

# Toronto SPIN Steering Committee Meeting Minutes

## Purpose

To review the status of Steering Committee with a focus on Web Development Requirements

## Logistics

Date: Wednesday, May 16<sup>th</sup>, 2007

Time: 12:00 pm – 1:00 pm

Location: Teleconference

## Agenda

Agenda Item	Presenter	Time
1. Gather and Roll Call	Rekha	5 min [00-05]
2. Review Minutes from Last Meeting	Steven	5 min [05-10]
3. Update from the Chair	Rekha	5 min [10-15]
4. Next Event	Winifred	10 min [15-25]
5. SEPG's Presentation on SPINs	Rekha/Winifred	10 min [25-35]
6. Business Objectives draft & Component Model	Rekha/Winifred	10 min [35-45]
7. Request from Grafp (Rina Wahab) to forward webinar invitation to members	Rekha	5 min [45-50]
8. Review Action Items	Steven	5 min [50-55]
9. Other Business	All	5 min [55-60]
10. Roundtable and wrap-up/adjourn	All	5 min [60-65]

## Attendees

Rekha Kulshreshtha	Sue Muckle	Andrew Gurudata	Sanford Hersh
Steven Turner	Winifred Menezes	Rodolfo Zuniga	Dexter Zenar

## Absent:

Doris Concepcion	Peng Hu	David Penty
Lara Duncan	Vivienne Suen	

## Summary of Discussions

Discussion Items
1. <b>Gather and Roll Call</b> – Meeting started at 12:07 pm. Motion made by Rekha to add Winifred to Steering Cmte member, as she as now attended 3 consecutive meetings. Seconded by Sue. Motion carried.
2. <b>Review Minutes from Last Meeting</b> – No changes were requested to the previous meeting's minutes.

3. <b>Update from the Chair</b> – All potential event locations should have a Steering Cmte Face-to-Face meeting held there ahead of time so cmte members can evaluate the location. Dexter Zenar is going to join the Program and Sponsorship cmtes.
4. <b>The Next Event</b> – The next event will be in September, potentially with Howard Nut who will speak about the Business Development CMM. Winifred/Vivienne to share his bio & abstract with steering cmte.
5. <b>SEPG's Presentation on SPINs</b> – Cmte chairs should read the slides and come up with a slide to say how they will deal with this issue (new AI215).
6. <b>Request from Graf (Rina Wahab) to forward webinar invitation to members</b> – question at hand: what is T-SPIN's policy. Sponsorship cmte should take on this issue (AI216), perhaps such an invite could be distributed as part of our event email. Sponsors can have pamphlets available at events. Rekha suggests that a Steering Cmte member should view a vendor's webinar and give a positive review before T-SPIN promotes such a webinar (some webinars are of very good quality, we don't want to be associated with those that are poorly run).
7. <b>Review Action Items</b> – see attached Action Log.
8. <b>Other Business</b> –
<ul style="list-style-type: none"> <li>• <b>Review the mail</b> – No mail of interest was presented to the cmte.</li> </ul>
9. <b>Roundtable and wrap-up/adjourn</b> – Meeting was adjourned at 1:00 pm.

## Decisions Taken

Decisions Taken
1. Welcome Winifred Menezes to the Steering Committee

## Minutes Prepared by

Steven Turner

## Next Meeting

Face-to-face meeting on Wednesday, May 20<sup>th</sup>, 2007, from 4:30pm to 6:30pm at:

Ontario Energy Board, 2300 Yonge Street  
 Northwest Corner of Yonge & Eglinton  
 Prior to 4:30 pm, go to Reception on 27th Floor  
 After 4:00 pm, call Sue at 416-818-3208

For those who are unable to attend in person:  
 Teleconference Details: 416-343-2604 or 1-866-576-2504 PC: 4237073