
45	Prepare disclaimer and copyright statement for the web site	Jul 19	Sep 19	Dominic
46	Work out with Chris Wood his attendance at one the next meetings Chris Wood ha chosen Sep 19 meeting to attend: recommended to start the meeting with him while <u>all</u> are attending	Jul 19	Aug 15	Dexter