



# Minutes of All Chairs Meeting

Wednesday, 08 October, 2003  
San Antonio Marriott Rivercenter  
San Antonio, TX

Attendees:

<u>NAME</u>	<u>COMPANY</u>
Bill Gisseler	TDK Corporation of America
Michael Griffith	KOA Speer Electronics
Ed Mikoski	EIA/ECA
Randy Pinkelman	Vishay Dale Resistors
Dave Toomey	Vishay

The meeting was called-to-order by Acting Chairman Edward Mikoski at 4:00pm.

## 1.0 COMMITTEE ORGANIZATION & PROCEDURES

### 1.1 Membership Attendance and Introductions

There was a round of self introductions. 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.

This was an initial meeting of a newly formed committee to coordinate issues regarding the overall conduct and future strategy of the Engineering Summits. Additionally, this group will fulfill the oversight responsibilities for the ECA Engineering Committees. This is so that the necessary requirements stated in EIA Engineering Publication EP-20-A, Manual of Organization and Procedure” can be complied with, and the standards development process will be in compliance.

The plan is to situate the meeting conveniently enough to get the maximum number of committee chairmen and ECA distinguished fellows in attendance. It is anticipated that the membership of this committee will grow over the next couple of sessions.

### 1.2 Approval of Agenda

Agenda was unanimously approved.

### 1.3 Meeting Logistics

Discussion on how to improve the operation  
Schedule adjustments

### 1.4 Operation Outreach

Discussed need to develop a plan to involve more users and expand participation at the Summits.

### 1.5 Committee Rules of Procedure

Highlighted the ANSI Audit for Accreditation that is forthcoming for EIA.

Discussed plan to deliver Standards Development training of attendees during the U-1 meeting at the session for Spring 2004 Summit.

## **1.6 Program Planning**

### **1.6.1 Technical Presentations Process**

The group felt that it was a good idea to work out a process to identify and publicize any presentations conducted during all the sessions the week of the Summit. The next session should discuss the issue in more detail.

## **1.7 Website and other communication tools**

The website at ECA is a tremendous tool and the content and associated logistics to take better advantage of the program is another item that needs to be regularly discussed during these all chairs meetings.

## **1.8 Other Items**

The group was asked to be prepared to help develop this committee into a viable entity. This committee will for the time being also be referred to as the Engineering Department Executive Committee (EDEC).

## **2.0 Future Meetings**

The next meeting will be held at the ECA Spring 2004 Engineering Summit to be held the week of 19-22 April, 2004 at Hilton Tampa Westshore, Tampa Bay, FL.

The ECA Fall 2004 Engineering Summit location is being planned for San Diego, CA

The ECA Spring 2005 Engineering Summit primary location site will be New Orleans, LA with a backup location of Denver, CO

## **3.0 Adjournment**

The meeting was adjourned at approximately 5:00pm.

This meeting was conducted in accordance with the EIA Legal Guidelines and the Manual of Organization and Procedures.

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Edward F. Mikoski, Jr.  
Acting Chairman

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Edward F. Mikoski, Jr.  
Acting Secretary