



**Preliminary Business Meeting Agenda**  
**ECA**  
**EDEC Engineering Department Executive Committee**  
**All Chairs Meeting**

**Wednesday, 6 October 2004**  
**4:00pm – 5:30pm**

Chairs of all Summit Committees and ECA Distinguished Fellows should attend. This is an open session for others interested in the continuous process improvement of the Summit program.

**Location:** **Holiday Inn On the Bay**  
**1355 North Harbor Drive**  
**San Deigo, CA 92101**

**PH: 800 877 8920**

- 1. Call to Order** Ed Mikoski
- 2. Committee Structures**  
Discuss present committee structure
- 3. Update on ANSI Audit**  
Status of the Audit
- 4. Marketing Plan**  
Operation Outreach - Develop plan to involve users and expand participation at the Summit
- 5. Program Planning Logistics – Schedule**
  - Layout schedule for Spring 2005 meeting
  - Parameters for future sites
- 6. PINS process**
  - Forms completion and posting
- 7. Technical Papers and Speakers**
  - Selection and coordination process
- 9. New Business**
  - Other items within the scope of the EDEC
- 10. FUTURE MEETINGS**
  - Spring Engineering Summit May 16-19, 2005  
Chateau Sonesta, New Orleans, LA
- 10. Action Items**
  - To be summarized
- 11. Adjournment**

ECA Staff Contact: Ed Mikoski 703-907-8023