Attendees:
Mona Kasra, Executive Committee Chair
David Spoelstra, Executive Committee Treasurer
Elizabeth Baron, Executive Committee Past 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
Hanspeter Pfister, 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
Ashley Cozzi, ACM Director
Marcia Daudelin, Conference Adminsition
Thierry Frey, Nominations Committee Chair
Scott Owen, Governance Advisory Board, (GAB) Chair

Meeting Minutes:
1. 29 August
    a. Vote

Agenda:

Agenda Item	Presenter	Time Needed

Chair's Update
1. November in-person meeting (Chicago)
    a. Verbal travel authorization
        i. Arrive by 3pm on Friday for a short dinner meeting and then all day meeting on Saturday.
    b. Will be including Standing Committee Chairs
        1. Because of budgeting restraints we cannot invite all of them to attend each in-person meeting. The plan is to invite some to the
	Mona Kasra	10 Mins

	Fall meeting and some the Spring meeting. 2. For the Fall meeting will invite chairs who represent the larger communities. Please provide recommendations to Mona regarding which chairs to invite. 3. Mona will be reaching out to the Standing Committees regarding the meeting.		
	2. Contract 3. Looking ahead	[no recording]	

EC Voting Process
  1. Discussion
    a. When voting on individuals it is the practice of the EC to have discussion face to face with no recordings of the discussion and there is no discussion via email that the individuals have access to.
      i. The general rule is that there are never discussions with the individual in the room (physically or virtually).
    b. The person who collects the vote is not a part of the voting group. The votes would be sent to the Project Manager to tally and provide the results to the EC.
      i. With regard to voting on individuals for Standing Committees since the Nominations Committee is the group putting forth the candidates then it would be ok for the EC Chair to collect and provide results to the EC.
    c. Recommendations
      i. Have the Governance Advisory Board (GAB) come up with a set of policies.
        1. Policies are necessary but we should make sure that we are not getting too lost in the policies that affect our level of engagement.
        2. There has been a causal bending of the rules or not paying attention to the policies.
        3. Throughout the policies there are voting sections. Ideally it would make sense to pull all those sections related to voting into one
	David Spoelstra
	Scott Owen
		10 Mins

section and then codify those into voting best practices.
    ii.   The plan is for the GAB to come up with a voting section that will cover everything and present it to the EC for approval.
          1.   The EC unanimously voted for this plan.
    iii.   For voting by mail, use individual email addresses instead of ec-voting@siggraph.org
    iv. In-person confidential voting.		

Officers Selection
    4.   The Officer Selection Advisory Group (OSAG) Committee Results
        a.   Chair - Elect - Eakta Jain
        b.   Treasurer - Elect - Brad Lawrence
	Mona Kasra
	[no recording]
		10 Mins

Proposed Memorandum of Understanding (MOU) Template for The External Relations Committee
    1.   Discussion
        a.   The External Relations Committee is requesting some strategy and guidance from the EC regarding what groups, areas, and conferences that the organization should be more proactive with.
          i.   A.I. content
          ii.   Space & Scientific Fields (telescop imagining)
          iii.   Gamer conferences
          iv.   Computer visualization content
          v.   There is a value in looking outside of the academic conferences.
              1.   SIGCHI - what do the two SIGs want to learn from each other.
              2.   *IEEE* VR - there is an overlap with SIGGRAPH.
                  a.   VR is becoming bigger and bigger.
        b.   The EC will provide the comments to External Relations and have them incorporate the comments into the MOU template, send the MOU back to EC for final review, and vote.
    2.   Vote
	Mona Kasra	10 Mins

EC Meetings 1. Discussion	Alla Sheffer & Everyone	10 Mins

a. Frequency
    b. Inclusivity
    c. Efficiency
         i. Having face to face meetings does have costs.
            1. The costs have the most impact on people in diverse geographics and having children.
        ii. The recommendation would be to accomplish as many tasks and decision-making matters via email and make the meetings as efficient as possible.
            1. The EC needs a loose strategy for how they utilize email because at times the email has been inefficient.
2. Taskforce
    a. Forming a task force to develop guidelines on how to utilize email as a means for making the EC meetings more efficient.		

Governance Advisory Board (GAB) Item
1. Discussion
    a. **Motion:** To replace the current Section 4.5 with the following. This specifies a unified process for all Unbudgeted Expenses/Special Projects requests. It moves the examples of Special Projects from Section 4.6 to this section. The newly redundant text in 4.6 will be deleted.
2. Vote
    a. Brad Lawrence motions, Masa seconds
         i. Motion passes
	Scott Owen	10 Mins