



# VP Administrative Activities Report

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VP Administrative Activities

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ITSS ExCom meeting

Orlando, Florida

February 5, 2011



## Completed Tasks

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- Coordinated the February 2011 ExCom Meeting
  - Flight comparison for ExCom members
  - Hotel comparison for Orlando hotels
  - Prepared agenda
  - Found hotel, negotiated contract, coordinated with IEEE headquarters to sign contract
  - Reserved AV equipment
  - Posted February 2011 ExCom on ITSS web site



## Completed Tasks (cont.)

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- Determined action items from previous ExCom meetings
  - Sent action items to ExCom
- Changed EWH FTP password
- Updated ExCom and BOG email listservs
- Updated ExCom and BOG members on ITSS web site
- Explored procedure for changing the Constitution and/or Bylaws to allow the president to appoint BOG members



## Completed Tasks (cont.)

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- Followed up with Umit on the status of the conference manual
  - Umit said the manual should be completed in February 2011
- Followed up about ITSS chapter in Bogota
  - Sent Urbano and Daniel an email asking about the status
- Followed up on ad hoc committee on public visibility
  - Sent email to Umit, Dan, Christoph, and Fei-Yue



## Completed Tasks (cont.)

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- Although not part of my VP Admin tasks, there is one notable completed task
  - ITSC 2012 hotel and meeting space contract has been signed with the Hilton Anchorage
  - September 16-19, 2012



## Tasks to be Completed

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- Post minutes from ExCom meeting on ITSS web site and email minutes to BOG within 30 days (Bylaws Article X, Section 3)
- Send all motions approved in BOG or ExCom within 10 days to concerned parties
  - Send an email reminder of action items to ExCom every 4-6 weeks
- Identify BOG members who have missed the last 3 BOG meetings
  - Why? Nowhere in the Constitution or Bylaws does it say anything about missing meetings.



## Tasks to be Completed (cont.)

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- Make a motion to the BOG to change the “past past president” to the “past president” in the Bylaws for the “Nominations and Appointments Committee chair” (Bylaws Article VIII, Section 5.2)
- Send call for nominations for BOG by May 1
- Send at least 8 nominees to IEEE by July 15



# Tasks to be Completed (cont.)

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- Verify that the version of the Constitution on the ITSS site is the most current version
- Update and clean up web site
  - Change “Officers and Committees” link to “Officers” and add a “Committees” and “Sub-Committees” link to the left-hand navigation menu
  - Clean up code so modifications can be made easier with much less effort
  - Update conferences page
  - Ensure content on all pages is up to date