

**SUBJECT:** Minutes – Thursday, 23 AUGUST 1200 -1303 EDT.

1. **Attendees:** Attendees are shown as “present”. [\*\* = Notified of absence]  
**06** voting members present. (A quorum requires **06** of 10 voting members).

<b>At-large members</b>		<b>Ex-officio/Appointees/Others</b>	
Saunders, Randy '20+ (Chair)	present	Ronnfeldt, David (SAC Vice Chair)	absent
Daly, John '19 (Vice Chair)	absent	<b>Non-voting Members</b>	
Bachman, Jane '20 (Secretary)	present	Rowe, Patrick (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+	present	Johnston, Scott (SIW SLT Track Liaison)	absent
Ruiz, Jose '20	present		
Youngblood, Simone '20+	absent**		
Swenson, Steve '20+	absent		

2. **Quorum:** Conducted roll call by Jane; quorum met.
3. **Agenda:** Randy Saunders provided an agenda for the meeting; no corrections raised.
4. **Previous Minutes:** Minutes from July meetings moved to approve by Kurt and seconded by Drake; approved unanimously.
5. **Opening Remarks:** Randy welcomed everyone and provided agenda slide via the Join.me tool.
6. **Unfinished Business:**
- SIW:** Participants reviewed 2019 survey response evaluation. Jim did not receive any additional tutorial feedback. Jim Coolahan noted that he had received no negative feedback on scheduling tutorials on Tuesday. Patrick agreed but noted a survey recommendation that we include tutorials on Wednesday for new SISO members, and that he had talked to Michael O'Connor, who had mentioned there may be some good I/ITSEC tutorials to add to the SIW. Jim noted that we might have to resolve conflicts for tutorial presenters, many of whom are involved in the group meetings on Wednesday.
  - ToDo List Review:** CC reviewed the list and Randy made updates according to feedback.
  - Opening Speakers:** Reviewed Patrick's speaker list; discussion followed.
7. **New Business**
- Meeting Reminder:** Next meeting will be Friday, 06 September 2019. In addition, beginning in September we will be moving to second and fourth Fridays (i.e. 13 and 27 September).
8. **Adjourn:** Jim moved to adjourn; Drake seconded; the meeting adjourned at 1250 pm EDT.
9. **Action Item Review:**
- (All) Please send CC meeting absence notifications for planning purposes.
10. **Next CC Meeting:** Friday, **06-SEP-2019**  
 CC telecom meeting; 1200 dial check-in and 1210. US-Atlanta, GA 404.400.8750;  
 Access Code: 588-244-107#. **On-line collaboration** - <https://join.me/RSaunders.ieee>.