

IEEE Executive Committee Meeting

February 20, 2003, 8:30pm

Last meeting date: January 13, 2003

Old Business (completed)

- Secure back door (done)
- Inventory CyberSlug sweatshirts (done)
- Hold general meeting (done)
- Sync clock on i3e (done)

Old Business (pending)

- 2003-1-13: CyberSlug shirts: order polos (others?); digital pictures of CyberSlug shirts
- 2003-1-13: Room use policy update
- 2003-1-13: Treasurer: Accounts?
- 2003-1-13: LCD (or other monitor) for IEEE room

New Business

- IEEE officers (i3e-off) alias administration
- IEEE announcements (ieee-announce) alias administration
- Web page contact e-mail: name at the bottom of most of the IEEE pags is Eric; it should probably be someone else
- CyberSlug shirts: online request form
- Key Code Policy: online request form
- *Vice-Chair*: Nominated chair of Sustanance Acquisition Specialist Committee
- *Secretary*: “Key code policy” envelope; files for accounts, key code policy sheets, mothership data, meeting minutes, etc.; open business database
- *Treasurer*: “Finances” envelope; accounting system, go to the bank
- *Professor*: At least half-file in cabinet for accounting and secretarial system
- *Chair*: Finish shirt inventory