

## ACM SIGGRAPH Executive Committee Meeting Minutes

Tuesday, 21 November, 2023

2 - 3 PM PT/ 5 - 6 PM ET

### Attendees:

Mona Kasra, Executive Committee Chair  
David Spoelstra, Executive Committee Treasurer  
Elizabeth Baron, Executive Committee Director, Past Chair  
Masa Inakage, Executive Committee Director (virtual)  
Eakta Jain, Executive Committee Chair - Elect (virtual)  
Brad Lawrence, Executive Committee Treasurer - Elect  
Barbara Mones, Executive Committee Director (virtual)  
Mikki Rose, Conference Advisory Group, (CAG) Chair  
Alla Sheffer, Executive Committee Director  
Courtney Starrett, Executive Committee Director  
Tomasz Bednarz, SIGGRAPH Asia Conference (SA CAG) Chair  
Scott Owen, Governance Advisory Board (GAB) Chair

### Meeting Minutes:

1. 7 November
  - a. PASSED
2. 10 November
  - a. PASSED

### Agenda:

Agenda Item	Presenter	Time Needed
<b>Chair's Update</b> <ol style="list-style-type: none"><li>1. Approve Meeting Agenda &amp; Minutes</li><li>2. Strategy Meeting Post-mortem Doc<ol style="list-style-type: none"><li>a. Will be available for 1-2 weeks.</li></ol></li><li>3. 2 January 2024 EC Meeting<ol style="list-style-type: none"><li>a. This meeting is canceled and will resume mid-January.</li></ol></li></ol>	Mona Kasra	5 Mins
<b>Strategy Meeting - Next Step</b> <ol style="list-style-type: none"><li>1. Objectives &amp; Key Results (OKRs)<ol style="list-style-type: none"><li>a. OKR #1 - EC creates an organization-wide communication plan and protocols.</li></ol></li></ol>	Tomasz Bednar Mona Kasra	40 Mins

<ul style="list-style-type: none"> <li>b. OKR #2 - EC develops new membership benefits.</li> <li>c. OKR #3 - Clear strategic direction to guide organization decisions.</li> <li>d. EC Session Portal - the portal was set up for the November 11 Facilitation Meeting and contains all documents from that meeting. A link sent to all EC directors.</li> </ul> <p>2. Developing an implementation plan with actions and responsibilities.</p> <ul style="list-style-type: none"> <li>a. The EC should try to be more specific with the key results moving forward.</li> <li>b. The next module is implementation <ul style="list-style-type: none"> <li>i. Tomasz will be taking the lead on this module and will walk the EC through his implementation plan. How will the EC move forward: <ol style="list-style-type: none"> <li>1. For each OKR we create 3 project plans. A project plan template will be provided for each OKR/Project.</li> <li>2. The EC directors will be broken up into teams for each OKR/Project and they will take the lead in moving the project plan forward.</li> <li>3. There will be checkpoints where the teams can update the EC about the progress of each OKR/Project.</li> <li>4. The project team will define sub-tasks – Each team will meet and will develop sub-tasks that will move the key results forward. This exercise should take roughly 4 weeks.</li> <li>5. The next step will be to create a World Breakdown Structure (WBS) which defines a kind of plan of execution. <ul style="list-style-type: none"> <li>a. The project team will be coming up with a step by step plan of execution for the OKR.</li> <li>b. The execution of the tasks will be tracked in the project plan along with the WBSs.</li> </ul> </li> </ol> </li> </ul> </li> </ul>		
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<ul style="list-style-type: none"> <li>c. Every single element of the WBS will have a timeframe.</li> <li>d. For every component of the WBS structure, every element of execution, the EC will define the communication plan.</li> <li>e. There are colors that will correlate to a specific group (i.e. EC, SC, Advisory groups, etc.) who will be responsible for each element/component of the WBSs for the OKRs.</li> </ul> <p>6. The project plan tool is providing a picture of how the project is progressing.</p> <p>7. The first phase of this process will be time consuming because each team will be developing the plan for the OKRs.</p> <ul style="list-style-type: none"> <li>a. First step is defining what we need to do to move forward with these OKRs.</li> <li>b. Massaging the three elements for each OKR. <ul style="list-style-type: none"> <li>i. What are the metrics for evaluating them? What are the exact things we want to achieve?</li> </ul> </li> </ul> <p>8. The second phase will be how the teams will be reporting the progress.</p> <ul style="list-style-type: none"> <li>a. Project Status Report (PSR) - a second tool will be used for reporting.</li> <li>b. Every 2 months teams should be reporting on the progress.</li> <li>c. The idea is to have the team's project manager (PEIK MES) present this slide on the progress in 5 minutes. The project</li> </ul>		
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<p>manager would explain that the project is on track, if there are risks, or certain tasks are a work in progress (WIP).</p> <p>d. The EC will be able to see solid key risks and current issues; and will be able to course correct</p> <p>9. It is recommended that three EC Directors are assigned to each OKR and one takes the lead. The directors can add other members to the team that they believe add value.</p> <p>3. Next Steps</p> <p>a. Each director will sign up for an OKR.</p> <p>b. The teams will meet to discuss how to move their OKR forward.</p> <p>i. In 4 weeks at the last meeting of the year; the teams can have an initial mapping of the OKRs and a check-in meeting letting the EC know how things are going.</p> <p>ii. Tomasz will send the project management tools/templates to everyone.</p> <p>iii. At the first meeting of the year, 16 January each team will present on the progress of developing a project plan for their OKR.</p>		
<p><b>External Relations Committee (ERC) - Continued Discussion</b></p> <p>1. The EC's vision/plan for Memorandums of Understanding (MoUs)</p> <p>a. EC Proposal</p> <p>i. The EC proposes approving the MoU template, which will only be used with organizations where the benefits are clear. However, for other MoUs where the benefits are not clear, they will be put on hold until further evaluation by the EC.</p> <p>ii. The EC recommends approving the following organizations MoU:</p> <ol style="list-style-type: none"> <li>1. Eurographics</li> <li>2. IEEE Vis</li> <li>3. DCAJ</li> </ol>	<p>Mona Kasra EC Directors</p>	<p>15 Mins</p>

<p>4. Laval Virtual</p> <p>b. The EC came to a consensus and will move forward with this proposal. The EC Chair will contact the ERC Chair and inform him of the decision of the EC.</p>		
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