

**** Draft ****

Note: These notes are not yet formally approved and are subject to correction at the next South Central steering committee meeting on April 19, 2008.

CCSC: SC Minutes Nov. 30, 2007

Conference Planning Meeting convened at 2pm

Present: J. Fernandez, C. Busch, P. Tedford, L. Baker, J. McGuffee, M. Asoodeh, M. Scherger, T. McGuire, T. Hammerdinger, W. Denny, K. Hartness, S. Weber, C. Stringfellow

Discussed the following:

- Welcome by John Fernandez, Chair
- Selection of papers was made – 21 of 43 submitted were accepted.
- Decided on initial group of topics
- Selection of students papers was made – 11 of 17 submitted were accepted
- Selection of tutorials was made – 8 of 13 were accepted.
- Conference program was developed
 - o C. Stringfellow moved to approve program, J.McGuffee seconded, all approved
- Report from W. Denny on student posters – none submitted yet; will require students to use template on web; requested approx. 10 names for judging students
- T. McGuire, moderator chair suggested everyone on steering committee should send 1-2 names for moderators at conference
- P. Tedford announced three vendors would be coming
- C. Stringfellow gave N. Passos report on database and publicity issues
 - o Recommended a local person should serve as publicity chair, but will continue until April
 - o Committee decided local host would submit pdf documents to N. Passos who would still serve in sending out documents via email
 - o Committee asked if N. Passos would agree to continue to maintain database (he agreed for now)
- K. Hartness agreed to send bios to C. Stringfellow and she would make sure they would be properly placed on the lecterns at the conference
- P.Tedford described the conference and banquet facilities
- J. McGuffee moved to adjourn, P. Tedford seconded, all approved

Meeting adjourned at 5:05pm

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Second Meeting convened at 5:05 pm

Present: J. Fernandez, C. Busch, P. Tedford, L. Baker, J. McGuffee, M. Asoodeh, M. Scherger, T. McGuire, T. Hammerdinger, W. Denny, K. Hartness, S. Weber, C. Stringfellow

Discussed the following:

- With corrections, J. McGuffee moved to approve the minutes of the April meeting, K. Hartness seconded, all approved.
- J. Fernandez informed committee the 2008 Conference Budget was approved
- J. McGuffee informed committee he had discussed with President Susan Dean the process of having the local treasurer verify/approve reimbursement and national treasurer would issue reimbursement based on his recommendation. As South Central region has a treasurer that is not at the host university, this was deemed a good check and balance process.
- University of Houston-Downtown and Houston Community College District have tentatively agreed to host the conference in 2010. Sam Houston State University has agreed to be the backup.
- Will Denny will assist Tim McGuire in coordinating the Steering Committee elections in April
- With regards to not accept PO's, J. McGuffee moved to approve, W. Denny seconded, all approved.
- With regards to not refunding attendees, but allowing substitutions, J. McGuffee moved to approve, M. Asoodeh seconded and all approved.
- M. Asoodeh moved to approve that someone be honored at the conference in April, C. Busch seconded, all approved.
- M. Asoodeh nominated " ", all approved. J. Fernandez will order the plaque and J. McGuffee will present the plaque at the conference or banquet.
- S. Webber moved to adjourn, J. Fernandez seconded, all approved.

Meeting adjourned at 5:30pm.