SIGCHI Executive Committee meeting minutes
10 May 2019, Glasgow UK

The CHI steering committee and the SIGCHI Executive Committee met with members of the ACCESS community. We heard members present challenges they have faced with disability accommodations for participating in the conference. The ACCESS communities presented four calls to action for the SIGCHI EC and CHI SC to pursue to make SIGCHI conferences more acceptable to people with disability users.

Stephen Brewster and Geraldine Fitzpatrick delivered the CHI2019 report to the joint committees. The committees discussed various issues related to the CHI conference. The committees expressed their deep gratitude to the executive chairs of CHI2019 for their work in successfully.

The CHI2030 Task Force reported initial efforts to the joint committees and had the committee members participate in a co-design exercise they had used successfully at CHI2019. The committees expressed appreciation for the Task Force chairs for their efforts.

The committees split into their separate sessions.

SIGCHI EC members in the meeting: Helena, Cliff, Ayman, Aaron, Pejman, Anirudha, Eunice, Loren, Julie, Allison, Gloria, Mark

In single-session, the committee identified annual successes:

- This was the biggest CHI in our history in terms of attendance.
- The specialized conferences have returned to a healthy fund balance.
- The move to HTML proceedings is a major move forward for our conferences, and our conference is a first mover amongst the ACM in this space.
- The Asian CHI Symposium was a great success at the CHI2019 conference.
- 10 new chapters in the last 8 months
- Most number of people working on Inclusion amongst ACM SIGs.
- Biggest Town Hall meeting in recent memory. SLIDO was an effective tool for getting questions surfaced.
- The SIGCHI app, while not perfect, was better than ever and included non-technical events like the Town Hall.

Ideas for EC participation in the next SIGCHI:
- How should we do listening sessions? How can we support each other in the emotional labor of doing community listening events? One idea is to make sure we always have at least two EC members at every listening event.

Report from Loren Terveen on VP at Large positions.

- The committee moved to executive session to address specific names.

Chapters Breakfast and Dinner Meeting at CHI 2019
- Significant growth of chapter in the last 8 months (10 chapters)
- Chapter Meeting is shift from Sunday to Weekday to increase participation and length of time for discussion. Chapter meeting and Inclusion meeting were joined in order to improve collaboration. This new initiative was well received by the members.
- Cliff, Aaron and Anirudha went to the Chapters breakfast and it was much appreciated by the chapter leaders. Similar situation was with Dinner with the Inclusion team when EC Members, Julie, Helena and Anirudha came to hear the insights from the chapters and inclusion members.
- During the breakfast meeting, several chapters presented at the meeting about their progress. Some chapters are very active, some of them are very new so they need a lot of guidance.
  Photos: https://photos.app.goo.gl/hoN37rBbDdBV2Stt9
  Brainstorming Videos: https://photos.app.goo.gl/enokm2p4ySP6j1Nf9
- Some of the new initiatives needs to be discussed further
  - **Visibility**: Chapter leaders would like to have more visibility of their chapter activities at global level.
  - **Support:** Chapter leaders would like to have more supports and acknowledgement both from ACM SIGCHI as well as other chapters in different formats including ideas and fundings.
  - **Connection:** Chapters leaders would like to have a community where they can continually share each other's success and burdens, as well as share ideas on how to build their own chapter
- The workshop done with the Inclusion Team was a great success and it will be followed in the next 1-2 months.

Diversity and Inclusion and Chapter dinner meetings update - Allison Druin
- Members of the diversity and inclusion groups met to discuss issues facing SIGCHI and participated in co-design exercises to think about next steps in needs for this SIGCHI priority.
- At the dinner that included both Chapters leaders and Inclusion team members, participants discussed many cross-group differences.
- There is a possibility of supporting global development by funding local chapters more explicitly. Chapters can incorporate and form "banks" to be able to seek both SIGCHI and external sponsorship.
- There seems to be some frustrations in the community and there is friction in how people express their positions and feel heard.

Motion: We appoint an adjunct chair for accessibility.
Moved by: Julie W.

Seconded: Aaron
Motion carries.

The SIGCHI EC will be making a proposal to the ACM for a professional consultant who will help our organizers identify best practices for supporting members with special access needs. The parameters of this service should be:
- Feedback on what we should do and what we must do legally to support disability.
  - Legal requirements around disability
- Someone who will address these concerns for all SIGCHI meetings and conferences.
- Someone who will provide feedback on TMRFs, PAFs, and contract signing to make sure accessibility needs are addressed.
- Coordinate and communicate with SIGCHI volunteers who are working on disability advocacy.

SIGCHI considers the possibility to hire a consultant on accessibility to:
- Advise steering committees and general chairs on accessibility requirements
- Work on site at conferences to advocate for participants with disabilities.
- Reduce burdens on conference volunteers in the work of addressing accessibility.
- Act as a primary source of contact for all volunteers and members concerned with accessibility.

Order of action addressing accessibility:
- We will request services from the ACM by providing a set of requested services and beginning the process of implementation.
- ACM will speak to Executive Events to ask if they provide disability support, if they have anyone on staff trained in disability support, or have they worked with an external provider who offers disability support.

Report from Mark Perry, Adjunct Chair for Volunteer Development
- Mark and Helena are working on an Interactions article to highlight how voluntarism is the center of our organization.
- Gloria Mark asks if we can expand the "CHIndness" campaign.

Social Media outreach:
- SIGCHI has its official channels of communications (e.g. SIGCHI website, Twitter, LinkedIn, Facebook page, the town hall meeting at CHI or the SIGCHI EC mailing list). SIGCHI is exploring other communication channels for community discussion and feedback.
- SIGCHI acknowledges that there are several social media forums where members collaborate and express their ideas on various topics including the organisation of SIGCHI sponsored events. While the SIGCHI EC follows and takes feedback from many of these discussions from time to time, it also notes that these are not "official" SIGCHI channels of communications and are not monitored by the SIGCHI EC routinely.

- Appointed or elected EC member should use their own discretion when participating (in their personal capacity) in such unofficial channels. SIGCHI suggests that no current appointed or elected member will serve as a moderator in unofficial (non-SIGCHI) social media communication channels.

VP of Communication update
- The comm-team is working on posting minutes. Lindsay will be helping Pejman with the minutes.
- We have reached 4000 followers on Twitter. We have started using Hootsuite to schedule posts.
- The Comms committee is working on a narrative about the benefits and motivations for memberships.

Website update
- Some parts of the old site have not yet been imported. The site architecture needs to be evaluated and updated.
- Ayman: the WordPress install we use has some complex plug ins that are affecting stability. The Ops team is working on backing up the site and removing plug ins systematically.
- Comms and Ops have a joint meeting in the July EC meeting.

Pejman and Mark left the meeting.

Ops update - Ayman Shamma
- We have a series of platforms we pay for, including Zoom, BlueJeans etc.
- There is a series of bespoke applications we also work on.
- QOALA
  - Designed to replace COBI & other loose infrastructure
  - CHI2019 did a draft schedule in COBI and exported to QOALA
  - CSCW 2019 will be using it in full.
- Mobile App
  - Mostly positive reviews, though some hard complaints, especially around basic UI issues and feature requests.
  - Many UI improvements are in place.
- Web App (forthcoming)
  - Some of the same features of the mobile app built out for the web.
  - Automatically provided for all SIGCHI conferences
- VIdeo platform
  - We need to separate live streaming and video platforms
  - Video capture needs to move to an appointed chair, similar to livestreaming chair
  - The CHI livestreaming cameras are in need of an update. We need to price that and determine who is responsible for the cost of upgrades.

Pubs Update - Julie Williamson
- CHI2019 is the first flagship ACM conference to have HTML proceedings available.
- Julie is going to pursue more open access options for conferences.
- PACM-IMWUT and PACMHCI are going to propose that revenue from their titles go back to SIGs.

Asian Development Committee - Anirudha
- There is a goal to increase the number of applications for the Gary Marsden award from Asian locations.
  - Recommend changing the rules to enable application before paper acceptance is known.
- There are three Summer Schools set in Asia right now, with a fourth being finalized. These are taking place in India, China, Indonesia and Bangladesh.
- The ADC is recommending two new members: Uichin Lee and Juho Kim.
- The ADC is considering appointing a chair to improve coordination and leadership. The ADC is recommending Yoshifumi in this role.

Motion: That the SIGCHI President appoint Yoshifumi Kitamura as chair of the ADC.
Moved: Helena Mentis
Seconded: Anirudha Joshi
Motion passes

What should the EC do with CHI Lites in the future?
- This has been successful in that they are very high quality content.
- However, this doesn't seem to have an impact that would merit continued investment in this program.
- Pejman will address this in the July meeting.

How can we support special events that are recurring?
- Our current model includes conferences which are high in process, and we have symposia which are attached to conferences.
- Events like CSST and WISH are mixed models that might benefit from support for meetings of a different format altogether.
- Parameters for these events might be regular occurrence, size, and intellectual coherence with our events.
- TMRFs are around technical meetings, not conferences per se.
- To be further discussed at the July meeting.