

SIGCHI-EC Meeting Minutes Edinburgh

ROOM: Princes Room	Tuesday, August 2nd	Thursday, August 4th	Friday, August 5th	Saturday, August 6th
Review of Strategies we Set Out With - Loren & Helena What do we want to accomplish as an EC - Loren & Helena	Conference Management Reorganization - Led by Loren	Proposals for Spending Money - Facilitated by Loren	Asian Development Committee - Yoshifumi	
Break	Break	Break	Vote on spending proposals	Break
Volunteer Strategy - Sue & Loren -- Volunteer Database	Finish Conference Management Reorganization as needed Website -- Report by Dan	Resolve added items	Virtual PC Meeting report - Cliff & Helena Diversity & Inclusion - Aaron	
Lunch	Lunch	Lunch	Lunch	Go Home
Chapters Report & Discussion - Tuomo	Specialized Conferences Report -- Aaron	Quick & Dirty website update Revisit Website Discussion -- How to proceed		
Break	Break	Break		
Progress and Plans Towards These Goals - All -- What have you done over the past year to contribute to this -- Plans... how to rededicate ourselves to progress toward goals -- Capture any new proposals for later discussion ?? Vote on VP At-Large replacement ??	CHI Scheduling Software - Cliff CHI & SIGCHI roles - Cliff & Loren -- e.g. dissertation award(s) Discuss / resolve new items introduced on Tuesday	Communication & Outreach Strategizing -- Report from Regina New Communication / Outreach directions New business		
Strategic Directions Set Out from July 2015				
Asia Development				
Communication - preserve institutional memory, improve comm with membership, transparency, articulate SIGCHI identity and external comm/outreach strategy				

Tuesday, August 2nd,

Present: Helena, Loren, Sue, Tuomo, Scooter, Fred,... [excused: Dan, Regina]

Discussion on the review of Strategies Set Out:

- Handle business as necessary
- SIGCHI Development Fund: Review Requests

Notes:

- Relationship to other societies... e.g., in developing areas. Joint chapters with UxPA, for example? Interest from UxPA. (UxPA 'Body of Knowledge'). What do members (and non-members) identify as their needs?
- The notion of "membership". Who are our members? ACM / SIGCHI / local chapters...
 - Avoid barriers. Organizational requirements.. "Paper work"
 - Very specific issue: fixing the Chapters Reporting UI. Is it broken?
- Regional society relationships
 - Tactical opportunities... when do we need to think strategically about this?
 - AfriCHI... interesting opportunities...

Volunteer development / database - Report by Sue

- Should we make excel spreadsheet available now (while we work on doing the right thing)?
 - How?
 - To Whom?
 - How do we gather feedback from those that use it?
- What is the right development path moving forward?
- Effort by Geraldine noted <http://www.changingacademiclife.com/@ChangeAcadLife> on twitter
- "New" volunteers... collecting their info
 - What specific info?
 - Where?
 - How is it communicated?
 - One idea: A mailing list
 - To Do:
 - Sue will give email addresses to Fred.

- Fred will create list. Sigchi_vol_opps or some such name
- “Leaders” will tell Sue of opportunities
- Sue will email the list
- ...

The Symposium Concept (vs. Workshops)

- To which symposia are we committed?
- “Persistence”... Defined by SIGCHI EC(among others?)... Must be clearly documented and communicated.

Career Development Symposium

- Professional Service / SIGCHI Volunteering is a component

Report/discussion on Local Chapters - Tuomo

<https://drive.google.com/open?id=0B3W24aJqBFZ3bmNJTUNCU3ZVaW8>

- Again hit the issue: who is our “membership”?
- Perennial issue: How can we understand Chapter (members) better and serve their needs better?
 - Proposal: survey of Chapter members
- 37 SIGCHI chapters from 27 countries. 6837 reported members
- Issue: What types of volunteers receive what types of benefits?
- Tuomo To Do: Get SIGCHI SV to start gathering data on chapter ‘activities’ (membership by chapter by year, events by chapter by year, ...) from annual reports so we can establish a baseline for evaluating the success of this intervention (Chapter Officer Support).
- Relationship of Local Chapters to SIGCHI strategic directions
- Tuomo To Do: survey for chapter membership (via chairs), input from EC for what to ask, are they volunteering in any way to SIGCHI? Two main goals:
 - 1) Demographics incl. professional roles (see below)
 - 2) The value of being a member of a SIGCHI chapter

Big issue -- **what is our focus?**

- Who is our (SIGCHI’s) **core audience**?
 - Academic researchers
 - Academic
 - Industrial (e.g., MSR)
 - Industrial R&D. Innovation. Advanced Development. (these folks employ HCI research skills in their work)
 - Innovative HCI artists and designers
 - Educators of the above groups
 - ~~Practitioners (no)~~ (but we don’t push practitioners away)
- Once we agree on this, this is a strong filter/constraint on what we ought to be doing.
- Another important perspective: this is a focus. It doesn’t say that if you do not fit this focus, you’re not welcome.
- Who is in our fringe?
 - How do we welcome and embrace the fringe?

Our goal is to inspire and promote innovative human-computer interaction ... [This is a revision of our mission statement.

(Aaron passed around a sheet with possible mission statements. Here are two versions people wrote down).

1 We serve the community of those producing and consuming innovation in HCI

-2We focus on the creation and communication of innovations in HCI

OUR STRATEGIES

How does what we are doing/have done/going to do fit into these goals?

- Asian Development
 - Aaron: Supporting conferences going to Asia
 - Scooter: Three symposia at CHI, negotiated DL access for it.
 - Scooter: Met with Japan delegates interested in bidding on CHI 2021
 - Tuomo: Supporting the formation of new chapters (Taiwan, Japan), supporting the existing Asian chapters
- Communication
 - Aaron: Conference Social Media organization with Helena & Regina
 - Scooter: Data and content on website under Conferences tab
 - Scooter: Video Program
 - Helena: Communications consultant
 - Fred: Maintained SIGCHI.org website and mailing lists
 - Tuomo: Community Square columns, chapters web site, monthly TechNews letter for the chapter members, CHI chapters workshop
 - Gerrit: Representing ACM in IFIP and in IFIP TC13 on HCI - **continuing**
 - Gerrit: ACM Education Council representative working on curriculum development - **continuing**
 - **Helena, Fred: External communications plan, outreach, Publicity**
- Support members / volunteers
 - Aaron: Member benefits ideas/quad charts
 - Aaron: How to be a volunteer SIG to specialized conferences
 - Sue: Volunteer database - **Continuing this work.**
 - Sue: Supporting international colleagues coming to conferences with real-time notes
 - Sue: Accessibility issues at CHI - (1) asked Access Community what is core set of needs (2) get buy-in in advance on significant issues with site (Erin Brady) (3) framed it as supporting their professional development. - **Continuing this work, bringing back document that could be used by other conferences.**
 - [repeat] Scooter: Video Program []
 - Scooter: Launched SIGCHI Student Travel Grant program
 - Susan: Global South - development consortium at CHI 2016 (**how go forward with that**)
 - Susan: Gary Marsden fund with Gerrit and Zhengjie.
 - Susan: trying to keep up with the SIGCHI Development Fund - **We need to make this process better/fix it**
 - Susan: Bring in Latin American participation in SIGCHI - **continuing this.**
 - Susan: Outreach to UXPA - **continuing this.**
 - Helena: SIGCHI SV program - **continuing this and maybe expanding.**
 - Tuomo: Chapter officer support, CHI chapters workshop, championing the Dev. Fund requests for the 3rd European Summer School on Research Methods in HCI (Estonian and Cyprus chapters) and CHIuXiD 2016 (Indonesian chapter)
 - Gerrit: Gary Marsden fund, SSTG, - **continuing with both**
- Strategic management of our specialized conference portfolio
 - Aaron: Brought in UMAP and identified potentials: FabriCHI, IOT, AutoUI, AnimalCHI, AfriCHI, Visualization (Human Data Interaction), Health IT

- Aaron: map out space of all potential conferences, new conferences that could come in, starting to think about criteria for future.(we need to discuss these criteria)
- Aaron: Tried to initiate the *Family of Conferences*. Continue this in order to (1) get data on impact on awareness of the conference and (2) figure out how to have collaboration within competition between the conferences.
- Aaron: (1) We need to be more strategic - both top down and bottom up. (2) What is relationship between all of our specialized conferences and CHI.
- Susan: AfriCHI with Aaron.
- Gerrit: Collaborate with Aaron on European Assoc of Cog Ergonomics and maybe IFIP working group on HCI and Visualization workshops.
- Modernize and scale conference/review processes
 - Scooter: PCS2 - there is a prototype, data in cloud. Continuing this work - target of early 2017 test out with small conference.
 - Scooter: Address RFP process - behind on 2021 right now.
 - Scooter, Loren, Helena, Aaron: Conferences 2.0 - need to continue working this out
 - Conferences people: How to scale SSTG
 - Publications: PACM
- Draw on talent of distinguished members
 - Scooter: Got distinguished members for SSTG
 - Who? Identify ways to engage the Academy/others

Thursday, August 4

Present on Thursday: Dan, Tuomo, Fred, Cliff, Susan, Gerrit, (fill in your names)
Introduction from Loren

Agenda presented.

Conference Management Reorganization

Report from the meeting in June (Link to proposed conference reorganization to be inserted):
What goes well, identification of possible problems. Presentation of goals: Long-term vision, Community Buy-in,

- Key points: restructuring of the organization
- Comments: what “powers” do these different entities have
- The running of the different steering committee is different (they are elected); appointing a CHI steering committee (that is not elected) is different from these structures; The EC is elected by the SIGCHI members which might not necessarily be the same people as the member
- Strategic Issues should stay with the EC
- EC should appoint the chair, and EC sets constraints on who is in the committee
- Discussion was always in the EC on strategic issues for CHI.
- (Aaron): In some steering committees it is not really democratic
- (Dan): not good to move too much responsibilities to the Steering Committee
- Gerrit: VP Operations: there should be a committee (it is not one person); Location might be more important for SIGCHI than for the conference; Steering Committee Chair must be close to the Operations Team; CHI is the key to get members (50% of the members currently are from the CHI conference); reconsider to have the same process for all the conferences;
- The relationship between EC/Chair CHI SC; EC is deciding which powers to delegate;
- How many people do we have that are members that are not members because going to CHI.

- People have been voting because they think we are there to be guiding CHI
- What is the relationship between the CHI SC Team vs roles in the CHI conference
- Dan: three things: (1) Question how do we reorganize work (individuals overwhelmed) (2) having reorganize the work, how do we distribute power and authorities (3) data/membership etc. Only focus on the structure.
- Scooter: motivation is that the EC wants to devolve power.
- Dan: what are the maximum of three problem that we intend to solve
- Helena: we do not devote the energy in the EC to discuss these long-term conversations for CHI. It has to be done somehow.
- Aaron: it would be worth to investigate the flow between these entities;
- Loren: (1) possibility one: we just do not do our job (2) assignment of powers/structure is difficult to do seperately; If the EC is the steering committee, we have to change things.
- Joshifumi: SIGGRAPH: has different steering committees for main conference (both are members of the group).Process can be to make recommendation for chair, chair has to write proposal to b e approved for EC. EC can propose candidates for other roles like (TP chair).
- Aaron: approve money for the conference: budget control is by a company. Farrah: lots of mis-communication happening;
- Scooter clarifies: Accessibility costs. If CHI 16 spent that money, we would set a precedence, that why it went to go through CMC and then for a vote EC.
- Money came out of the SIGCHI budget
- Knowledge should be represented in the CHI SC.
- Dan: problems have not been clear or we try to solve the problems; the chart about processes is drawn, whatever way you do it, there will be these problems; We do need to spend more time on strategic issues: its a matter of re-organizing our agenda. Agendas where post of the people do not have a slot on the agenda, but we are strategic.
- Election vs Appointment: Expertise is very important.
- People vote the president to be able to take decisions on their behalf. Role of Lauren is to lead the organization;
- (helena) Main goal: Sustainability;
- (cliff): Efficiency: do I have to wait for lots of people before moving forward (Scooter): either CHI Steering Committee is able to decide for daily business (senior people that play a role, they need the power to decide).
- Full CMC was developed to include all the voices of the many conference steering committees
- Core CMC: does operational activities like putting data on the websites, video etc
- Susan: how much organization is required between the entities.
- Loren: this proposal needs more communication vs sustainabilities; Separation of Logisitcs/Operational
- Dan: History: CHI was CMC; Specialized Conference grew so large, that the CMC: keep the approving of roles in CHI conference, and operational budget decisions stay at the CMC. Amount of Software is getting bigger and bigger. The management of software is going to be strategic under Operations; Professional Support.
- VP Ops is more VP of Infrastructure or more like CTO.
- Possible different structure is to have VP Spec Conf and VP CHI Steering Committee
- Discussion about structure: putting a new organizational line means doubling the effort

Resume after break:

In the proposal the chair of the CHI steering committee with a team is under the VP Conferences, and also an Adjunct Chair at the EC.

Discussion on how to proceed:

- We need a timeline for when a new structure is in place; clarity on what to do when

Possibilities: we continue the way; we agree on a new structure and have a team putting it in place. Agreement on how we proceed and a timeline and appointment of people to come up with some names for the different positions. Which responsibilities are where. Set the process to make a plan. Dan: No objections on the structure; Objections on the duties . Suggestion: We keep the responsibilities as we currently have, and approve the structure.

Changing the wording for the CHI Steering Committee Duties to recommend; EC is approving; There are things that are not by conference year.

Aaron: can we agree on the principle not to overrule everything? Scooter: things we should consider is that processes and structure are changing. Interpersonal problems will not be solved by changing bylaws or processes and structures.
The bigger the problem - the more people you have to talk to.

VOTE: We approve in principle to move the current infrastructure and software to the VP of Operations, involves constituting a Steering committee for CHI including a chair that is Adjunct chair, VP of conference has oversight for SC spec. Conferences and Chair on CHI, and the task list as follows;

Dan: move; Gerrit second; All in Favor, no one opposed.

Nominees for these roles: Aaron VP for Conferences, Philippe Chair of the Steering Committee; Scooter is not on the EC, he will make the transition happen, but overlook the CHI 2017 (not determined).

VP Conferences appointed now (Aaron); Adjunct chair can serve for the EC term (PP); if Aaron runs it he can not be TP CHI 2019; Scooter is flexible to choose his role. VP Ops (Fred) is getting part of CMC; Scooter helps to transition.

Transition of structure is earlier. 2018 should report to steering committee if possible.

Date for new structure in place (to be determined by Transition Plan)

Date for transition plan: First results reported in next phone call (~12th September)

Nominate AQ: Second Dan: All in Favor

Nominate Adjunct Chair. Appoint/Name PP by Loren. Move support Dan: all in Favor.

Vote for having:

A Specific Transition Plan responsibility assigned to AQ and PP to come up with the Transition Plan (September 12th). They can bring in other people as they see fit. All in Favor.

Move a special motion for special commendation for Scooter Morris (Dan); Second Susan; ALL in Favor.

Loren proposes to nominate Sian Lindley as VP at Large, responsible for "External Communication", Second Helena, All in Favor.

Report from Dan on Website

See attached (link to document from Dan)

Discussion: on CHI-Hub (Merge Conference App with Website): controversial discussion if this is useful, for whom, and who can establish such a "communication hub"

We also have an external audience (new VP for external audience)

Discussion on who we are, and who is our community and who we want to serve.
Funding: Membership/Conference Surpluses/Digital Library/Advertising

Concerns: do we reach our membership and potential users? How do we evaluate that we get return on investment (one EC is making the investment; next EC is not evaluating it).

We need professional software partners to make that happen. Loren: the bar to move forward with this is high. The question is what exactly we provide additionally to existing software/apps/systems like google scholar etc. Goal would be to break down, and do it incrementally. Communities on the SIGCHI Websites are not heavily utilized (possibly no need).

How to move forward: concerns about the necessary details that we need to start that process.

Who is our audience is still unclear. Dan proposes to think about it.
Loren summarizes: there is benefit to have a long-term vision where we want to go; short-term goals that are achievable. We should find a vendor doing a short term/long term goals. Long-term we need serious development. Short term we need a design and info-architecture expertise (Helena & Regina proposal).

Break

Cliff: (see slides) : problematic aspects of scheduling
Scooter: Time efficiency (important for registration) - Requirement for the Operations Group
Refers to PCS 2 current status with current submission process

Availability of software that fits the need: there is immediate need for 17; there is a longer term need.

Possibility: hire to make Kobe work ("needs a coder"); give money to a company to start from scratch.

Sigchi will pay for the short time fixes; baseline of 20.000 USD

Loren suggests to have SIGCHI will pay for the short time fixes up to 20.000 USD, Second Aaron. Accepted. One abstained.

Chi 2017 will offer a Dissertation Award. People submit their Dissertation: top 4 will appear in the conference with a top 1 that receive an amount of accolades.

Chair (Julie Williamson): Recognize and Reward CHI Research at early stage; Other things that can be done? Is this a SIGCHI award or a CHI award: e.g attend the SIGCHI award ceremony

Other specialized conferences could offer such a Dissertation award.

Loren: Typically this will be on the conference level. Scooter: It can not be named the CHI Dissertation award, must be named CHI 2017 Dissertation Award. Cliff: we could cancel. Scooter: we can not have SIGCHI award (there should be a discussion with other steering committees). Three year experiments. Or stop it and elevate at CHI. What is the scope of work? What are the criteria to judge it? Number of different conferences where it was published. Question: what is the best of CHI in such an area? Dan: one year is not a problem, process of selecting (and doing a quality un-biased selection)

Aaron: it is about finesse: early career award given by early career people. Negativity against the judges might be very bad. Scooter: if we want to cancel that find a way to find a reliable way at the SIGCHI Level. Think about a process that has a way similar to CHI Academy. Dan: this will be more work than the CHI Academy. Yoshifumi: all dissertations in English, lots of other ones in other languages. Aaron: 20,000 USD award to best dissertation; Helena: Needs a clear process; a slower process; advertise better if possible.

EC: ask Cliff not to go ahead with it. Interested in this idea, but we have concerns and would like to have process that addresses these issues.

Aaron first presented a list of items he pulled out of the SIGCHI EC email trail since Jan of 2016.

1. Plagiarism detector needed/useful for SIGCHI conference submissions? IEEE uses iThenticate (<http://www.ithenticate.com/>) for all its submissions. [no interest on this]
2. What and where is our published and agreed level of support toward ACM-W Scholars in terms of comp registrations? [who owns this?]
3. Consistency of access to OpenTOC across all SIGCHI conferences. [this is well underway and owned by Madeline/Lindsay]
4. Actions from the Town Hall at CHI? [1 issue: USB keys]
5. Has the EC decided to always have (at CHI). AMA, Volunteer SIG, TownHall.... Do the 2017/18/19 chairs have this list? [AMA is owned by CHI not SIGCHI. Volunteer at SIGCHI is owned by SIGCHI as is the SIGCHI TownHall]
6. Putting the any sort of guidance on what to do when there are ethical lapses in paper submissions? Aaron sketched a picture on June 5, now what? [not clear what is happening here]
7. Why do we auto-disenroll people from communities [not clear what is happening here]
8. "tough noogies" to the anti-Facebook crowd and then we use of FB to discuss SIGCHI policies [not clear what is happening here]
9. Should we remind people about gender balance (in panels, in steering committees, in keynotes, in organisations) [not clear what is happening here]
10. Should we discuss diversity and inclusion here? [not clear what is happening here]
11. SIGCHI vs CHI publications policy, core CMC, VP pubs, CMC, vote, consultation ... what now? [Cliff will report on this]
12. What is the precise workload on the SSTG and Gary Marsden do we need to use a Grant Application System eg. \$2.5k <http://www.smarterselect.com/pricing/#all-features> [This is clear to those involved but the EC need to report]
13. Do we want to setup a recommendation or "principle" to ask anyone to use the SIGCHI proceedings template? Cliff said: we probably ought to recommend it, along with the rationale for the recommendation.
 - a. UIST 2016 said: We (the program chairs) in agreement from the general chairs decided that it is better to wait until this new format (which I honestly believe has not reached its final iteration) has settled and adopted positively. [VP pubs etc. need to refresh an update on this]

Notes on the above typed in live by Regina

"Overall there is a number of activities that miss closure or tasks that are not taken up."

- Some answers: there is a process for the development fund (there must be a champion on the EC). The request is coming in, and it needs coordination (todo: get the organizational infrastructure right). There needs to be a champion (not decided). Loren: if a proposal comes in, there must be an evaluation by the EC. If you can not convince one person on the EC, you can not consider all of them.
- Scooter: process: put it on the agenda, get a champion, discuss on phone call.
- Aaron & Helena: we do not know how this effects the budget and what was decided before

Next a report on Aaron's Initial goals vs what he did

- All sponsored conference steering committee chairs to be on the full CMC - **done**
- A specialised conference series with a negative balance (in total) over the past 5 years will only have a TMRF approved which uses ACM accounting - **not approved by EC in 2015**
- Conferences which select conflicting event dates (a) should be encouraged to temporally shift or (b) should consider co-location or virtual co-connection activities - **done** (moved, co-located, plans to share social media links)
- UMAP as a SIGCHI Sponsored Conference - **done** but requires mentoring
- ITS now Interactive Spaces & Surfaces: ISS (ACM DL support, social media) - **done**
- Encourage FabCHI - **underway** but requires mentoring
- Supports to encourage the family of spec conferences - underway
- \$30k budget request, "supports to encourage the family of spec conferences"
- spent approx \$25k on
- banners (survey question 7), a public display eg. pop-up banner per specialized conference shown in the hallways at CHI - done but needs to be done for 3 years.
- SIGCHI SV slots, a few meals and travel to conferences (often as part of a CMC meeting) as a result 25k is an overestimate of spend.

Next some financial requests

- Request from Aaron: have a "Become a volunteer at ACM SIGCHI" supported with 25k to have mentors come to a conference; Scooter: move forward, Gerrit second; approved
- Request from Aaron to tackle 3 things to help conferences to show best poster or interactivity from all the conferences
- Scooter: lets see the banners forward, not the rest
- Discussion on what we can do

Loren: if we think it helps to learn about other conferences. Most people will not choose these opportunities; Scooter: have a special session ... 4 incredible talks and have a session that highlights the specialized conferences.

Formalization by Loren; comes back with proposal, Aaron gets the money.
Aaron asked for 10.000 USD for mentoring events

Loren: move to allocate up to 50.000 for Aaron to persue the family of conferences initiative, second by Dan, voted yes, 3 non-votes.

Friday, August 5

Present on Friday: Dan, Tuomo, Fred, Cliff, Susan, Gerrit,.... (fill in your names)

Agenda update

https://docs.google.com/spreadsheets/d/1BitFw6x_F4v1q895hDEyOBZH69w_5NueA8CkrFbz_1/edit?pref=2&pli=1#gid=0

Scooter: Member Benefit Cards

Idea is to have modern HD capable cameras with lighting support and provide them for conferences. Volunteers are capturing, not professionals. → 80.000

Video has to be set in advance and has to be locked in (Audio and Projector Feed are taken from the house).

Dan: where to budget for this. Captioning should be a conference cost. Once video is available this goes to the VP of Operations.

Captioning

Discussion about the overall costs. For conferences the budget item is not predictable, so link to conference budget might be better. Idea to use volunteers to caption them vs professional caption.

EC takes care of Captioning until new equipment is in place. TMRF need a line in the budget to have video captioning (or capturing?). This is a possibility for conferences (not a must).

Another item to be discussed is Streaming (the new equipment is ready for streaming)

MEMBER BENEFIT SPENDING PROPOSALS:

Link to fuller proposals:

https://docs.google.com/spreadsheets/d/1BitFw6x_F4v1q895hDEyOBZH69w_5NueA8CkrfFbz_1/edit#gid=0

Aaron: SIGCHI Sponsored Summer Schools.

- 12k seed funding for “summer school” proposals.
- Questions:
 - Why not consider these requests as regular development requests.
 - Questions about how this might work and where it might fit into other activities

Gerrit: Free access to SIGCHI and Interactions for local chapters members.

- Questions:
 - What are the effects if Interactions moves to online only [Not important for this proposal].
 - Hard to know what this will cost, because ACM controls costs for Interactions.
 - Loren: need to do a survey to find out who is in local chapters.
 - Helena: we decided that we provide benefits in terms of access to research, what are we doing with that?
- Summary after questions:
 - Dependent on cost and relationship to other member benefits.

Regina: Communication team report

- Identifying groups at different stages we affect.
- Framework
 - Discover, Learn, Join, Remain
 - Groups: student -> early career; faculty -> senior members; senior members -> CHI legends
- Go ahead with proposed tasks; align with Helena for details on updates on the website

Aaron: research oriented proposal is presented. Concerns about the message such a research oriented approach might send to the community as being a quality label for the research area/topic/thing funded. Helena: investigate how this supports our membership, it is about knowledge creation, not dissemination of knowledge.

Cliff: 20.000 USD is staff time to make that video professional. About 20 min. Revise the number to be about 5.000 USD to make that work. The breath of all the conferences and what constitutes a good review. Needs analysis on what reviews types would be needed. If needs are analysed we might be back again at 20.000 USD. Stay with the 20.000 USD.

For the Communication: Might be bundled with the information that we prepare for Advisors related to SIGCHI.

Restart after the lunch break:

Identification of most important aspects for the CHI - Hub ([link to slide from Dan](#))

Authors

Members

SIGCHI: What do we want?

Discussion: is CHI Hub good to reach our goals? What would CHI Hub serve for (what community is targeted; what central goals do we want to achieve with it).

Can we qualitatively better than Research Gate?

Is it possible to have a branded SIGCHI Research Gate? Can we have a link of the ACM authorizer in Research Gate?

Inserting some things we did not handle until now:

- Request for names for Editors for Interactions: (Joe Konstan is responsible; there is a selection committee in place).
- Submitter SIGCHI agreement: process (was a google doc, invited the full cmc to comment). This is a default set of policies. There had to be a policy due to the ambiguity. Conferences can overwrite this agreement.

There are 5 key aspects of these statements. Most of them can be resolved. The reaction on the reviews was different. People represent a broad variety of views covering the whole range from being completely public and transparent to staying the way things are.

Possible Solution: leave point 2, point 3 should be more vague. Point 5: this might not be worth a war. Add to the volunteer agreement a detailed sentence.

ACM Journal articles say reviews are private/in confidence. Problematic aspect that reviewers have no recourse (same for the authors partly true), unless they unblind them.

Leave it ambiguous. Scooter: if you are going to publish a review, you can not take it out of context, but you need a link that give the entire review and the other reviews. Aaron:

Eventually you have to stick in the original paper.

We do not state a policy. If we state a policy we have to enforce it.

We only have one instance of the problem. The (public) energy is currently for having reviews public, but having such a policy might enforce the other direction.

Conclusion: we can have a recommendation/guidelines. The submitters agreement could be more vague. "How to behave guideline".

Cliff is going to rewrite that as a submitters guideline with necessary information on "how to behave". Cliff sends to EC.

Rework point 2 to indicate that you have to mention that in the paper.

Regina presents communication strategy: plan to have Teaching Ressource Material information in August, Sep/Oct is about communication channels, Nov/December is about conferences, January is about becoming a member/staying a member. We will decide for the next 6 months of communication topics in the meeting in January (and the CommTeam will prepare that).

14.000 USD for the Early Career Development (event can be implemented as workshop/symposium). Loren, Dan second. Accepted (3 Non-vote/Conflict).

Discussion about the difference between workshops and Symposium. Symposium content is not in the DL, they need to seek approval (as other conferences and workshops outside of CHI) by the VP of Publications.

Conference Development fund proposals are all up on the website. Aaron puts a link up on that area.

Restate SIGCHI Focus: Refocus: put it up on website; Coming up with a new mission statement:

***notes here*: to be taken up tomorrow; capture in the notes to come up with**

Creators and Consumers of HCI Innovation

Creation and communication of HCI

We serve the community of those producing and consuming innovations in HCI.

SIGCHI serves the community of researchers, creators, and innovators in the field of Human-Computer Interaction.

Idea (RB): mention scientific/science?

Todos:

- RB: Publicity for cameras for all the conferences
- ALL: update the links in the protocol with the individual slides
- ALL: put your names in the protocol
- AQ: inform conference chairs to include the message that this is one of the SIGCHI conference family
- CommTeam (MariannaObrist): do a report on the on-boarding and membership dues
- Develop a plan for member benefits (for the next 10+ years): COMM TEAM Lead MO.
- Information from ACM about details on Membership Benefits on ACM level; Get an active role maybe in ACM about that?
- Communication item on Gary Marsden Development Fund (in this case yes for AfriCHI - as an in-cooperation conference).
- Loren: communication with new members/members on all the benefits including the Gary Marsden Development Fund and Student Travel Grant

PCS 2.0 update from Max:

Submission interface:

The submission interface is pretty much complete. The big thing here was to have a clean mechanism to look up user accounts and affiliations on the submission form, and to allow new accounts to be created on-the-fly during a submission. The new mechanism will, I hope, reduce the number of duplicate accounts that get created.

All coauthors have accounts and can look at, but not modify, their non-contact-author submissions.

Submission files are stored in the cloud, so access should be faster

and files need not be severely limited in size.

Each item on the submission form can:

- be required to be submitted at a particular deadline, or not (with validity checking upon submission and appropriate warning messages in the user account);
- be editable by the author, or not;
- can be hidden from particular categories of user (authors, reviewers, secondary, primary);
- be shown on the chair's Submissions page;
- be editable on the chair's Submissions page; and
- be shown on the Primary's page of reviews

Review interface:

The interface for individual reviewers is also mostly complete. As with the submission form, items on the review form can be required, visible to a subset of users, editable by the reviewer or not, and shown in various places. An aggregate review score is calculated from different scoring items on the review form. Reviewer expertise is incorporated in the scoring.

An AC can manage his or her reviewers.

Chair interface:

The chair has the standard tables of Submissions, Committee, and Reviewers, which show most of the same information as the current PCS system. These tables allow items to be edited dynamically (i.e. Ajax-style).

Phase Settings and Global Settings are in place and will be expanded as more components are developed.

Forms can be edited quite nicely.

Although not visible to users, much of the admin interface to be used by PCS has been developed.

What's missing:

Last November, I expected the following to also be complete by now, but it isn't:

- Email lists to authors/reviewers/etc. Email notifications.
- Submission/reviewer matching with automatic assignment, suggestions for ACs, and conflict detection.
- Tentative assignments

- Collection of final versions of accepted submissions.

- REST API.

I can do some preliminary user testing with Max in the next week, then be ready in several weeks for more rigorous testing. If there's a small conference that's willing to do ***alpha*** testing, we could start that in mid-September.

But most of my time in the next couple of weeks will be spent on modifications for CHI 2017 in the current system

Saturday, August 6

Voting on proposals:

Cliff: Instructional Videos; All in Favor (Cliff abstained)

Summer Schools Sponsorship: Discussion: do we need another fund? Is this folded in the SIGCHI Development Fund or is this separate?

Clarification: we have currently have 4 funds

Summerschool sponsorship: Aaron is behind this things. Characterising the funding structure: how we value as a SIGCHI group; Should we support this? Scooter, Second Tuomo, all in favor.

Process: The main financial fund is the Development Fund. We put 48.000 for summer schools within that fund. Historically we did not hit the money limit for this fund.

Prepare for the next meeting a detailed overview on the budget and budget lines for the separate funds.

1. A different call
2. We put another bullet point
3. Subtypes of requests: prototypical examples, like projects in the developing world, summerschools,

We want to have a special call

Loren: moves to allocate another 50.000 USD; Gerrit second; all in favor.

Cliff: 20.000 to bridge for CHI 2017; Revote; Aaron/Dan; Abstained again

Gerrit: we can not pursue. We put that for membership discussion overall (tabled).

Eunice Development Fund: Passed to the Asian Development; Eunice: CHIUXID: Tell Eunice go to SIGCHI Development Fund. Getting a champion: Yoshifumi. Each proposal needs a champion, discussion to have the sub-committee dissolved.

Discussion about naming convention and concept of champion/owner for the process. Dan: If you can not find the minimum of one EC member that cares, then it drops.

Admin help might be very good (like CLC does that for CHI). Remind people in charge about their action items.

Helenia championing to rewrite the process for the development fund submission on the website: * possible pre-contact with EC; * submission to Dev Fund * goes to the phone call * is getting assigned to an EC member that is responsible to handle it

Membership cards; 5.000 USD for sending the cards and a; Dan moves to /second all: approved.

Tabled for the membership benefits; we have to check with ACM;
Not pursued

Report of Yoshifumi on the Asia Development Committee

[link to slides]

Idea that students can attend these conferences (e.g chinese students in the US go to Chinese SIGCHI conference

Any conference can have an event to show how to volunteer for SIGCHI. Sponsored conference wants it - we would support this.

TODO: put all the conferences that happen in Asia in the near future on the website (? which website; where?)

There could be the goal to have more of the conferences related to SIGCHI. We have currently 6 sponsored conferences going there.

There are 4 Symposia that are collocated at CHI (each Symposium is an individual organizing).

Asian Committee can use the same structure to have a special call for support (that goes to the Development fund). A possibility is to also ask for more money in the dev fund. Main goal is to find good things to do.

Set up a venue in PCS: set up the symposia in there, so we have contacts and details.

(Regina volunteers herself) Todo: make a visual representation of what money we have; what we have planned where, and what people do with it!

CHI might go to Asia again at 2021: Japan, Hongkong, (third city). RFP updated by Scooter (roomsizes etc). RFP are going out now. Instream and should not wait.

ACM said at least 3 cities. ACM prefers to stick with 3 cities. We did not decide for a particular city. At this point there is no city fixed.

Process: when cities are narrowed down; there is a site visit. We inform the local society about the visit. SIGCHI is doing things differently than having other conferences where a local society is putting in a bid. (for the site visit we do that without the local society). SIGCHI meets with them with the bid in hand. Goal is to check the strength of a community.

Discussion on how we select sites (process), decision making for the site of the conference is in the hands of the EC currently. There should be a hand-off meeting for this process/details (with a larger team than just Aaron and Philippe).

Helena: Asian Dev Committee should come back with information about local practices etc and how such information flow can be structured. **[link to slides missing]**

Report on virtual PC meeting:

Experiment with the first virtual sub-committee (they met virtual using BlueJeans): the new games subcommittee was virtual. Effectiveness and issues are studied to do a feasibility study for a full virtual meeting. Effectiveness: virtual PC/whole PC; Trying to Ambiguate: being an AC vs being an AC on the virtual meeting. Effects: nothing really surprising. No differences for selection process, acceptance rate etc.; Small process improvements possible.

This year are three virtual sub-committees; games will be co-located: interactions split: cscw will be virtual/2nd will be co-located, understanding users and third group().

More broadly: unsustainability of the workload for AC's (1AC and 2AC provide comments before the rebuttal). PC meeting is more effective. "There is a tradition to complain". Spacing of the work is dense.

New version for pre-submission of title & abstract a week before to assign to ACs.

3-5 Subcommittees have to rotate. CHI Steering committee has to decide that.

Recommendation to Philippe to decide on that. The papers program is one only partly under the new Steering Committee and the VP Publications. This should not be arbitrarily changed, and should be predictable. If you change the paper category, you need to involve VP Pubs. Meeting where people kind of hand-over.

Discussion of the paper process on how to limit workload for ACs. Possibility that the papers will not be in the DL by the time the conference happens (--> information for Steering Committee)

Workload for community members: ecology of volunteering should be set up with processes and educational material.

Check the overlap of people between conferences.

Revise and Resubmit across the conferences.

SIGCHI SV Program:

Helena: [link to slides](#)

Uncouple from the CHI student volunteer list. It is nice to involve volunteers. We should not lose people that have signed up.

We are continuing the process with the following items: (Helena is doing a survey). We open up the list and re-invite the people currently on the list to sign up again. We continue for at least 6 months. We try to foster the process of changing the way we work, by quickly reporting on what the SV did for the EC, so we start thinking in smaller tasks that we can assign to SVs.

Aaron proposes: if a student gets an award (task) student have to be a member of SIGCHI (is intended for SIGCHI members):Cliff/Aaron: all in favor.

EC members can use this opportunity. Possibility to open up to other conferences/activities. SCORE similar activities.

Working Lunch:

Aaron presents his problems: Enhancing Relationship with ACM; General Strategy for Conference growing/organizational costs.

AutoUI: Loren moves to agree to take on auto UI as a SIGCHI sponsored conference. Second Gerrit; Approved.

Questions from Aaron: (1) Who we are SIGCHI? Do videos; (2) Help with your budget (3) Conf Development Fund: watch not to have a surplus (4) authors and registration cost (5) ... <link slides>

Diversity and Inclusion (link to slides/e-mail from Aaron): <Dan: we have enough>; Cliff: Guidelines vs Ressources; have a kind of checklist (e.g. Alison Druin); SIGCHI statement: Internationalization is part of Inclusiveness, EC refine it (Loren is asking Alison). If we can not get the statement, we do not need the packet.

Aaron: thanks to scooter for supporting this transitioning process. When do they communicate to Core and Full CMC (we had to hinder any damage).

(1) Heads-up message: communication about the new structure. Core CMC should be talked to first. Loren: as soon as possible Scooter sends a message describing the new structure. Operational functions go to VP to Operations, Details on this transitioning, include all the "please continue to work";

Notifying the Full CMC, we still want them to meet again for the Steering Committee Meeting at the CHI PC. VP conferences informs future CHI chairs (Regan).

Aligning the next meeting with the TP of CHI. The Executive Meeting does not have to hear from the CH chairs any more (so can be disassembled from CHI meeting date).

If we want to meet 3 times per year or 2 times a year: August/February or 4 times per year (every 3 month)

Loren looks into weekends in October, to have a meeting in Minneapolis. 21 or 28 October. Depending on hotel availability (Loren to find out).