

Toronto SPIN Steering Committee Meeting Minutes

Purpose

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

Logistics

Date: Teleconference meeting on Tuesday, July 31st, 2007, from 12:00pm to 12:30pm:

Teleconference Details: 416-343-2604 or 1-866-576-2504 PC: 4237073

Agenda

| Agenda Item | Presenter | Time |
|-------------------------------------|---------------------------|-------------------|
| 1. Gather and Roll Call | Steven | 5 min [00-05] |
| 2. Review Minutes from Last Meeting | Steven | 5 min [05-10] |
| 3. Steering Cmte Update | Steven on behalf of Rekha | 5 min [10-15] |
| 4. Programme Cmte Update | Vivienne | 2.5 min [15-17.5] |
| 5. September Event Update | David | 2.5 min [17.5-20] |
| 6. Sponsorship Committee update | Steven on behalf of Rekha | 5 min [20-25] |
| 7. Finance Committee Update | Doris/Rodolfo | 2.5 min [25-27.5] |
| 8. Web Team Update | Rudolfo | 5 min [27.5-32.5] |
| 9. Snail Mail Update | Susan | 2.5 min [32.5-35] |
| 10. Review Action Items | Steven | 10 min [35-45] |
| 11. Roundtable and wrap-up/adjourn | All | 10 min [45-55] |

Attendees

| | | | |
|-----------------|---------------|------------------|---------------|
| Rodolfo Zuniga | Sue Muckle | Doris Concepcion | Sanford Hersh |
| Erika Vintan | Steven Turner | Rodolfo Zuniga | David Penty |
| Andrew Gurudata | Vivienne Suen | | |

Absent:

| | | |
|----------------------------|-------------|------------------------------|
| Winifred Menezes (Regrets) | Lara Duncan | Rekha Kulshreshtha (Regrets) |
|----------------------------|-------------|------------------------------|

Summary of Discussions

| Discussion Items |
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| 1. Gather and Roll Call – Meeting started at 12:10 pm. |
| 2. Review Minutes from Last Meeting – Meeting minutes were approved by the Steering Cmte with no changes. |

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| <p>3. Steering Cmte Update – Review of Steering Committee Status - no changes to our steering committee membership. Dexter Zenar – regarding the passing of Dexter Zenar, founding member of the Toronto SPIN, there was a motion to memorialize Dexter in some fashion. The motion was deferred until a suitable form of donation is determined; it was suggested that Rekha might contact the family to see if there was a preferred charity (new action item). SPI Attitude Survey – discussion regarding the SPI Attitude Survey being discussed between Rekha, David, Winifred and Steven; David suggests that a brief follow-up interview would be useful to confirm survey results and perhaps dig a bit deeper.</p> |
| <p>4. Program Committee – Have not had a cmte meeting in a while.</p> |
| <p>5. September Event – had to change topic in order to make use of the IBM Lab location. The topic may be around Agile, perhaps Kevin Aguanno and/or Scott Ambler and moving the date to November 21.</p> |
| <p>6. Sponsorship Committee Update – No update.</p> |
| <p>7. Finance Committee Update - \$1071.78 in bank account; CIBC account has been closed; Ontario Tax Form has been completed for 2007.</p> |
| <p>8. Web Team Update – Rudolfo received updates/hand-off from Marie to make web page updates but his machine has had problems. Rescheduled with Marie to fix the tech issues and then update the web site. Currently looking for volunteer web developers.</p> |
| <p>9. Snail Mail Update – Nothing new.</p> |
| <p>10. Review Action Items – see attached Action Log.</p> |
| <p>11. Roundtable and wrap-up/adjourn – Meeting was adjourned at 12:55 pm.</p> |

Decisions Taken

| Decisions Taken |
|-----------------|
| 1. None |

Minutes Prepared by

Steven Turner

Next Meeting

Teleconference on Wednesday, August 15th, 2007, from 12:00 to 1:00

Teleconference Details: 416-343-2604 or 1-866-576-2504 PC: 4237073