

Agenda

➤ Objectives

- Review status of Committee Activities
- Review status of Events
- Address open action items

➤ Teleconference Information

➤ Teleconference Number: 416-343-2604 or 1-866-576-2504 Conference ID: 4237073

➤ Next Meeting

➤ Wednesday, March 16th, 2005 from 5:00 pm – 6:00 pm via teleconference call

Agenda Item	Responsible	Minutes
Gather and Roll Call	Rekha	5
Update from the Chair	Rekha	5
Finance Update	Bernie	5
Membership Update	Andrew	5
Webmaster Update	Marie	5
Program Update	Vivienne	5
-February Event	Rekha/Doris	5
-April Event	Vivienne/Sue	5
-June Event	Rekha/Vivienne	5
-September Event	Doris/??	5
Open Action Item Review	All	5
Other Business	All	3
Roundtable and wrap-up/adjourn	All	2

Gather & Roll-call

✓ - Person attended meeting
 ✗ - Regret was received before the meeting

Committee Member	Jan 19	Feb 16	Mar 16	Apr 20	May 18	Jun 15	Jul 20	Aug 17	Sep 21	Oct 19	Nov 16	Dec 21
1. Andrena Baksh	✓											
2. Dominic Chan	✗											
3. Doris Concepcion	✓	✓										
4. Gerry de Koning	✗	✗										
5. Bernie dePaulsen	✓	✓										
6. Andrew Gurudata	✓	✗										
7. Sanford Hersh		✓										
8. Peng Hu	✓	✓										
9. Rekha Kulshreshtha	✓	✓										
10. Susan Muckle	✓	✓										
11. David Penty		✓										
12. Marie Shafi	✓	✓										
13. Vivienne Suen	✓	✓										
14. Steven Turner												
15. Aubrey Yearwood	✗	✓										
16. Rodolfo Zuniga	✓	✓										

3 consecutive meeting attendance rule (as per constitution)

Update from the Chair

➤ Steering Committee Update

- **Steven Turner** – new addition to committee; offered to take lead on Sponsorship Program
- **Andrew Gurudata** – dealing with additional workload due to potential strike
- Urgent need to fill Communications Coordinator and backup coordinator roles

Steering Committee Roles	Primary	Backup
Steering Committee Coordinator	Rekha	Vivienne
Treasurer	Bernie	Aubrey
Communications Coordinator	?	?
Program Chair	Vivienne	?

Other Member Roles	Primary	Backup
Membership Coordinator	Andrew	?
Webmaster	Dominic	Marie
Logistics Coordinator for Events (Event Manager)	See Program	See Program
Logistics Coordinator for Operations ???		
Secretary (new role; not in constitution)	Doris Concepcion	?
Sponsorship Program Coordinator	Steven Turner	?

Update from the Chair (continued)

➤ Some Expectations

- **Steering Committee Meeting Style** – transition to ‘status mode’ from previous ‘discussion/working mode’; use smaller sub-committees for working discussions
- **Meeting Attendance** – 3 meetings in a row rule (**i.e. try to attend at least 1 of every 3 committee meetings**); inform ahead of time if you can’t come; consider providing written update on your area if you can’t make it
- **Turnaround Time** – best effort email response; telephone for emergencies; ask if you’re not sure what the latest completion date for a task is
- **We are all volunteers** – client commitments come first; this emphasizes the need to set realistic expectations and commitments of what we can each achieve

➤ Steering Committee Resumes

- Template was sent out; a few people have submitted; please complete and send to Rekha

➤ Attendance at Events

- **Event Volunteers and Steering Committee Members are eligible to attend events for free**
- **However, since we do need money, if you can get reimbursed from your organization for the registration fee, we do appreciate increasing the number the paid attendees at our events**

Finance Update

Prepared by Rekha on behalf of Bernie

➤ **Status of Toronto SPIN Account**

- Opening Balance: \$322.26
- Total money to be deposited after February Event (- all reimbursements): \$130.33 (from Rekha)
- \$36 for income from books sold to be paid to treasurer (from Andrew)
- Closing Balance: \$488.59
- \$368.00 for Banner owed to Rekha (to be reimbursed later)

➤ **Getting funds into our Bank Account**

- As we increase the methods by which we raise funds (events, books, etc.) we need a process by which to get funds deposited into our account on a more timely basis
- All monies to Toronto SPIN should be forwarded to the Treasurer on a timely basis via the most appropriate approach
 - Exchanging monies in person
 - Mailing a cheque payable to 'Toronto SPIN' to the following address: Toronto SPIN, 2374A Yonge Street (#05), Toronto, Ontario M4P-2E6

➤ **Getting reimbursed for expenses incurred**

- Event Managers should try to consolidate event-related expenses and reimburse individuals for expenses incurred prior to forwarding net income to treasurer from event (Rodolfo will handle in short-term)
- Outside the context of an event, receipts for expenses incurred should be forwarded to the Treasurer and arrangements made for reimbursement

➤ **Governing Principles**

- We must keep a minimum amount of money in the bank account to cover fixed costs
- We will minimize bank fees by limiting the number of deposits and withdrawals

Membership Update

Prepared by Rekha on behalf of Andrew

➤ Membership Benefits

- 'Members Points for Prizes' Reward Program
- Free copy of Quarterly Software Quality Magazine
- Discount Books
 - 40% discount for our members on Mark Kozak-Hollands' "On-line, On-time, On-budget"

➤ Members Points for Prizes Reward Program Status

- Total of 15 points rewarded

➤ Discount Book Program Status

- 6 books sold at event
- Total of \$36 income for Toronto SPIN

➤ Planned Activities/Ideas

- Introduce additional discount books for our members (Standard "distributor" discount in the publishing business is 40% off cover. Since we are distributing, we can probably get most books at this price and charge a small promotion fee to keep for Toronto SPIN)
- Establish a physical 'Membership Table' at all our events to showcase our member benefits
- Inform all our members of newly available membership benefits
- Enable orders for discount books to be placed by our members through the website
- Route membership email to Membership Coordinator (after web migration project is completed)
- **Need to formulate a communique to our members regarding our Members Reward Program**

Webmaster Update

Prepared by Rekha on behalf of Marie

- Q1 Focus – Transition of website and webmaster role
 - Completed Activities
 - Knowledge Transfer Meeting with Dominic completed on February 5th, 2005
 - Initial Project Planning Meeting with Rekha on February 8th, 2005
 - Key Planning Parameter
 - Key Activities:
 - Select ISP Provide (Vivienne to send Marie a list of ISPs)
 - 1A - Migrate front pages and code
 - 1B - Migrate Membership database administration
 - 2 - Migrate mail servers
 - 3 - Migrate DNS server
 - Desirable Plan is to complete Phase 1A and 1B in one release and then do a second release for Phases 2 and 3.
 - Plan to run a full parallel run with the event (either April or June) that is running when the development for 1A and 1B are completed
 - Next Steps
 - Complete Project Plan and analysis/recommendation for ISP supplier
 - Obtain steering committee approval for plan and selected ISP supplier
 - Complete Phase 1A & 1B
- Q 2 Focus – Prioritization and Implementation of Improvements
 - Change Log is being actively updated with all suggestions for improvement

Program Update

Event	Topic (Speakers)	Event Coordinator	Backup Event Coordinator
April 2005	Agile Methods (Scott Ambler & Kevin Aguanno)	Vivienne	Susan
June 2005	RUP (Philippe Kruchten)*	Rekha (Markham) Vivienne (Downtown)	Peng (Markham) David (Downtown)
September 2005	Testing (Reginald Braithwaite-Lee + colleague* & Tony Templeton)	Doris	???
November 2005	ROI (Khaled El-Emam?)	Peng	???

* - means speakers not confirmed yet

We can squeeze in another event in October if we want to. **Yes. Let's add it for now. If we have difficulty finding enough volunteers to make it happen, we can reassess later.**

February Event Update

➤ Event Summary

- **Event Manager/Backup:** Rekha Kulshreshtha, Doris Concepcion
- **Date:** Wednesday, February 2, 2005
- **Location:** IBM Mobility Center at Canada Life Building
- **Speakers:** Mark Kozak-Holland, Andrena Baksh
- **Snapshot Speakers:** Vivienne Suen, Andrew Gurudata
- **Event Volunteers:** Doris Concepcion, Andrew Gurudata, Peng Hu, Rekha Kulshreshtha, Vivienne Suen, Rodolfo Zuniga
- **Total Attendees:** 21

➤ Key Highlights

- First time public display of Toronto SPIN Banner
- Improved financial reporting process for events
- Introduced discount book program with our first book – very successful...sold 6 books!

➤ Key Changes to Original Plan

- Snapshot speaker (August Ferenac) deferred to later event in the year
- Speaker mug gift packages not ordered (~\$260 for 24 mugs)

➤ Key Lessons Learned

- Process to hang banner was onerous...we need to figure out a better way to do this
- Book sale process, while highly successful, was out of control; need a proper 'sale' table
- Event volunteers should arrive about noon. Registration begins at 12:30 pm and all setup activities need to be done by then (otherwise inform event manager if you can't arrive early)

April Event Update

- Date: Tuesday, April 26
- Theme: Agile Methods
- Speakers: Scott Ambler, Kevin Aguanno

- Event Co-ordinator: Vivienne
- Backup: Susan
- Volunteers: Doris, ???

- Poster ready to go out once abstracts have been sent by presenters
- Inviting other organizations: Agile Users Group, Program Managers' group
- Should we invite other SPINs? (Ottawa, Montreal) **Yes, we can send the invitation for now. Longer term, we will work with these organizations to establish formal relationships with them.**

June Event Update

- Date: TBD
- Location: Markham
- Theme: RUP
- Speakers: Philippe Kruchten* + ?

- Event Co-ordinator: Rekha
- Backup: Peng
- Volunteers: ???

➤ Room at York Mills & Yonge is a possibility (need to confirm this) **Rekha will confirm this by April 1st.**

➤ Dominic has confirmed that registration for two concurrent events can be managed without much effort

➤ Could we consider asking Philippe to have two totally separate topics for these two sessions and then supplement the session with different additional speakers at the other locations?

- Date: TBD
- Location: Downtown
- Theme: RUP
- Speakers: Philippe Kruchten* + ?

- Event Co-ordinator: Vivienne
- Backup: **David Penty**
- Volunteers: ???

➤ x

September Event Update

- Date: TBD
- Theme: Testing
- Speakers: Reginald Braithwaite-Lee + colleague, Tony Templeton

- Event Co-ordinator: Doris
- Backup: ???
- Volunteers: ???

- Interesting proposal on a tag-team presentation; Reg and one of his partners have a lot of material on testing and can custom-assemble a 1-hour presentation based on a few bullet points from us
- I need 2-3 KEEN volunteers to help me put together these bullet points. (Peng Hu, David Penty, and Rekha Kulshreshtha volunteered to help)
- Examples:
 - What are the 2-3 most popular/useful testing approaches? When are they suitable?
 - How can you mediate between QA and Development when things go wrong?
 - What should managers insist on from testing?

Open Action Item Review – from December 2005

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
82	Need to fully staff Steering Committee positions	01/04/2004	4Q2005	All	Open
87	Consider big name event	01/14/2004	3Q2005		On Hold
88	IBM should be designated as a formal sponsor	01/14/2004	01/25/2005	Rekha	Closed
94	ASQ/TASSQ – need to establish linkage exchange criteria	03/01/2004	3Q2005		On Hold
95	Formalize relationship with CIPS and plan joint event	05/15/2004	2Q2005		On Hold
96	Automatic printing of Event Attendee Name Tags; List maintenance process (remove duplicates; order alphabetically) 01/19/2005 – Move to Webmaster SFI Log	06/16/2004	01/19/2005	Marie	Closed
100	Issue reported by Sanford regarding non-PDF file attachments	11/17/2004	2Q2005		On Hold
101	Need to transition Webmaster role and website from Dominic to Marie 01/19/2005 – Move to Webmaster SFI Log	12/14/2004	01/19/2005	Dominic / Marie	Closed
102	Revisit rules for 'Not for Profit' organizations and see if we are adhering to them; need to check what administrative burden falls on us to maintain our status (e.g. election process)	12/14/2004		Andrena	Open
103	Need to draft a proposal on the details for membership fee rules	12/14/2004		Andrew	Open
104	Investigate relationship with Ottawa SPIN	12/14/2004		Vivienne	Open
105	Investigate relationship with Software Quality Magazine	12/14/2004			On Hold
106	Need to confirm with Dominic the total number of membership count; Need a validation process to confirm membership 01/19/2005 – Move to Webmaster Log	12/14/2004	01/19/2005	Marie	Closed
107	Need to draft a Speaker Guidelines and a Snapshot Guidelines	12/14/2004		Peng	Open
108	Need to add to the Event Manager Checklist, a process for handing over 'stuff' to the next Event Manager	12/14/2004	02/15/2005	Rekha	Open

Open Action Item Review – from January 2005

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
109	Need to find a backup to Marie as Webmaster	1/19/2005	2Q2005	Marie	Open
110	Committee members to submit 1-page bio to Rekha	12/14/2004	03/09/2005	All	Open
111	Committee members to send notification to Rekha if attending the February event.	1/19/2005	02/09/2005	All	Closed
112	Need volunteers for the February event (registration, door, room)	1/19/2005	02/09/2005	Rekha	Closed
113	Someone to determine how to update registration process in the website to accommodate back-to-back events 02/16/2005 – Dominic has confirmed that he can support this with minimal effort.	1/19/2005	02/16/2005	Rekha	Closed
114	Formula/model on how the Members Rewards Program will work	1/19/2005	02/14/2005	Andrew	Closed

Action Items – from February 2005

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
115	See if we can get some storage space at the 330 University Location for items like the banner that are used at each event	02/16/2005	04/15/2005	Rekha	Open
116	Need to formulate a communique to our members regarding our Members Reward Program	2/16/2005	04/15/2005	?	Open
117	Send Marie a list of ISPs	2/16/2005	03/16/2005	Vivienne	Open
118	Confirm if a conference room at IBM York Mills is available for the June event.	02/16/2005	04/15/2005	Rekha	Open

Other Business

- Question from David Penty: How do we define 'members'?
- We do, in fact, have a membership database integrated with our website.
- We have a list of 'Event Attendees' and a list of 'Members'.
- We have a lot more information on Members (telephone numbers, titles, etc.) than on event attendees
- As we complete the migration of the website, we will develop training material for Steering Committee Members so that we all understand the functions and capabilities of our website.