

Meeting (conference call) Notes January 8<sup>th</sup> 2013.

Attendees on phone: Carl Harry, Patty Summers, Jeff Edwards, Bill Hack, Vance Grieshop, Bernie Corripio, and Tho Tran.

Carl Harry opened the meeting by reading the Anti Trust Statement.

The objective of the meeting was to discuss the status of papers planned for the 2013 conference. There are no known issues which could threaten any of the papers meeting the March 11<sup>th</sup> paper deadline. Carl had received email replies from each author except Rama and Douglas Decker.

Since we have seven papers scheduled there will not be a lot of time for Q&A. The method for collecting and addressing questions will be discussed in the next meeting. Jeff mentioned discussions in the Main Committee meeting around session start/stop timing; since our session is on Tuesday morning there is not much flexibility due to the networking luncheon. He also discussed session seating (tables or stadium); a combination seems to work best—those who want a place to take notes can sit at tables located toward the front and those who prefer to sit and listen can sit stadium style in the rear. Room size could require more stadium seating to accommodate the expected headcount.

Potential options for the feedback forms as well as possible topics or session themes will be discussed in the next meeting too. Each member of the subcommittee should begin considering topics for the 2014 conference, participation as a session chair, and any other subcommittee positions.

The next meeting will be on February 28<sup>th</sup>, where I would like to have a face-to-face to meet some new subcommittee members; it has been a long time since we had full participation in a face-to-face. Location to be determined—is anyone interested in hosting the meeting at your facility?