

ACM SIGGRAPH Executive Committee Meeting Minutes

Tuesday, March 29, 2021

2 - 3 PM PT/ 5 - 6 PM ET

Meeting Attendees:

Rhea Adur, Student Rep to the EC
Adam Bargteil, Executive Committee Director
Jesse Barker, Executive Committee Chair-elect
Elizabeth Baron, Executive Committee Chair
Jenna Feldman, Project Manager
Adam Finkelstein, Executive Committee Director
Masa Inakage, Executive Committee Director
Mona Kasra, Executive Committee Director
Brad Lawrence, Treasurer-elect
Barbara Mones, Executive Committee Director
Scott Owen, Governance Chair
Hanspeter Pfister, Executive Committee Director
Mikki Rose, Conference Advisory Group Chair
David Spoelstra, Treasurer

Approve EC Meeting Minutes - March 15, 2022

1. Vote: **APPROVED via Unanimous consent**

1) FY23 Organization Budget presentation (David)

- a) David Spoelstra presented the FY23 Budget to the Executive Committee.
 - i) Discussion:
 - (1) David will plan to reach out to various chairs to address questions.
 - (2) Additionally, David will schedule meetings with each chair to discuss conference passes and remind them about travel, room, and board.
 - ii) The EC voted to approve the FY23 Organization Budget
 - (1) Brad motioned, Jesse seconded
 - (a) Vote: Mona, Brad, Elizabeth, Jesse, Masa, Hanspeter, Mikki, David, Barbara, Adam F., Adam B. voted to approve
(i) APPROVED

2) 2022 Spring EC Strategy Meeting (Jenna/Elizabeth)

- a) The meeting scheduled has been finalized and the dates are provided below:
 - i) Thurs, May 19, 5-8 PM ET
 - ii) Fri, May 20, 5-8 PM ET
 - iii) Fri, May 27, 5-8 PM ET
- b) *A calendar invitation series was sent out to block the time. Meeting details and agenda to follow.

3) Covid-19 Isolation Protocols (Mikki/Elizabeth)

- a) It was agreed that it is important to have a unified approach to addressing covid-19 cases between the conference and organization at SIGGRAPH 2022 in Vancouver. The recommendations provided were based on recommendations from ACM.
 - i)
 - ii) Discussion:
 - (1) The EC agreed that the recommendations are generous and were unsure if other conferences offer coverage to this same degree. It was agreed that if there was a high risk at the time, then it's likely those worried wouldn't travel anyway.
 - (2) It was also agreed that the policy needs to be extremely clear what will happen if anyone gets sick and what support they would receive.
 - (a) It was suggested that the group look into short-term travel insurance policies and what purchasing that in bulk may look like and what the coverage would be. It was agreed that having some support in a foreign country is necessary.

4) Introduce Emma Siemsen, EC Support (Marcia)

- a) Emma Siemsen recently joined SmithBucklin to support SIGGRAPH, including Executive Committee and Conference support.

5) Eurographics MOU (Hanspeter/Elizabeth)

- a) The EC voted to approve the Eurographics MOU
 - i) David motioned, Masa Seconded
 - (1) Vote: Mona, Brad, Elizabeth, Jesse, Masa, Hanspeter, Mikki, David, Barbara, Adam F., Adam B. voted to approve
 - (a) APPROVED**

6) SIGGRAPH Standing Committee Trackers (Elizabeth/Jenna)

- a) EC Leads:
 - i) Ask each standing committee in your group to develop their own committee policies and procedures document (the templates and way to submit them for review are detailed below) **by May 30, 2022** and submit to the EC Chair, Governance Chair, and CC Jenna Feldman for review via email.
 - (1) Template below and an example of an approved Standing Committee document:
 - (a) [Standing Committee policy document template](#)
 - (b) [Example of great procedures doc](#)
 - ii) Date for all Standing Chair/Committees to review and fill-in goals and February/March items: **March 31, 2022.**
 - (1) Determine a set cadence for your group of standing chairs to have their trackers updated by each month (we generally recommend that they update their monthly trackers ahead of your standing chair grouping meetings).
- b) Updates
 - i) **Standing Committee flagged item below via tracker*

7) Membership Chair Vote (Elizabeth)

- a) Nominated candidate: Barbara Helfer

(i) APPROVED

8) Communications/Social Media/ Website request process (Elizabeth)

- a) Process documentation

here: https://docs.google.com/document/d/12-72J_NjBf75ns99mV1NdTKKE-wUCWNiWANS8vNH-80/edit?usp=sharing

- i) Jenna will send the document to the organization after the EC meeting.

9) Governance Items (Scott)

- a) Section 4.6 Financial Policies

- i) All donations and their related expenses, except those received by Specialized Conferences, SNA, or SA, are processed by the ACM SIGGRAPH Treasurer. The donations will be assessed at the current average ACM Allocation rate for ACM SIGGRAPH.

(1) David motioned, Brad seconded

(a) Vote: Mona, Brad, Elizabeth, Jesse, Masa, Hanspeter, Mikki, David, Barbara, Adam F., Adam B. voted to approve

(i) APPROVED

- b) 175 Change of Bylaws – 2.5 A “supermajority vote” requires an affirmative vote from 75% of all directors.

- i) 2.5 A “supermajority vote” requires an affirmative vote from at least 60% of all directors. The EC will set the exact percentage in the ACM SIGGRAPH Policy Guidelines.

(1) Elizabeth motioned, Adam F. seconded

(a) Vote: Mona, Brad, Elizabeth, Masa, Hanspeter, Mikki, David, Barbara, Adam F., Adam B. voted to approve

(i) APPROVED