

LOGISTICS and TREASURY REPORT

0) **Procedures:**

- A) Fill out PASC Meeting Requirements Request Form and put it in Conference Coordinator
- B) Fill out Group Sign-in Sheets within each group

1) **Increase Industry, Stakeholder Awareness and Education on POSIX Related Standards.**

- Digital Avionics Systems Conference (Call for Papers for 98 now)
 - See Glen Logan on 703-578-6584
- Action: Setup a conference call with the DASC officials by May 8, 1998
 - Resolution: Met with DASC officials and we agreed to work out the hotel arrangements (March 11, 1998).

2) IDI Subscription Accounting Report -- Presented by Todd Campbell

3) Meeting Attendance Reports: 46 meeting (See Attached N726R1-Attendance) – Apr 98 was 53 total for PASC. SAE attendance was 15.

4) Hotel Contract Issues and possible changes:

- A) Increase the number of Government rooms when co-locating with SAE and other groups
- B) Ensure the Hotel validate that the guest who claims they are Gov't employees.

5) Financial and PASC Cost Items: Need to enforce and hold accountable PASC cost and hotel expenses.

- **Joe Gwinn Presentation model for ensuring each working group know the cost each hotel expense for meeting facilities.** Joe reported the average cost for White Board is \$60.00/day and \$12-15 Easel per day.
- Action- Tonya: Final Report submitted in General Mailing. Financial Totals by Registration Code (See Attached)
- Expenses Per Group for April 1998. (See Attached)

Any complaints or overcharges about hotel?

6) Future Meeting Sites and Dates:

Date	Location	Hotel	Room Rate	# of Gov't Rooms
Sunday October 25- Friday October 31, 1998 - Signed	San Diego, CA	Holiday Inn on the Bay	*\$139 S&D— *Need to reduce	10 @ \$93.00
Sunday January 10 - Friday Jan. 16, 1999 - Signed	New Orleans, La	Radison Hotel	\$109 S/D	15 per diem
Sunday April 11 - Friday April 17, 1999 - Tentative May Co-locate with SAE/ASD Decision due by Aug. 10, 1998	Charlotte, NC	Hilton at Univ. Place	\$110 S/D with breakfast \$105 S/D w/o breakfast	10 per Diem
July 1999 - Nashua July 25—31, 1999 - Tentative Avoid July 14-23 - TOG Dates	Nashua	Crown Plaza,		10 Gov't Rooms
October , 23-31, 1999 Tentative	St. Louis, MO	DASC Hotel		
January 2000 ??????				
April 2000 ???????	Gulf Coast, Fla			
July 2000 ???????				
October, 2000 - Tentative	Eastern US	Co-locate		

Meet with SAE ASD for the April 1999 meeting. Action will be taken before Aug 10, 1998.

7) Tonya -- Possible Overcharges: For Rooms 211, 213, 215. We received two white boards and flip Charts. Make sure we are not overcharged for these items.

8) Recommendation for SEC: The VC Logistics would recommend the SEC to consider the possibility of hosting a PASC meeting in October 1998.

- 9) The following reasons below should be mentioned before the SEC.**
- a) The IEEE Computer Society signed the hotel contract where the cancellation charge is \$8, 340.00 if we cancel the meeting.
 - b) The hotel room cost of \$139.00 for a single/double room
 - c) This meeting conflicts with TOG meeting.

10) Acknowledgments: Thanks Tonya and Todd for working with PASC. Excellent job on the Lunch Tickets, Meeting Room confirmation and IDI reporting and registration. Keep up the good work.