January 2015 ACM SIGGRAPH Executive Committee Public Meeting Minutes
Friday 01/23/2015 – Sunday 01/25/2015
Omni Riverfront Hotel, 701 Convention Center Blvd, New Orleans, LA

Attendees: Attendees (24) - (EC): Kristy Barkan, Tony Baylis, Bob Berger, Evan Hirsch, Jessica Hodgins, Joaquim Jorge, Jeff Jortner, Farrah Khan, James O'Brien, Scott Owen, Corinne Price, Brian Wyvill (CAG): Angela Anderson, Marc Barr, Christine Hilgert, Wingman Ho, Mona Kasra, Michael North, Darren Ramdin, Dave Shreiner, Jerome Solomon, Cindy Stark, Rebecca Strzelec, Jackie White

Minutes: Kristy Barkan, ACM SIGGRAPH Project Manager

FRIDAY, JANUARY 23

1. **Conflict of interest**
   a. There is now a requirement in the state of New York that all non-profits must have conflict of interest policies in place. ACM's COI disclosure form was handed out to the volunteers in attendance to sign and get back to Jeff Jortner by the end of the weekend.

2. **Volunteer membership requirement**
   a. There are a number of key volunteers for the conference and organization who are not members of ACM SIGGRAPH. There was discussion about membership becoming a requirement.
Action Item: Farrah to check with ACM on the possibility of ACM SIGGRAPH giving conference program chairs one year of membership at no cost to ACM SIGGRAPH.

3. **PhD Awards**
   a. If approved, the intention is for 2016 to be the first year the PhD award is given.
Consensus: The group agreed to giving out one award per year. The award amount is yet to be determined. It was also agreed there should be some sort of presentation at the conference.
Action Items:
   1. Brian to look into corporate sponsorship for the award
   2. Brian to follow up with Rebecca, Tony and Jeff about the award amount
   3. Brian to come up with candidates for the chair of the PhD award, then bringing them to the EC for approval.

4. **SIGGRAPH People**
   a. There was an option on the table to pay Q, Ltd.to reintegrate SIGGRAPH People into the ACM SIGGRAPH site and make it live again (siggraphpeople.siggraph.org).
Consensus: SIGGRAPH People will be abandoned.

5. **SIGGRAPH blog**
   a. There is a new SIGGRAPH blog, a combination of the marketing and media blog and an ACM SIGGRAPH blog. It is at blog.siggraph.org, and will be launched soon.

6. **History of Computer Graphics**
   a. All rights and permissions for the "History of Computer Graphics" film have nearly been obtained.

Consensus: Frank may pursue the idea of sponsorship and continue with his interviews to augment the film. Further decisions will be made at a later date.

7. **May + August meetings**
   a. A future meeting "rhythm" plan is under development that will be a recurring annual template for all EC/CAG meetings. It will details when each meeting will happen, which chairs will be asked to attend, where the meetings will take place and a few recurring items up for discussion.

Action items:
1. Kristy to send out poll about EC monthly call, figure out the best time/day
2. Jeff and Rebecca to make a decision for the May meeting between Austin, Denver and DC

8. **Web access problems in China**
   a. China blocks all Google products, which are integrated into our conference and organization sites. Therefore, visitors accessing those sites from China have to wait minutes for the applications to time out before the site will load.

9. **S2015, S2016 status reports**
   a. SIGGRAPH 2015 is making a big effort to reach out to new groups, such as VR/AR, etc, and new potential exhibitors, trying to expand into new areas and content.

Action Item: Any interested EC members to contact Mona about attending the Kickoff meeting in February.

SATURDAY, JANUARY 24

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10. **EC voting process**
    a. There was discussion as to whether individual votes should be recorded in the public minutes, and how much information should be included in the minutes.

Consensus: We will record yes, no or abstain for each EC member vote except when it comes to votes about people. We will log the votes about people in the internal minutes only. We will not specify whether a vote is unanimous.

Action Item: Kristy to write a proposed policy change for how much information goes into the minutes and how the votes are recorded. The EC will do an electronic vote to approve this policy change.

11. **Restructuring of SIGs**
    a. Currently, ACM has a single structure for SIGs, which means that some smaller SIGs have to follow rather complicated processes and procedures that are really intended for larger SIGs.

12. **Nominations process**
    a. There was a request from one of the EC members for more information on the nominations process, which was provided (and is available in the ACM SIGGRAPH policy guidelines).

Action Item: Bob to add October meeting officer candidate invites to the meeting rhythm document

13. **S3 chair report**

a. An overview was provided of the S3 committee's role, responsibilities, projects and concerns.

14. **S2014 wrap feedback**
    a. Feedback from the survey was overall very positive; volunteers were satisfied with their experience and likely to recommend volunteering to others.

Action Items:
1. Bob and Jeff to discuss and develop a template for a volunteer welcome letter, to be finished by the May meeting.
2. Bob to send the volunteer survey out to EC subcommittee chairs, possibly also to committee members and 2014 conference subcommittees.
3. Kristy to contact each EC committee chair to get the email addresses of their committee members so Bob can send them the survey.

15. **Conference survey**
    a. There was a good response rate to the conference survey, about 20%, which provided some interesting data on SIGGRAPH attendees.

Action Items:
1. Jeff to contact the registration company to make sure all the necessary questions are built into the registration system. He will also feel out the possibility of adding additional questions to registration.
2. Bob to work with Michele at SmithBucklin to see about getting some cross-tabs on the 2014 data, to gain further insight into the survey responses.
3.   Bob to investigate the existence of app survey data from 2014.
4. Bob to check with Marcia about incentives that were used to encourage people to fill out the survey in the past.

Consensus: A committee will be formed with the goal of improving the after-conference survey. The committee will consist of Bob Berger, possibly someone from the Communications Committee and perhaps someone from the CAG.

16. **Action item review**
    a. Review of pending action items from the last EC meeting and beyond.

Action Items:
1. Kristy to follow up with Scott Lang about YouTube studio in NYC -- see if he's checked into it as a resource. Also mention the possibility of the use of other facilities at the conference.
2. Kristy to send Bob the roles + responsibility outlines that have been submitted, help gather the rest of the chairs' outlines.
3. Jeff and Bob will follow up with potential volunteers for the after-conference survey committee and, once the group is formed, begin to look at ways to improve the survey.
4. Kristy to contact Koelnmesse about establishing a co-location procedure for SIGGRAPH Asia, how to connect conference organizers with who they need to talk to about (reg forms, rooms, AV, food, wifi, etc, getting badges, etc)
5. Jeff to continue to pursue to idea of multi-SIG donations.

17. **Business Symposium**
    a. The business symposium was cancelled in 2014, but it was agreed that it could be brought back for 2015 if it didn't cost the conference anything.

Consensus: The EC thinks the business symposium is of strategic interest, but the issue may need to be brought before the CAG before it can be reintegrated into the conference.

18. SIGGRAPH Asia
   a. It was the conclusion of the SIGGRAPH Asia Working Group that the SIGGRAPH Asia conference is in need of changes.

SUNDAY, JANUARY 25

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19. Increased cooperation with small conferences
   a. The SCC chair believes ACM SIGGRAPH should increase bidirectional support and cooperation with small conferences, to strengthen the organization and conference's ties with other areas of interest.

Action Item: Scott Owen, Joaquim, Rebecca (and possibly YT) to put together a formal MoU for VGTC / IEEE for the EC to approve or reject -- to be completed by May.

20. SIGGRAPH Asia papers
   a. Because SIGGRAPH has been moved back to August and SIGGRAPH Asia has been moved forward, the technical papers turnaround has become very tight.

Action Item: Jeff to talk with Stephen Spencer about the possibility of taking on a volunteer assistant to help with tasks and begin to take on some of his knowledge.

Motion: Jeff Jortner moved to authorize the release of the SIGGRAPH Asia proceedings one week before the conference instead of two. Motion seconded by Jessica. Jeff Jortner, Tony Baylis, Brian Wyvill, Jessica Hodgins, James O'Brien and Evan Hirsch all voted yes. Motion passed.

21. SIGGRAPH Asia, continued from Saturday

A motion was made in the interest of evolving SIGGRAPH Asia in a more financially viable conference. The motion passed.

Action Item: Brian Wyvill to set up a Skype call with the SAWG before the face-to-face meeting next week.

22. SIGGRAPH conference and budget
   a. The budget for SIGGRAPH 2015 has been more or less decided upon. There are a few details to be confirmed, but the budget will be complete soon. RFID tracking is a mjor item of interest that is still up for debate.

Consensus: The group wants to move forward with RFID or another detailed attendee information gathering effort move forward.

Action Items:
1. Jeff to determine the source of funding for RFID or another tracking technology.
2. Marc to contact Dave Spoelstra/GraphicsNet to research the options for RFID or another automated tracking technology, and provide the EC with multiple options and a price point for said options.

Jeff Jortner motions to commend the CAG for an exceptional job putting together the budget for SIGGRAPH 2015. Seconded by Tony Baylis. Jeff Jortner, Jessica Hodgins, Evan Hirsch, James O'Brien and Tony Baylis all voted yes. Motion passed.