

Agenda, Meeting Honolulu, 9-11 February, 2017

General Information

Rainbow Suite 3.

Breakfast and lunch will be in the Rainbow Suite 1, with breakfast at 8:00 each morning.

Meetings will start at 9AM each morning.

The meeting will end shortly after lunch on Saturday the 11th.

Thursday, February 9

8AM-9AM	<i>Breakfast</i>	
9-9:05	Welcome	Loren
9:05-9:15	<i>What I'm up to</i>	Helena
9:15-9:45	Reviewing SIGCHI "Statement of Inclusiveness" <ul style="list-style-type: none"> • Challenges to inclusiveness • Exclusion vs. Disadvantage • Balanced Portfolio Approach 	Loren
9:45-10:15	Proposal for SIGCHI support for HCI Without Borders Symposium Attendees for "developing" countries https://drive.google.com/file/d/0BzoUcj-99DzcZC1VMTJZVW9DUFU/view	Susan
10:15-10:30	Report from Asian Development Committee and Proposal for SIGCHI Support for CHluXiD 2017 in Indonesia https://www.dropbox.com/s/oycs1ni8hm01izo/SIGCHI-AsianDevelopmentCommittee201702Honolulu.pdf?dl=0	Zhengjie & Yoshifumi
10:30-11:00	<i>Break</i>	
11:00-12:00	Initial Budget Report The main thing that we need to decide upon is the "special projects" that we approve to spend our money on.	Anirudha
12-1	<i>Lunch</i>	
1:00-3:00	Understanding our membership and community; questions and data	Helena & Loren
3-3:30	<i>Break</i>	
3:30-4:30	Broader external comms strategy – developing a press kit; developing a press process and working with a PR company; looking ahead to CHI 2018 for TED-style talks	Siân

4:30-5:00	Preserving SIGCHI / HCI History <ul style="list-style-type: none"> • HCI Bibliography • Jonathan Grudin's materials • Ben S's photos(???) 	Loren
6:30	<i>Dinner</i>	

Friday, February 10

8AM-9AM	<i>Breakfast</i>	
9-9:10	<i>What I'm up to</i>	Aaron
9:10-10:30	New SIGCHI Website - design presentation / feedback	Dan
10:30 - 11:00	<i>Break</i>	
11:00 - 12:00	Report from Council of Steering Committee Chairs in Denver (Aaron will provide a written summary ahead of the meeting, he hopes. He aims to work through a few "text free?" slides) - reporting on status etc. see Aaron's report 1. Vote on " SIGCHI Internationalisation, Diversity and Inclusion call " proposed as a Special Funding Initiatives the SIGCHI Executive Committee (approved)	Aaron
12-1	<i>Lunch</i>	
1:00-3:00	RFP for web/mobile contractor. What do we actually want? (there is also the proposal from T.J. Montserrat and Nitesh Goyal for the CMS for CHI including the paper advance program). https://docs.google.com/document/d/1uYTuzfklwI3C2NAUx7e8w1qtTaw-0IXpNPUBq1aK35E/edit?ts=589e1a87#heading=h.jkbw6vnlzyu [WE NEED THE NEW LINK DAN USES IN HERE] PCS 2.0 Contract	Dan
3-3:30 PM	<i>Break</i>	
3:30-4:00	Revisit Accessibility Within SIGCHI 2. Discussion on SIGCHI 2015 Report 5 recommendations. Have we endorsed all FIVE of these and who owns each one? feel free to add comments here: https://docs.google.com/document/d/1XBUV9kIS5D430wZJf70d4EvQWR7AIfJ7nQQ3zX26bjw/edit	Aaron

4:00-4:30	Discussion on two proposed policies: 1. Ver 3: ACM SIGCHI – Specialized Conferences policy 2. New SIGCHI Live and Recorded Video Policy	Aaron
4:30-5:00	CHI Steering Committee report	Philippe
7PM	<i>Dinner</i>	

Saturday, February 11

8AM-9AM	<i>Breakfast.</i> While you're eating, review the draft Statement of SIGCHI Principles .	
9-9:10	<i>What I'm up to</i>	Siân
9:10 - 10:00	SIGCHI SV Review, brainstorming, new budget request	Helena
10:00-10:30	Proposals / document reviews for approval <ul style="list-style-type: none"> • Accessibility Fund for specialized conferences • SIGCHI bylaws revision • Live and Recorded Video Policy • SIGCHI Statement of Principles 	
10:30-11:00	<i>Break</i>	
11:00-12:00	Finalizing budget	Anirudha
12-1	<i>Lunch</i>	
1:00-2:00	Open So Far	
2:00 Meeting Adjourns		

Meeting Minutes:

Present: Loren, Helena, Cliff, Gerrit, Farrah, Dan, Sian, Aaron, Susan, Regina, Aniruda, Yoshifumi, Zhengjie, Philippe

9.00 - 9.10: Welcome and Helena:

starts: 8.59: Loren: there are a number of last minute items, that will be filled up in the agenda,

Dan proposes to have in the notes: There is a conference room - it is one of the few times we have a window.

First agenda point: What people are up to: we have Helena, Aaron, Sian introduce themselves. Helena is presenting herself and her work in HCI that focuses on CSCW and Health.

9.15-9.45: Reviewing SIGCHI "Statement of Inclusiveness":

Statement: one of many by now. The statement we issued was based on a statement from the old CMC/EC on what we request for conference organizers. We should be "measured" by these statements: lines to follow: accessibility, children; location: advantages/disadvantages people (different from exclusion of people). Balanced portfolio for conferences: if your membership is divided over different continents: balance the conference location.

Discussion on the statement of inclusiveness, especially the selection of conference sites within or outside the US. Overall agreement that for all the conferences (also "over conferences") the balancing of location is important! Other discussion points include: Exclusion of people due to price of the conferences, overall strategic planning vs emotional reaction to events and overall not to change strategies and principles but we need stronger **messaging**. Discussion on possible non violent protests (e.g. people do not show up at the conference to present their paper: people should not get punished). For CHI 2017: is going to allow people to present papers in alternative ways (whatever is technologically and logistically possible).

Possible ways for the delegation to conferences: CHI is ways larger compared to other conferences: how to support? Remote participation: if we bought about 10 robots, shipping back/forth is 10% of buying one (in North America). Wifi has to be upgraded (increases cost). Aaron reports on the shipping cost estimations from ACM for the robots, which are 10% of the buying costs of the robot within North America, up to 50% - 90% to other locations like Asia.

Overall identification of the following main aspects: Geography, Cost, Accessibility.

Action Item: [We care about people] draft positive messages:

- internationalization
- Something changed statement (support of presenters)
- [Aaron: third principle]

[TODO Aaron & Loren]: Statement of principles (with 3 paragraphs): Aaron is doing the first round, and then Loren is taking a second round. To be published on the website; maybe to be re-used and re-published for Interactions?

9:45-10:30: Proposal for SIGCHI support for HCI Without Borders: Request to support the development of our vision to reach out to Lean Economy Countries

Susan:

Presentation of positive outcome of last years symposium: Egypt chapter; Namibia chapter; Bangladesh chapter: keep the initiative in their geographies and countries;
Two parts: travel to CHI 2017 symposia and installation of 4 interactive hubs so people can participate: this is 82.000 + Conference Registration Fees 20.000 plus 2-day symposium fee

Possible longer term strategy: lean-economy registration fees (similar to the SIGCHI lean-economy membership fee we want to install or the ACM lean-economy discount

membership). For conferences: CHI registration had a “retired” reduce registration fee, maybe we can do similar?

Discussion [ALL]: do we want to support this vision and activities and is this something we want to support in more general? There can be two different strategies: to bring people to CHI to have them trained to act as multipliers in their countries; and then how to support them in the respective areas to come up with community building. Encourage new people to come, let people in advance know, that they are funded so it allows submission to various conference categories. Unclear how we come up with a more longer term vision? Is this a one-time vote for 2017 and say no to such a proposal for 2018? Can we get an estimation on how much money we can afford to support such a long-term vision? This might be two proposals (one for CHI 2017 and one for a comprehensive strategy for a longer period of time). Coming to CHI will never become self-sustaining. It will be good PR strategy: lets make an investment, but we want to make sure that who are the people we should bring to CHI that help us create a long term strategy (this might limit participation to a bit more senior) - and have people on the EC meet with these people. Allow people to connect to people from the steering committee members list/group. Calibrate the junior/middle level leader.

Preparation of a vote: for the proposal on 102.650\$. Susan is presenting tomorrow with a slide to vote on that.

Two questions open to be taken up in future discussion: General question: what is our strategy for supporting special events that have been already accepted at a conference; General question: are we talking about a more general attempt to approach all conferences to support to.

We table the strategy for 2018/19 and will put it on the agenda for the Summer EC meeting.

11.10-11.50: Report from Asian Development Committee and Proposal for SIGCHI Support for CHlUXiD 2017 in Indonesia

Report: The Asian Development Committee has been holding a Symposia on December, 18th in Kensai, Japan. Next meeting is planned for March, 25th in Paris (alongside the Interact TC 13 meeting and Interact Program Committee meeting); followed by a workshop that is run within the INTERACT conference in September 25-29, in Mumbai India, and the 2nd Asian Committee Symposia in December 2017 in Sendai, Japan.

Proposal to have money funding: Asian Development Fund (asked for 6500 USD). Other funding for keynote speakers.

Discussion: What are the overall measurable effects of these activities? Discussion includes (*) India Conference: this is a conference (compared to the symposia, that do not have papers). It might be more fruitful to have conferences supported compared to Symposia? (*) Suggestion to have an Asian HCI Research Workshop at Interact? There can be a measurable impact, especially looking at the workshop at Interact on how the outreach is: number of people, how many papers. What is the acceptance rates for these venues. Digital Library downloads can be measured. Number of people attending vs number of people presenting.

For the Asian Development Committee and other supported activities of SIGCHI in various formats it is reasonable to have them measured in the following terms: number of participants/presenters ratio, papers submitted/accepted at conferences, number of SIGCHI local chapters funded;

[Todo: Dan (Ops-Team)]: have a page for the Asian Development Fund where we report the proposals funded, and the activity reports from these funded activities.

For the budget request in the report: Asian Dev Committee: will look into the budget and provide the numbers; Preparation of a vote including a clear statement on what the budget request is and we are able to vote on that tomorrow.

11.50 - 12.20; 13:15 - 13:50: Budget 2017

Presentation of the budget 2017: Aniruda is presenting a preliminary budget to be discussed by all. Detailed explanation and reminder (again) for everyone: There is a distinction between conference fiscal year and SIGCHI (EC) fiscal year (which runs from 1st of July 2017 – 30th of June 2018).

Within the budget we have identified some specific funds with the main goal to use the money SIGCHI has in its reserve for the benefit of our members and our community:

- (1) There is the development fund:
it covers special requests from the Community (e.g. like support to moving to Asia); it covers the summerschool call and any similar call we are drafting in the future to help the community with their HCI research and teaching activities.
- (2) We have a variety of special projects: like student travel grants; Gary Marsden Fund;

Off agenda. Discussion of the CHI virtual PC meeting strategy

13:50 - 15:15: Membership (Loren & Helena):

Report on first round of analysis of data for the membership based on data from CHI and the membership lists of ACM /SIGCHI. Data indicates a very low retention rate; data would need to be cleaned up to provide reasonable higher level statistics (like average time people are members). To be able to measure the impact of our activities, we need the data cleaned up, and are able to measure. We had talked in the past about possible interventions to enhance retention rate: follow-up communication with our members. Set- up a strategy to do that automatically in a system.

Other conferences: it might be a good idea to have a way to join; have a letter to the people joining or add that letter to the first Interaction Magazine that is sent (the letter requested in 2016 by the Comms-Team never got sent).

Who are we addressing: people at early stages; question: who is skipping the membership and only goes to the conferences? Example of Recsys: 230 people attended the conference and paid 100 USD more than paying the membership fee (for 55 USD) and would have paid less.

Central question: do we want them to be official member or is “us” not based on being on a number. We create opportunities (e.g. we can have people being automatically signed up). Need to have a number of people who sign up for conferences for the “higher” fee (without membership), given that they are not using RegOnline.

[Todo Comms-Team: get an item in the survey who is ACM or SIGCHI member and cross-reference that with satisfaction of participants]

Goal could be to have ACM being happy with us in terms of SIGCHI membership? Idea to have lower rate to be a member of a second SIG if you feel that you are more central to another one. There might be a broad range of people that is just coming in and out.

Actions	Benefits to SIGCHI
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Letter to the newcomers explaining the benefits	Retain more potential members.
	Make our membership numbers look better.
	Quantify our “engaged members”
	Blame people who are not members
	Bring pride to people who are members (acceptance rate 20% or lower)

Possible actions. Reach out to members and possible members: based on the overview from Aaron most of our main conferences including CHI, UIST, CSCW, UbiComp are using RegOnline and PCS.

[Todo VP of Ops]: this is for the RFP to be taken in: being able to reach out to people via PCS 2.0 (or the RegOnline follow up software); Can we do that now somehow?

Discussion of the problem of RegOnline not being used outside the US: tax problem that is not fixed. [no clear todo, but VP of Conf is looking into it]

[Todo VP Comms]: Communication goals for the different groups (make it public to the EC in the Slack Channels: Groups/Personas: Communication goals and frequency and type of message people are getting for the different groups).

[TODO]: Everyone should do ONE activity to support Membership within the next year. Please write your todos in Slack, so we can coordinate.

15:45 - 16:30: Strategy for external communications (Sian):

1. Courses at CHI (Dealing with the Press; Communicating your Research). Courses to be informed by interviews with people in the community - academia and practitioners, variety of backgrounds and cultures. [Any further names that should be included in the interviews please send to Sian.] Discussion of how to select the participants: have it open or a pre-selection? We formulate it as a membership benefit: SIGCHI Track in Communicating Knowledge (STICK). There are 80 places in total: 2 per conference + EC members + our Turing ambassadors / best paper winners / papers that are highlighted for media-relevance. Cliff will put a SIGCHI logo in the program. There is also an NSF workshop. We will schedule courses on Mon pm, Tues am and Tues pm, Weds am. Aaron will send the e-mail invitations to the Steering Committee chairs. Possibility of swag.
2. External Comms Meeting: Having an external press person for SIGCHI might be helpful: from the questionnaire to all Steering Committee members we know that only one conference (that completed the survey; N=11) uses a PR person. There is a lot of possibilities what such an external person is going to do for us. We need a job description and outcome metrics. Job description needs to include how to treat exclusive and non-exclusive content. [Todo Sian to develop].
3. ACM website as example: we want to have content like “ask an expert”, menu profiles, list of press-releases, distinguished speakers, etc. [REMARK Regina: we have planned this content already in the website]. Other ways to deal with content: SIGCHI can provide also content to ACM, so have it put up there and then link from our website. Staple of people who blog to have some people we link to it. Have the presskit on the website: several languages would be good. CHI SV Blog; Interactions blogs can also be integrated.

4. Cliff SIGCHI Medium Site [let CHI conference site use it and see how that works]
5. Have TED talks (somebody has to take it on and organize it - Sian to look into this). We are currently producing 4 min videos about each conference.

16:45 - 17:15: Preserving SIGCHI / HCI History

1. Photo collection from Ben Shneiderman: What has to be clarified, what are we willing to fund or not; Ben Shneiderman is giving a talk about the history of CHI, CHI story is accepted by historians about Ben's photo archive;
2. Artefacts for after the conference & video to be produced (5k)

(1) There is a motion: "The proposal in his current form asking for 5.000 USD support is funded from the chairs discretion fund sheparded by VP for publication to deliver a website and three videos" → majority in favor. Accepted.

Large Issue: how to work on preserving our history

(2) HCI bibliography is out of date (hosted on an acm side): Jonathan Grudin/Gary : package it and say this is part of our history; Jonathan has membership lists of people attending, programs, etc. Maybe we need a CHI museum?

(3) Videos: people still have all the videos: can we get them in the digital library; Wendy MacKay; Jonathan;

We need an archivist: engage an archivist (volunteer or professional?); Reinstall the VP pubs board that can take that on? Tabled for the SIGCHI EC summer meeting.



Day 2:

Kick off at 9.00 with presentation from Aaron about his work.

9.10 - Overview on progress from the VP Ops on the new website:

9.10 - 10.40:

Goal of this session is to discuss functionality and structure of the new website. There are two or three roles: ADMIN: people on the OPS team (handling database/coding), SIGCHI-EC that can publish content on the website and a Committee: Committee is for all the people who work with the people on the EC and are not allowed to directly publish, but need an agreement from an EC member. All use word-press logins. The website will have a log-in for a membership access.

Discussion on why the website design is different from what was decided in December. Dan repeats it is just about functionality. Discussion of all the design aspects and the information architecture which does not fit the understanding of the EC.

Dan identified 2 groups of users: members and non-members. There is a separate landing-page for recruiting; the main page is the page where we land for our members, we have a separate landing-page for the non-members and do the take-up. Problem with all these aspects: there will be no member-log-in for the first version that should go online in May.

Discussion on the information architecture: Helena will provide an updated version for the Information architecture she feels appropriate. Support/Funding as a category; The fact that we spend 100s of thousands of dollars to support members is important and should be highlighted in the website.

Development of a possible process: Process: Iteration in Barcelona: Feedback from EC; there is a new website that is presented at CHI (which exists in parallel).

The design input will be integrated in the Barcelona meeting. Here is the original design from the COMM-Team - it MISSES the LOGO which was not decided in terms of position.
<https://drive.google.com/drive/folders/0B52zFxY0b8NiLTBreHlnTXhEN2M>

In terms of functionality: investments for the automation of video content; a conference can be features: it can be automated. Important aspects: conference list on the main page. Discussion on the importance of video; Discussion on the audience (primary audience) of the website: main goal is to support members individually, once they are logged-in. Contrary to the possible things we could do in the future: Question is: what do you see if you are not-logged in for the May-website version?

[SIGCHI-SV]: take picture and provide quotes, to be able to put them on the website.

11:10 – lunch: SSTG & Votes for Conferences

Report: Aaron reports numbers on the SSTG. Requests are rising:
Votes on these items:

- (2) “Aaron requests for the SSTG to be increased to 90k for the fiscal year because of the increase to 1.800 per person” - second Dan - all in favor
- (3) “Aaron requests to give as a new strategy for the committee to overbook by 30%, to be able to fully spend this amount”. - second Gerrit - all in favor.

SIGCHI Specialised Conferences Development Fund:

Report: Only 180 k of 500 k committed. Possible strategy: allow a conference to become negative once in the SCDF. Discussion of typical cases Aaron handles with conferences. There are some bookkeeping regulations that for example SIGCHI cannot put in directly money to a conference, but the only way to do it is have an invoice for an activity (paid by ACM). Discussion of the proposal. One of the best ways to retain our members is to have great conferences. Discussion on the rules, who is doing the decision (VP Conferences or his board). What does it mean to be a good SIGCHI conference.

- (4) Vote on item related fo SIGCHI Specialized Conference Development Fund:
“The conference board is allowed for decision making to be in the range of 10 % of the budget; We are going to replace the formula currently applied to a judgement based regulation on a margin from up to 10% of the budget with the discretion for the Conference board. All in favor.

Accessibility: if we have people who have to assist accessibility and are not able to attend any sessions during the conference due to this activity can be comped.

(5) Vote on: "Accessibility chair that runs around the conference to solve issues and cannot attend can be COMPed" - motion Dan, second: Aaron, all in favor

(6) Accessibility: A companion rate (e.g. minimum rate that covers the food) available for a delegate companion (who isn't a researcher in HCI attending the conference anyway) across SIGCHI for delegates who require personal care assistance, Motion: Dan, Susan second, all in favor.

Report and Discussion of further Accessibility/Conference Attendance items:

Telepresence Robots for Conferences: costs are 10% of the robot for shipping. Domestically to send robots is reasonable, Internationally it is not reasonable. Problem is not only to have the unit, but you need the packaging to ship them around. ACM will not be able to provide room to have robots stored. Until now we rented the robots. There are only 6 conferences in the next 18 months in the US. Renting is up to 1/3 of the price if you want to rent them. We can provide a fund that could cover the renting to support accessibility (legal motivation here is important). The legal requirement is to "reasonable" accommodate people at the conference (on site). Laws are different for different countries. Example for guidelines from SIGACCESS mentioned (<http://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-conference-guide/>).

[Todo VP Conf] proposes to write up an Accessibility Fund proposal, comes back with it Saturday.

There is another marketing strategy to make people aware of the possibility to have Internationalization, Diversity and Inclusion lunches, is it only for SIGCHI Sponsored Conferences. Other conferences can also apply from the development fund, in case there is necessity (e.g for in-coop conferences). Aaron is going to rewrite to include only Sponsored Conferences. Sponsored only (10), have it open to all conferences (2)

(7) Vote: put up on the website to publicize a special call for Accessibility within the scope of the development fund only available for sponsored conferences. Second: Gerrit: all in favor. [Todo VP of Conferences]

Discussion of the strategy to go for specialized conferences.

[Lunch Break]
13:15 – 15:15 [DAN]:

Presentation for the RFP for support for Websites:

Central question: can data be made available: can we make that good enough so people can not break anonymity. Possibility to make parts of PCS etc public. Moving towards openness. Closed code with APIs for people that are approved. Data is currently closed.

[Todo: get a questionnaire to members: Comms-Team]: get question for the membership: what type of data do they want?

Goal is to have the website with mobile apps, based on a recommendation system that is tied to the membership.

We have 3 types of website: Website 1.0 (current), Website 2.0 (next version) - hand-selected content, Website 3.0 (this is the next generation).

Discussion: details on what has to go on the RFP: what should go inside, why not have plugins to these other platforms (like Research Gate). Dan: we know more about our users could get a better user experience.

Ongoing iterative process with a vendor that is contracted on an per hour base and the skill set they offer. Goal is to have a long-term partner.
There are two suggestions of vendors of ACM already. At this time the website is not connected to the website development for the CHI Conference websites. Maintenance of the website is also done by this company.

[Copy/Paste Website Requirements Dan]:

Work Scope:

Automate importation from ACM/DL

Integrate Website Login with aCM ID system

Port Communities and Chapters implementation

Specialize web experience to the seven identified user groups

Automatic communication strategy based on knowledge of users

Member analytics

Individualized Web Experience (imported information tailored to member)

Integrate PCS info about conferences into personalized web experience

Integrate all of the above into mobile app (can be used on-site without using Wifi resource of conference).

Goal is to have the expertise of the SIGCHI community (to evaluate) - it might be more helpful to have a professional to do that

[Todo: Susan Dray is presenting 4 companies that can do an evaluation]

Required Skills:

- Wordpress development plugins, widgets, themes
- REST APIs
- Software development (Java Script/Type Script, HTML etc PHP, NodeJS, Python, Java)
- Mobile app development for iOS and Android
- Website Design - Graphics, UX, Accessibility
- Software Project Management

PCS 2.0 Contract has details to be followed up, but should be ok and signed within a week.

[Item outside agenda]:

We need to be sure to take care of accessibility as the responsibility was with Vicky which is no longer on the EC. To be able to have a better understanding on accessibility we could for example have a person from the accessibility community attend the EC Meeting and report on activities they would suggest the EC to take.

- (8) Loren: proposes to invite the chair of the Accessibility Committee (or representative) to the next SIGCHI EC meeting to give a brief report and present possible tools that the conferences can use. Thus we should also invite the representative to the conferences steering committee meeting to present and demonstrate the tools they have been proposing. [TODO Loren: Invitation]. Loren: Aaron second: all in favor.

Produced by the conference board: Detailed conference policy document:

- (9) Loren moves to approve that the conference policy is on the website. [Susan Second]: 8 accept, 5 abstained; - accepted

16:00 – 16:30: Report of the Steering Committee for CHI

Confirmation on the CHI 2019 TPC and Papers Chair is on the next phone call to be expected. ; Discussion of the possibility to “grow” the pool of people who can perform leading roles in the conference organization.

Develop a volunteer strategy jointly with the Steering Committee

Presentation of the possible locations: Honolulu; Seattle, Vancouver, Phoenix, San Diego Detailed and long discussion on locations, policies of countries that can limit (physical) attendance to these locations. Discussion on how to balance internationalization principle of SIGCHI, the goal of this EC period to focus on Asia as a growing community. Long discussion on the various possible aspects for location.

- (10) As a recommendation is to focus at the first step on (and do possibly site visits): The three cities remaining to be addressed by the CHI Steering committee: Honolulu, Vancouver, and San Diego. Loren/Aaron; all in favor.

For 2021: Dan/Aaron: going for the bids that were proposed for the Asian Development Committee: Beijing, India, Japan: 2x Tokio.

[Todo Loren:] TPCChair and General Chairs for 2017 to be invited for the Friday Meeting after CHI.

Day 3:

- Introduction for the day [Loren]: slight changes in the agenda
- Presentation of Sian about her work

Helena: Presentation of the Intern Program which had 20.000 USD allocated. 16 students were used. Only 5 members of the EC took that possibility. Based on the observation that we had 800 students on the CHI student SV list that did not get a slot, we started the program to introduce students to SIGCHI. Given that especially the number of hours of people on the EC is just limited, we can get help from here. There is a new bunch of people that is volunteering.

Give the programm a new name: ECVs Executive Committee Volunteers [spoken EEESEEEVEES].

Payment: easier if we do a direct reimbursement for Farrah. One ECVs: using one person who is the managers(handling the other ECVs); other possibility: data collector (student is copy/pasting things together to have an master xls spreadsheet); other possibility (Dan): having interviews done during CHI to understand possible website needs. Examples: Have an ECV that collects the number/names of SVs that were not taken at other SIGCHI sponsored conferences. Problem with the fitting of the description of the qualifications and how it fits for the tasks. Do a second-step checking qualifications is worth the efforts.

Students have to apply via the CHI SV list (they have to re-fill in a form to apply at our programm).

[Todo: Helena]: she sends the e-mail with the text

Rule is 20% can be your own students.

WISHLIST for the ECVs:

- Regina: needs help as her role for questionnaires support on the former CMC is still not filled. Urgencies: CSCW, CHI + CHI-Courses
- Regina: doing additional text analysis of CHI questionnaires to support future CHI general chairs to have detailed feedback
- Regina: have someone who goes through the protocols and extracts and prepares social media communication bits to be fed into the current social media tool [buffer]
- Regina: get someone who supports us to get a “server/archive” structure for the EC with all old documents/new documents that are flying around on various EC-members websites
- Susan: have an ECV to have an overview on salaries in the Lean Economy
- Sian: ECV: doing support for the selection of the PR kits, [].
- Cliff: ECV: take one to support the Ben Shneiderman Archive task
- Loren: ECV: collect peoples: why am I a SIGCHI member: gathering little stories and pictures and put them on the website: this is what SIGCHI is about and what career they made in SIGCHI
- Dan:
- Gerrit could need 5 - 10 ECVs from/in **different** European and Australia and N.Zealand IT education background, for interviews and focus groups on ACM IT 2017 curriculum guidelines
- Phl: will need 1-2 for CHI SC (archival, information architecture for storing and accessing information - at least for Chairs, TPCs, and Papers)

Link to the Executive Committee Volunteers list – see slack:

Indicate in column M when you select someone, indicate in column N when they are finished with their 20 hours, indicate in column O if you have any notes - like you contacted them and they never wrote back or they turned down a position or you have contacted them and am waiting for their reply, etc etc.

[Todo: Aaron]: send all the e-mail text he used for the recruiting (and to make it available in a google doc and provide the link also in slack)

Presentation Aaron: Fund Proposal for specialized conferences

- (11) Proposal from Aaron is in slide 3/3 request of \$25k of discretionary fund to support requests from specialized conferences for accessibility concerns which they cannot address alone. Vote : All those in favor: All; adopted, to be added to revised budget

SIGCHI Live and Recorded Video Policy:

- (12) The Steering Committee Chairs have to make insightful decisions of live streaming affects; Dan moved, Gerrit second: in favor 10/12.

Changes in the By-laws: EC has to approve. We then have to put it to ACM, then it will go to the membership. In case membership does not reach the quota, then ACM Council can vote.

- (13) Dan moved/Cliff second: all approved that the current text with the changes in the Bylaw regarding (Ad-hoc) Committees is approved. All in Favor.

Is going to Farrah to hand over to ACM

SIGCHI Statement of Principles:

https://docs.google.com/document/d/1c_E93-1EtWtHMIPRkId1mng-roNJURGHodvOYI_NF1k/edit

Discussion on what principles are and what they are good for? Values might be a better way. Aspirations might be a better way to address it.

- Maybe we can talk at CHI to people to get information from people.
- [todo Helena]: take up again the development of mission/vision statement (and further development of values)
- Dan, Helena will try to write up different formulations of what our values are. Maybe Philippe too?

11.05: Budget discussion:

Budget 2018: revisiting of budget items for 2018: one by one checking the fiscal year 1.7.2017- 30.6.2018 as payment period.

Discussion on differences on bookkeeping and budgeting differences. We strive to support the community.

(14) Loren moved/Dan: Budget for 2018 is approved to be presented with this balance to the ACM.

(15) Sian - approved; TVX approved; Licence for Netbeans

Discussion of Susans proposal: Support for Lean Economies, for a workshop that is held at CHI 2017 (and has to fit in the budget of 2017). Funding for 30 participants to come to CHI's symposium, Funding for 4 hubs (Egypt, Namibia, India, UK), Registration fees for CHI and Symposium is 325 USD. Problematic aspect is that we can not pay the registration fees to reimburse it. We can give people an honorarium.

(16) Dan is putting a motion/Gerrit seconds it. Approved, 2 people conflicted.

What is this issue to move forward for the Lean Economies should be on the agenda for the Summer Meeting.

Short feedback from Loren on applications for the Turing Award. Selection has to be done end of the months. Loren has to ask Vicky if we might send more people (maybe 2).

Summer meeting: possible location and dates: July or August 2017:

July 10th - August 15th is the rough framework. Utah Sundance (Dan); Toulouse (France), Cambridge (Sian); Loren to send out request to all people which are currently not there.

Phil: Website, Apps, Program Development for CHI is done and re-done. Proposal to develop a CMS and to have support to build this tool. Can be this from the Steering Committee of CHI, but it would be useful for other conference (part could be in PCS 2.0). Write down the proposal what they are doing, so Dan can respond. Doing an RFP to a couple of individuals might not be the best thing to do. Send a page to Dan and Farrah.

----- TODO -----

1. Give access to all the EC member for the google drive folder SIGCHI-EC [needs invites from Dan if it exists ... ? Otherwise access to google drive from Loren.]
2. Have a strategy on who is responsible for which type of content (some things seem clear, others are more complicated)
3. Aaron drafts a text to describe the SIGCHI Specialized Conference Fund handling.