

**SUBJECT:** Minutes – Friday, 27 SEPTEMBER 1200 -1255 EDT.

1. **Attendees:** Attendees are shown as “present”. [\*\* = Notified of absence]  
**04** 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	absent**	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)	present
Ruiz, Jose '20	present		
Youngblood, Simone '20+	absent**		
Swenson, Steve '20+	absent		

2. **Quorum:** Conducted roll call by Randy; CC meeting did not meet quorum.
3. **Agenda:** Randy Saunders provided an agenda for the meeting; no corrections raised.
4. **Previous Minutes:** Voting on 23 AUG and 06 SEP minutes moved to our next meeting.
5. **Opening Remarks:** Randy welcomed everyone and provided agenda slide via the Join.me tool.
6. **Unfinished Business:**
- 2020 SIW:** Review and discussion of the schedule. Possible DMSCO event held on Friday. Hot wash may be on Thursday evening. Consensus for a Thursday afternoon hot wash. Need to add on the Tuesday evening a UCF event. Submissions deadline is the 15 Oct for papers. Consider an end of October for deadline.
  - Paper Bidding:** CC discussed FY20 paper bidding. Patrick sent notifications to authors.
7. **New Business**
- ITEC:** Jose suggested adding this topic to our next meeting agenda.
  - Minutes:** Jane raised that there are now two minutes that need review/approval by CC. Randy plans to address this at our next meeting.
8. **Adjourn:** Drake moved to adjourned and Jose seconded; meeting adjourned at 1255 pm EDT.
9. **Action Item Review:**
- (All) Please send regrets in advance if unable to participate in a CC meeting.
10. **Next CC Meeting: Friday, 11-OCT-2019**  
 CC telecom meeting; 1200 dial-in. US-Atlanta, GA 404.400.8750;  
 Access Code: 588-244-107#. **On-line collaboration** - <https://join.me/RSaunders.ieee>.