

SUBJECT: Minutes – CC telecom, Thursday, 25 OCT 1200 -1300 EDT.

1. **Attendees:** Today's attendees are shown as "present". [** = Notified of absence]
07 voting members present. (A quorum requires 07 of 10 voting members).

At-large members	Ex-officio/Appointees/Others
Saunders, Randy '20+ (Chair) present	Ronnfeldt, David (SAC Vice Chair) present
Daly, John '19 (Vice Chair) absent	Non-voting Members
Bachman, Jane '20 (Secretary) present	McCall, Mark (Executive Director) present
Coolahan, Jim '19 present	Meyer, Sara (SIW SPEC Track Liaison) present
Drake, David '19+ present	(SVCS SIW Track Liaison)
Lessmann, Kurt '18+ absent	Johnston, Scott (SIW SLT Track Liaison) absent
Ruiz, Jose '20 absent	Rowe, Patrick (NTSA Liaison) present
Youngblood, Simone '20+ present	
Swenson, Steve '20+ present	

2. **Quorum:** Mark McCall conducted a roll call and Jane confirmed that quorum was met.
3. **Agenda:** Randy Saunders provided an agenda for the meeting; no corrections were raised.
4. **Previous Minutes:** October 2018 minutes were moved for approval by Simone, seconded by Jim and approved by the CC members with no objections.
5. **Opening Remarks:** Randy welcomed everyone to this CC telecom meeting.
6. **Unfinished Business:**
- 2019 SIW:** Members reviewed the CC to-do list for the "Simulation for the Next Generation", held at The Florida Hotel and Conference Center. Discussion on block room assignments, tutorial/plenary speakers, abstract/paper approvals, working group needs, SISO table in Exhibits and review/approve workshop program.
 - Tutorial Speakers:** Jim Coolahan volunteered to continue coordinating the tutorial speaker lineup.
 - Plenary Speakers:** Steve Swenson volunteered to coordinate the 2019 SIW Plenary Speakers. Simone noted that she has some speaker/presentation on test beds that could present what they need from SISO. Dave Drake asked how many speakers are needed. Plenary speakers are needed – one for after lunch on Monday, Tuesday and Thursday. Thursday is mostly paper out briefs and/or special presentations from the forums.
 - Workshop Program:** Dave Drake plans to review/approve the one-page for the workshop program and Mark will review/approve the workshop program.
 - SISO Exhibit Table:** Jane Bachman volunteered to coordinate this effort between the three committees for committee volunteers to 'man the booth'. Should know by 03 January 2019 whether there is enough volunteers to conduct the SISO table.
 - Working Group meeting needs:** SAC TADs will coordinate this data call.
7. **New business:**
- Do we need another CC meeting in November? Please plan to discuss at the next CC meeting.
 - Jane requested volunteer(s) to help with capturing and typing CC minutes on 12/20, 1/3, and 1/17 due to upcoming hand surgery.
8. **Adjourn:** Steve moved to adjourn and Dave seconded; meeting was adjourned at 1256.
9. **Action Item Review:**
- (EXCOM) CC awaiting for 2019 SIW call for papers (CFP) approval.
 - (Jim) Coordinating the Tutorial Speaker effort; suspense 11/8/18.
 - (Steve) Coordinating the Plenary Speaker effort; suspense 11/8/18.
 - (PRPs) approve abstracts (suspense 11/15/18 and 12/19/18) and papers (suspense 1/3/19).

- e. (PRP Chairs) Block papers into sessions; suspense 1/7/19.
- f. (Jane) Coordinate the SISO table in Exhibit room; suspense 1/3/19.
- g. (Dave) Review/approve workshop one-page program; suspense 11/25/19.
- h. (Mark) Allocate rooms; suspense 1/17/19.
- i. (All) Review website for 2019 SIW & materials; suspense 11/8/18.
- k. (All) Need a note taker for CC meetings: 12/20, 1/3, and 1/17.

10. **Next CC Meeting:** Thursday, 08-NOV-2018 CC telecom meeting; 1200 dial check-in and 1210. US-Atlanta, GA 404.400.8750; Access Code: 588-244-107#.