Minutes

FIE Steering Committee Meetings
Hyatt Regency Savannah
Savannah, Oct. 20 and 23, 2004

Part 1: Wednesday, Oct 20, 6:30-8:30 pm, Savannah Room,

Meeting Wednesday night called to order 6:30

Minutes of June meeting approval deferred to Saturday

FIE 04 report (Joe Hughes)
463 technical session attendees
541 total
Looks like a break even from a cost standpoint
80 less than 03, 56 less than 02 advanced registration
Discussion that some of the change from 2003 may have been a result of not having the HP support for a pre
FIE workshop as done in 2003
Microsoft did not put in. Had a hard time getting response (still anticipating $10k for new faculty fellows
program)
Lower % of submitted abstract to presentation than previous years due in part to a lower % accepted
abstracts.
No apparent gain from CASEE
Approximate income down $60k
No increase in registration fee since 02
Fees at IEEE-CS, KU, hotel all up
Time to look at meals, especially breakfast
Look at abstract – papers – attendees attendance numbers (rates of those involved)

FIE 05 report (Bill Oakes)
Will re-look at budget before passing it around
Input requested on areas to look at
Reception will be at Eiteljorg Museum [www.eiteljorg.org]
Draft of sponsorship notice
HP negotiations

CASEE and cooperative membership (Ted Batchman) [general MOU and CASEE drafts attached]
Passed around “MOU” for CASEE – NAE
Called “cooperating member”
Keep costs and negotiations separate
General MOU and particular one for FIE and CASEE discussed
Discussion tending toward cooperative not joint negotiations
Work with the general chair and the cooperative member representative
Request Ted Batchman and Mary Heberling discuss plans with Norm Fortenberry for CASEE
Concerns over sponsorship of fellows program at $5000 instead of full program – how much control and
name recognition if not funding entire program? How much selection control if funding entire program?
Need flexibility in naming
Co-sponsor not sponsor since $ 5k not funding full program

**DASHER (Ron Miller)**
Best paper for conference (committee should have a member from ERM, IEEE-ED and IEEE-CS)
Program co-chairs nominate 3 -5 papers based on reviews
12 finalists for 04
At least one member of committee will review presentations (Jim Avery, Ron Miller, Dave Voltmer, Jim Roberts)
Need to look at better process for future
Significant discussion on how papers are selected before FIE presentation. Currently each chair selects highest papers based on full reviews.
Ron and committee will define a process for selection and committee formation
Need more written/information input on relationship of written paper and presentation

**Helen Plants Award (Eric Soulsby)**
What type of award – ERM only or FIE
Listed as ERM
Should be ERM award
Should we look at interactive sessions and workshops?
Ask other societies if they want to co-sponsor or leave it as ERM award
Who is responsible for award plaque

*FIE awards plaques picked by Ed society as chair of awards – agreed by committee*

Mary Heberling passed around data for FIE conferences

**Awards by Dan Litynski**
A few items for review being put in document
Need to look at what is covered for award winner — recommend sponsor cover costs?
Who should be included in covered costs? Should conference registration be required?

**Exhibits by Bob Hofinger**
21 exhibits this year
“give-a-ways” in *focus on exhibits* time Thursday afternoon

**Some General Discussion**
Question on purpose and structure and need for awards banquet?
PK Imbrie committee will report and discuss on Saturday and then final report at ASEE
Saturday question about scanning FIE TOC and cover for previous conferences

Adjourned 8:45
Saturday session start 8 AM

**Additions to agenda**

MOU
Joe Hughes re 04 budget issues
Vision
Scan old proceedings
One day registration *discussion was no.*
FIE 05 budget questions

Mike Pavelich reviewed Wednesday evening meeting

**Reports**

2003
   Books closed

2006
   Hotel selected
   Question re: special sessions and awards banquet
   Maybe move awards earlier to highlight winners throughout conference
   Committee endorsed flexibility
   Currently only about 50 non-“fixed” attendees

2004
   546 – 570 registrations (562 “real” count)
   Appears to have moved to a plus balance – around $ 10k
   KU expenses up, IEEE-CS charges up but no increase in registration fees
   Question about vendors closing down before last break
   Session chair survey comments

2007
   Contract with KU signed
   Hotel in negotiations
   Looking at conference wide event Friday night (combination banquet/reception)

Dan Budny publications
   Went well
   Web site maintained by FIE instead of local FIE host institution
   2005 site up and turned on

**CASEE – MOU**

   Modifications from Wednesday evening
   Two forms passed out – general and CASEE
   Discussion focused on specific CASEE MOU plan
   CASEE looking at $ 10k for full sponsor of faculty fellows
   Cooperative member changed to cooperative affiliate
   *Moved and seconded to adopt the supplement of cooperative affiliate MOU*

**Motion passed**
Moved and seconded to accept CASEE version subject to approval to logo placement
Motion passed

Old business
Budget: What is goal for income?
What about meals?
Conduct survey on meal issues GaTech offered to develop and conduct survey

Motion to conduct survey on conference cost issues (moved and seconded)
Motion passed with Ann S and Joe Hughes working on development

PK discussed vision and will circulate questions
Should WIP be included in regular session
Cover international conference
Add “vision” question for 5 years
People-people networking
Are there targeted groups to investigate?
Question on workshop
Relationship to vendors

Exhibits Bob
Mostly good comments
Good location
Question about leaving early
Look at increase numbers

TOC
Will proceed to scan the TOC from previous FIE conferences and post on FIE clearing house site.

2005 budget questions
Various fees – i.e. student rate?
Sponsors on CD with direct links – most discussion was against including such info on the CD.

Issue on registration costs for awardees
Joe Hughes, Ted Batchman, Ann Cates will examine

Look at FIE 08 – in June

Adjourned at 10:20