

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, April 20th, 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
Webmaster Update	Marie	20
Program Update -April Event -June Event -September Event	Vivienne Vivienne/Sue Rekha/Vivienne Doris/??	10
Open Action Item Review	All	10
Other Business	All	5
Roundtable and wrap-up/adjourn	All	5

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** – not present in last meeting due to erroneous email address in committee distribution list...let's welcome him now!
- **Peng Hu** – has volunteered to be Andrews' backup on Membership Coordinator role

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	Peng
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)

➤ Steering Committee Resumes

- Template was sent out in early February
- People who have sent their resumes: Dominic Chan, Andrew Gurudata, Peng Hu, Rekha Kulshreshtha, David Penty, Vivienne Suen, Rodolfo Zuniga
- Still waiting for resumes from: Andrena Baksh, Doris Concepcion, Gerry deKoning, Bernie dePaulsen, Sanford Hersh, Sue Muckle, Marie Shafi, Aubrey Yearwood

➤ Sponsorship Program

- Preliminary discussion with Steve Turner on how to revamp/re-energize/re-launch the sponsorship program
- Plan to have a proposal for committee approval in April meeting
- Unsolicited interest in sponsorship expressed from one individual via our website
- Target for \$2000 in sponsorship funding for this year

➤ Membership Program

- Requested additional help for Andrew on Membership committee; Peng, David, Rodolfo volunteered. Thanks!
- Meeting to be scheduled for Membership sub-committee to review current status and determine next steps.

➤ Communication Program

- No volunteers yet. Doris has agreed to help with defining a communication strategy and plan
- Plan to have a proposal for committee approval in April/May timeframe
- It may be easier for folks to volunteer in this area once the activities/tasks are better defined

Webmaster Update

- Did some research on web hosting companies and narrowed it down to three
 - Verio <http://www.verio.com/hosting/shared/plans/2000.cfm>
 - \$19.95 / month
 - Free set up fee
 - 30 day risk free trial
 - Interland <http://www.interland.com/getmore/>
 - \$19.95 / month
 - \$29.95 set up fee
 - Does not have ssl (no secure area)
 - Easy hosting <http://easyhosting.com/>
 - \$30.99 / month
 - Free set up fee
- After the web hosting environment has been chosen
 - Current pages with the current functionality will need to be up before June event registration begins
 - Testing to begin by then

Program Update

Event	Topic (Speakers)	Event Coordinator	Backup Event Coordinator
April 2005	Agile Methods (Scott Ambler & Kevin Aguanno)	Vivienne	Susan
June 2005	RUP/Rational (Panel Discussion – Methodology, Tools, Roles, ROI)*	Rekha Vivienne (Question Handling Process?)	Peng (Backup coordinator?) David (Moderator?)
September 2005	Testing (Reginald Braithwaite-Lee + colleague* & Tony Templeton)	Doris	???
November 2005	ROI (Khaled El-Emam?)	Peng	???

* - means speakers not confirmed yet

Open Action Item Review – from December 2004 - February 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
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
100	Issue reported by Sanford regarding non-PDF file attachments	11/17/2004	2Q2005		On Hold
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
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
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
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	Closed
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	Closed
118	Confirm if a conference room at IBM York Mills is available for the June event.	02/16/2005	04/15/2005	Rekha	Open

Open Action Item Review – from March 2005

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
119	Schedule a Membership Program Committee Meeting (Andrew, Rekha, Peng, David, Rodolfo)	03/16/2005	2Q2005	Rekha	Open
120	Initiate Communication Program development (Doris, Rekha)	03/16/2005	2Q2005	Doris	Open