

SUBJECT: Minutes – Friday, 06 SEPTEMBER 1200 -1255 EDT.

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

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

2. **Quorum:** Conducted roll call by Jane; did not meet quorum.
3. **Agenda:** Randy Saunders provided an agenda for the meeting; no corrections raised.
4. **Previous Minutes:** Voting on August minutes moved to our next meeting.
5. **Opening Remarks:** Randy welcomed everyone and provided agenda slide via the Join.me tool.
6. **Unfinished Business:**
- EasyChair:** Patrick said that we would be repeating the process. He is checking with Mark later today regarding abstract notification to authors. Scott requested Patrick to resend the bidding instructions as a reminder for the reviewers.
 - Election:** Randy reminded all PRPs and CC Members eligible of FY20 self-nominations. Randy plans to return to PRP Chair. Patrick said that there are several CC positions open.
 - IITSEC Papers:** Jim researched and discovered background material, a letter from a previous IITSEC abstracts, where notifications sent to 14 authors for submission to SISO. He said that at that time Barbara had said it was up to the Program Chair.
7. **New Business**
- UCF Event (Student Demos):** Drake and Patrick discussed with UCF on a student night. They have some ideas for types of demos of possibly cyber and robotics. Possibly have it on Tuesday at 1700. Jane suggested inviting some area High School students to the UCF night. CC discussed several items: need to check for facility room availability, select invites to manage crowd, need to secure rooms with equipment, ensure that there is a chaperone and encourage SISO members to plan participating. This is a good SISO STEM/STEAM outreach.
 - Meeting Reminder:** Next meeting will be Friday, 27 September 2019. Please note: beginning in September we will be moving to second and fourth Fridays of every month.
8. **Adjourn:** Drake moved to adjourn; Jim seconded; the meeting adjourned at 1255 pm EDT.
9. **Action Item Review:**
- (All) Bid on papers in EasyChair.
10. **Next CC Meeting: Friday, 27-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>.