

**ACM SIGGRAPH Executive Committee Meeting - Public**  
**Washington, DC**  
**November 3-4, 2018**

**November 3, 2018**

**Participants:**

Executive Committee: Adam Bargteil, Marc Barr, Alain Chesnais, Mashhuda Glencross, Jessica Hodgins, Jeff Jortner, Paul Kry, Brad Lawrence, Scott Owen, Alyn Rockwood, Peter-Pike Sloan, Paul Strauss, Brian Wyvill

Staff: Bob Berger, Jess Butterbaugh, Francesca Regan, Cindy Stark

**Notes:**

1. Specialized Conferences Policy
  - a. Suggested policy: Organizers of sponsored events that have page limits should state clearly in the Call for Submissions that page limits on short- and full-length technical paper submissions are EXCLUSIVE of the page(s) devoted to bibliographic references and appendices.
  - b. Discussion on policy
    - i. Suggestion to add an "If" statement, that "...if requesting page limits, then..."
    - ii. Suggestion to add that authors should be encouraged to put short- and full-length page numbers
    - iii. Suggestion to revise as:
      1. Organizers of sponsored events should state clearly, which have page limits should state clearly, in the Call for Submissions, that page limits on short- and full-length technical paper submissions are EXCLUSIVE of the page(s) devoted to bibliographic references and appendices. Authors should be encouraged to include a full citation list
    - iv. Motion to approve revised policy. Motion approved.
2. Clarification from SGB/ACM that Specialized Conferences do not require juried technical papers program
3. SGB Update
  - a. Loss of about 10K student memberships - ACM no longer sponsoring the IMCG contest
  - b. ACM offers an academic department membership
  - c. Discussion on management of the updated Anti-Harassment policy. ACM continuing to review.
  - d. USACM now called the ACM policy committee
  - e. Sessions:
    - i. Student Programs: mentoring, should ACM provide mentoring to students on various SIGs
    - ii. Academic Programs: value of belonging to ACM/ACM SIGs

- iii. Matching service for fellowship, mentorships, etc
  - iv. Practitioner Involvement: how people engage - forums, webinars, events, fellowships, etc
    - 1. Other SIGs that engage with practitioners
      - a. SIGWeb, SIG, SIGHPC, SIGCAST, SIGIR, SIGAccess, SIGCom, SIGPlan, SIGOps, SIGMultiMedia
  - v. Diversity & Inclusion
  - vi. ACM wants all conferences to collect specific data related to diversity
  - vii. New policy under discussion for approval by Pubs Board. Currently, the policy allows the ability to remove paper from proceedings if author fails to present at conference. Discussion to remove requirement and change to if paper is accepted, the paper can appear in proceedings.
    - 1. Discussion that some conferences have a rule that must purchase registration if paper is accepted.
    - 2. Will share feedback with SGB
  - viii. ACM investigating if possible to purchase carbon off-sets
4. SIGGRAPH Membership Benefits
- a. Discussion of member benefits compared to SIGCHI and IEEE
  - b. Suggestions on how to enhance member benefits
    - i. Revisit Student Scholarships
      - 1. Discussion to estimate \$50,000 for scholarships across 20 specialized conferences (~5 students per conference)
    - ii. Support for students through extensive student volunteer and scholarship programs
    - iii. Conference Development Fund - currently in place for specialized conferences, but not in place for SIGGRAPH conference
      - 1. Discussion if should apply to SIGGRAPH
  - c. Reviewed all SIGs and found SIGGRAPH benefits are either similar or provides more offerings
  - d. Will update list of possible new member benefits and suggest rewording for a conference development fund and work with conference on giveaways for membership.
    - i. Suggestion to add Thesis Fast Forward and Doctoral Consortium - participants required to be members
  - e. Motion to raise member rate to \$50 for this year. All approved,
  - f. Motion to raise pioneer member rate to \$60 this year. All approved.

## **EC Meeting: November 4, 2018**

### **Participants:**

Executive Committee: Adam Bargteil, Marc Barr, Alain Chesnais, Mashhuda Glencross, Jessica Hodgins, Jeff Jortner, Paul Kry, Brad Lawrence, Scott Owen, Alyn Rockwood, Peter-Pike Sloan, Paul Strauss, Brian Wyvill

Standing Committee: Tony Baylis

Staff: Bob Berger, Jess Butterbaugh, Michele Hellrung, Francesca Regan, Cindy Stark

### **Notes:**

1. Restructuring reporting model for standing committee chairs to EC
  - a. Purpose is to improve communication and relationship between EC and Standing Committees
    - i. Currently the new one year chair model means the president must do less; president currently has 9 EC members and 12 SC chairs, plus conferences
  - b. Communities
    - i. Students, Researchers, Educators, Art/Design, Practitioners
      1. Discussion on adding a group of end-users, replace emerging tech with Other applications
    - ii. Send any updates/additions to the list of communities
  - c. Services provided
    - i. Local community building
    - ii. Conference organization
    - iii. Career development
    - iv. Online communities - look at clarifying streaming
    - v. Focused communities
    - vi. Uncovered - external relations and nominations
    - vii. Discussion to add Volunteer development
  - d. Proposal is to have an EC elected official be responsible for the services areas defined and would be the point of contact for the respective standing committees.
    - i. EC commitment would include holding meetings with group of standing committee chairs and report updates at EC meetings. Responsibility includes helping committees be aligned with strategy and maturing committees. Suggestion that EC would be assigned to same service group for EC term to maintain continuity when possible, but might need to change. Chair and Treasurer would be exempt. All others not exempt.
2. Marketing Plan
  - a. CAG has been working on a proposal and is ready to implement. Plan includes alignment and efforts between organization and conferences. Request for organization to fund some of efforts.
  - b. Purpose: market research to better understand audience through focus groups
  - c. Discussion on parameters for focus groups
  - d. Would like clarification on questions that will be asked and target demographics
  - e. Objectives:
    - i. Gap analysis

- ii. Learn insights on how to better support, engage, and retain members as well as conference attendees
  - f. Discussion on how to balance and prioritize the Market Assessment RFP with the Market sounding RFP
  - g. Possible next steps:
    - i. Refine both RFPs and then review submitted proposals
    - ii. Decision to set up ad hoc committee to review both RFPs to how best to proceed (either independently, only one, or see if possible to combine both efforts into one RFP).
- 3. Procedures for including EC curated content in the conference
  - a. Need to clarify job description for External Relations chair and possibly others to make sure it is clear on who is responsible for delivery
  - b. Will add section to document to clarify who the document is intended for (eg., External Relations Chair, International Resources, Strategic Initiatives)
  - c. Cindy will send updated version once all feedback received
- 4. Revision to Papers Chair approval process
  - a. Review of current process: PAG suggests candidates, reviewed by EC, conference chair interviews and selects chair, EC approves, chair informs candidate of selection
  - b. Discussion of proposed changes to process
    - i. PAG produces ranked list for chair's consideration
    - ii. EC ranks list and provides feedback
    - iii. Chair reviews candidates online presence and any SIGGRAPH volunteer experience
    - iv. Chair interviews candidates in roughly ranked order and stop once they have found someone they would like to have as chair
    - v. EC approves the choice of the chair
    - vi. Chair informs the candidate and announces the selection to the CAG, SACAG, PAG, and EC
    - vii. Clarify policy by adding "conference chair" and PAG and EC to also provide more info on candidates
  - c. Motion to approve revised policy. Motion approved.
- 5. Leonardo
  - a. Review of current agreement with Leonardo publication
  - b. Beginning work on contract renewals; contract expires with publication of the 2019 issue. Will need to have decision prior to launch of 2020 call for submission. Two agreements:
    - i. Special Issue of Leonardo: previous cost was \$16,000 paid by organization
    - ii. Production and editing costs: ~\$33,000 previously; this year cost ~\$6,000
  - c. Currently printing 775 copies
  - d. Review of number of orders placed for printed journals from 2013-2018
  - e. Review of number of digital downloads, citations - citations trend down, cumulative downloads downward trend since 2016
  - f. Review on number of art papers published from 2014-2018; in 2018 included short papers; 2019 - will only include long papers
  - g. Discussion on what elements to negotiate
  - h. EC agrees to continue supporting Leonardo special issue and begin negotiating contract renewals.
    - i. Lower number of printed journals that need to be purchased by SIGGRAPH
    - ii. Understanding how finances are handled for other issues of Leonardo.
    - iii. Understanding value of ad space that is provided
  - i. Possible people to help with contract renewal: Victoria Szabo, Rebecca Strzelec, Mona Kasra
- 6. Financial Updates
  - a. Reminder on revised expense reimbursement form and process and policy: need to update to handle multiple currencies

- b. Reviewing FMR and making adjustments to allocations
  - c. Meeting with ACM to discuss accounting
  - d. Preparing for budget planning process. Aim to have preliminary budget by January.
7. Volunteer Recognition
- a. Discussion
    - i. Free/discounted registration for SC members
    - ii. Guest registrations for EC and SC
    - iii. Travel/hotel costs for SNA - need numbers
    - iv. Travel/hotel costs for SA - not ready for discussion
  - b. Items trying to address
    - i. Chairs have to say yes or no to the committee without any calibration or backup
    - ii. Spending a lot on free conference registrations for people who probably would have attended anyway
    - iii. Standing chairs have the opportunity to just put this in their budget while the EC doesn't
  - c. Review of proposed volunteer recognition policy
    - i. Discussion if SCOOP should be considered media pass or if costs should be a conference cost. Confirmed that we can give media passes and ET pass can come from media office.
    - ii. Suggestion to add clause that any exceptions go to Treasurer