

ACM SIGGRAPH Executive Committee Meeting Minutes

Tuesday, 10 October, 2023

2 - 3 PM PT/ 5 - 6 PM ET

Attendees:

Mona Kasra, Executive Committee Chair
Shimin Hu, Executive Committee Director
Masa Inakage, Executive Committee Director
Eakta Jain, Executive Committee Chair - Elect
Brad Lawrence, Executive Committee Treasurer - Elect
Barbara Mones, Executive Committee Director
Mikki Rose, Conference Advisory Group, (CAG) Chair
Alla Sheffer, Executive Committee Director
Courtney Starrett, Executive Committee Director
Tomasz Bednarz, SIGGRAPH Asia Conference Advisory Group (SACAG) Chair
Marcia Daudelin, Conference Administration
Thierry Frey, Nominations Committee Chair

Meeting Minutes:

1. 26 September
 - a. PASSED

Agenda:

Agenda Item	Presenter	Time Needed
Chair's Update 1. Meeting Agenda & Minutes	Mona Kasra	
SIGGRAPH 2025 Technical Papers Chair Recommendation Hao (Richard) Zhang 1. Vote <ol style="list-style-type: none">a. Motion to nominate Hao (Richard) Zhang for SIGGRAPH 2025 Technical Paper Chair<ol style="list-style-type: none">i. PASSED (10 yes, 0 no, 0 abstain)	Mikki Rose [No recording]	5 Mins.
Standing Committee Chair Cycles 1. Overview <ol style="list-style-type: none">a. The Nominations committee is challenged by a	Thierry Frey	30-40 Mins.

lot of moving parts. The chair has been working diligently in figuring out a better way to balance the load. This presentation will allow the EC to discuss various issues including extensions of terms and succession planning.

2. Nominations Roadmap

- a. The activity of the Nominations Committee is year round and is a cycle.
- b. The committee conducts outreach at SIGGRAPH and SIGGRAPH Asia for Executive Committee directors and Standing Committee chairs whose terms are ending.
 - i. Every year the committee has to renew 3 positions so that is 6 candidates for the slate sent to ACM.
 - ii. For Standing Committee Chairs, the call for candidates is renewed and publicized on the website through various channels.
 1. The process is the call opens for the entire month of April, interviews are conducted in May, and the committee will then make recommendations to the EC. The EC announces the new chair(s) between 1-15 June.
 2. Also the committee must submit 2 candidates for each position which is outlined in the organization's policies.
 - iii. There is the Officer Selection Advisory Group (OSAG) that is established to facilitate the search for the new chair and treasurer.
 - iv. The new term begins September 1.
- c. Current Schedule for Standing Committees (SC)
 - i. 18 active committees
 - ii. The start of terms are not evenly spread
 1. 10 in 2024
 2. 4 in 2025
 3. 4 in 2026
 - iii. The recommendation is to evenly split the committee appointments; target schedule 6 appointments every year.
 - iv. The suggested transition plan is as follows.
 1. Shorten by one year or extend by 2 years the Awards and

<p>Communications committee for the terms to end in 2026.</p> <p>2. Extend the term of ITS and Publications by one year for the terms to end in 2028.</p> <p>3. Term Extensions for better Nominations Load Balancing, While Staying True to Org's Mission.</p> <p>4. Criteria for Extension and Succession Plan</p> <ul style="list-style-type: none"> a. Majority of the committees do not have a succession plan. Thierry has spoken with each SC chair regarding them having a plan and that their term will be ending. b. How are the positions advertised? There is a call for candidates where interested people can complete an application. <ul style="list-style-type: none"> i. The chair noted that the committee does not have job descriptions for all positions and would like to have a precise description of each position for that level of volunteers. <ul style="list-style-type: none"> 1. Recommends a volunteer management system that stores all job descriptions for all volunteers positions and keeps track of who was a volunteer and during which time frame. c. Nominations recommends looking for new volunteers to the organization. <ul style="list-style-type: none"> i. Suggests regular training or communications that are sent out to existing volunteers that all volunteers need to be on the lookout for new volunteers. ii. Volunteer application spreadsheets - spreadsheet from conference registration and from the website volunteer application. <ul style="list-style-type: none"> 1. Suggest updating the questions on the application form to capture specific skills and interest. 2. Ad hoc Volunteer Development Committee (VDC) <ul style="list-style-type: none"> a. This committee is tasked with finding interested volunteers. 		
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<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> b. How to make it easier for the potential volunteer to understand these committees? Suggest doing something like a mixer or a virtual open house to talk to chairs and ask them what they do. c. Suggest that the Nominations Chair meet with Mark Elendt, the Volunteer Development Committee Chair. d. The committee chairs need to be focusing on their succession plan while they are in office. iii. The call for candidates timeline <ul style="list-style-type: none"> 1. Goes up on April 1 and closes April 30 which is posted on the website. <ul style="list-style-type: none"> a. To clarify that this timeframe is for applying only but outreach can happen anytime prior. 2. Extending the advertising window; opening it January 1. 5. Next Steps <ul style="list-style-type: none"> a. EC is in support in balancing the load, supporting the proposed plan. b. Thierry will be in touch with the VDC on how to facilitate the criteria for extension, development of succession plan, etc. <ul style="list-style-type: none"> i. Thierry recommends including Chapters in the meeting. <ul style="list-style-type: none"> 1. It is noted that the EC liaisons Courtney and Elizabeth will take to the Nurturing Communities Committee (NCC) and VDC. c. Extending the advertising window, opening it January 1 vs. April 1. <ul style="list-style-type: none"> i. Thierry is open to posting the call for candidates as early as January 1. 		
Updates from Standing Committee Groupings Liaisons & Strategy Committee Chairs	Mona Kasra (And EC	15-20 Min

<p>1. Update</p> <ul style="list-style-type: none"> a. Courtney Starrett will be the EC Liaison for the Career Development Grouping b. Courtney Starrett and Elizabeth Baron will be Co-Liaison for the Nurturing Communities Committee. c. Shimin Hu will be the EC Liaison for the External Grouping. 	<p>Directors)</p>	
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