Action Items

Number	Actionee	Action	Due Date	Actual Completion Date
EC03-01	Barry	Identify all affiliate members for upgrade consideration.	2/30/04	
EC03-02	Josh McNeil	Provide Certificate of Security for review for HiWAAY and PayFlow	2/30/04	
EC03-03	Melissa	Add Florida back to Key Members list.		10/31/03
EC03-04	Barry, Steve M, Paul	Check with Cathy about Florida's last financial report.	2/30/04	
EC03-05	Steve M	Provide detailed outline of Best Practices concept	Oct 15th	10/01/03
EC03-06	Paul	Talk to George Peters about legal aspects of Best Practices	2/30/04	
EC03-07	Josh	Add networking and services and storefront type indicator in mission statement	2/30/04	
EC03-08	All	Check webpage information for correctness and up-to-dateness	2/30/04	
EC03-09	Josh	Formulate proposal for technical papers/articles wrt members-only purchase	6/30/04	
EC03-10	Josh	Update Renewal form to add Option in for publishing info in membership database	2/30/04	
EC03-11	Cathy	Give membership data base and info (fields, forms, etc.) to Josh for website.		Done?
EC03-12	Cathy, Josh	Integrate member data base vs. conference data base	6/30/04	
EC03-13	Josh	Verify file manager virus scanning/detection capability which exists	2/30/04	
EC03-14	Josh	Get matrix of responsibility for webpages delivered	August 15, 2003	8/15/03
EC03-15	All	Get updates for webpages to Mario/Josh	9/15/03	9/15/03

Number	Actionee	Action	Due Date	Actual Completion Date
EC03-16	Josh	Verify space for chapter websites to link to SSS website	2/30/04	
EC03-17	Paul	Send out conflict of interest policy by 9/1/03 (to be followed by updates and vote)		
EC03-18	Larry	Add property increase to Insurance Recommendation	2/30/04	
EC03-19	Larry	Check with Cathy about two other buildings on her property	2/30/04	
EC03-20	Larry	Check on $500,000 maybe make $1M or more, and check on Boiler/Mechanical section	2/30/04	
EC03-21	Larry, Chris	Show on balance sheet where the money resides	6/30/04	
EC03-22	Chris	Put names next to line items	06/30/04	
EC03-23	Chris	Generate survival budget if 1) 30 percent drop in membership and 2) unsuccessful conference	06/30/04	
EC03-24	Chris	Make proposal for line items that need explanation	2/30/04	
EC03-25	Barry and Jerry	Fix zip code definition for Chapter and notify Cathy of change and to review letters	2/30/04	
EC03-26	Jerry	Request Chapter Presidents to attend next conferences and participate in the EC meeting	6/30/04	
EC03-27	All Chapter Pres	Send Jerry chapter charter and list of members	2/30/04	
EC03-28	Singapore	Send Jerry a copy of chapter letter	2/30/04	
EC03-29	Jerry	Get membership upgrade criteria to Singapore	2/30/04	
EC03-30	Peter	Give inputs to System Safety Analysis Handbook editor (Dr. S. Seiffert) to add to appendix	2/30/04	