

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