



SIGCHI Minutes

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Meeting of the SIGCHI Executive Committee
Monterey, CA USA
August 11-13, 2000

Attendees

Elected Officers

Marilyn Tremaine	Chair (non-voting)
Wendy Mackay	Executive Vice Chair
Barbee Teasley	Vice Chair for Communications (minutes)
Jean Scholtz	Vice Chair for Finance
Dan Olsen	Vice Chair for Publications
Bob Mack	Vice Chair for Operations
Michael Tauber	Vice Chair for Conferences

Advisory Board (1 vote for the Board as a whole)

Gerrit van der Veer
Richard Anderson
Steven Pemberton

Non-Voting

Joe Konstan	Editor-in-Chief, <i>SIGCHI Bulletin</i>
Steven Arnold	Adjunct Chair for Information
Austin Henderson	Adjunct Chair for Policy
Alisa Rivkin	ACM Program Director
Elizabeth Dykstra-Erickson	Adjunct Chair for Design
Jonathan Arnowitz	Member, Design Advisory Committee

(These minutes were created September 13, 2000, modified on October 9, 2000, and approved by a vote of 6-0-0 on October 11, 2000.)

Status Reports

Operations. Dan Olsen updated the Extended Executive Committee (EEC) on activities regarding awards. He solicited nominations for the SIGCHI Achievement Awards and for SIGCHI Fellows. The goal is to induct ten initial fellows at the CHI 01 conference. There is also an effort to get SIGCHI people nominated for ACM's Fellows positions. This is being done by contacting ACM Fellows who belong to the CHI commu-

nity. ACM Fellows are responsible for nominating new Fellows.

Finances. Jean Scholtz and Barbee Teasley circulated a report on all the projects and funds that have been allocated for projects during the past calendar year. Each allocation has required a vote from the EC.

Membership. Teasley circulated a draft version of the new membership brochure showing the proposed layout and wording. The EEC was encouraged to make comments and suggestions. The letters to new members and to lapsed members have been created, but are not being sent out. The problem is waiting for ACM to complete input of the data for new members that joined as part of the CHI conference. Once the membership database has been created, Kristina Hook will send out the letters. Rivkin reported that the membership database update has been held up because we have so many new members that come in April with the CHI conference and only one person to carry out the input. Marilyn Tremaine will contact Donna Baglio at ACM about fixing this problem.

Education. Bob Mack reported that no local SIGs have followed through on a request for Tutorials to Go. It appears they need help with the planning and arranging needed to carry off the event. Don Patterson has volunteered to advise in this capacity.

Cooperating Societies. Tremaine received an email in response to her recent email to IFIP TC 13 chair about SIGCHI's plans not to hold a CHI conference in Europe in 2003. 2003 is the date when INTERACT '03 is to be held in Zurich, Switzerland. She also told the chair, Judy Hammond, that CHI would be held in Europe in 2004 and 2007. The IFIP chair responded that IFIP wants to hold the 2007 time for a possible INTERACT conference in Europe. Tremaine agreed to write Judy Hammond back and indicate that SIGCHI was committed to the 2007 date in Europe. This exchange will be shared with John Karat who is ACM's IFIP TC13 repre-

sentative.

Conference Management Committee (CMC) Report

Michael Tauber reported that the books are being closed on the CHI 00 conference. The final report is being prepared, and there will be a final CMC review in October. Kevin Schofield is serving as the CMC liaison to CHI 01. The budget for the 01 conference has been completed and is under approval review by the CMC. It will soon require approval by the EC. The tutorials submission deadline has passed. There will be a report on all submissions in mid September. ACM has agreed to help with conference budgeting, but has not committed to taking on accounting responsibilities. Rivkin is preparing an RFP for this work on behalf of the CMC. The CHI 02 co-chairs, Dennis Wixon and Loren Terveen, have met in Minneapolis to conduct a site visit and make personnel selections. There is a mid-October milestone for the Papers co-chairs. Selection of the chairs will need to be made before then. The selection of chairs for CHI 03 is under consideration, with the goal of having this done by mid-September. Site selection is underway for 04, which will be in Europe. Advice is being sought from local SIGs in Europe, and requests for bids have been sent out. Marian Williams is the CMC liaison to small conferences. The CMC spent quite a bit of time discussing operational issues regarding small conferences. Because small conferences are different in nature than large conferences, there may need to be adjustments in how the CMC supports them.

Local SIGCHI Chapters

Richard Anderson reported that there are currently about 50 local chapters in operation. Anderson followed up on his report at the March EEC meeting regarding the legal status of CHI Local SIGs outside of the United States. As was true for the local SIGs represented at the CHI 00 Local SIGs workshop, no CHI Local SIGs have any problems, presently, with their legal status in their home countries. ACM has not stepped up to the task of creating software tools for local SIGs to use in their operations (e.g., membership databases, balloting, mailing lists). Many local SIGs already have or are developing such tools. Anderson is conducting a survey to determine what tools are available, and is looking at the prospects of sharing them across local SIGs. The idea of having a SIGCHI-sponsored award for leadership at the local SIGs level will be discussed with local chapters.

The issue of how SIGCHI relates to its local chapters and to non-ACM-related local organizations was discussed. Our goal is to support groups of people who wish to organize around a common interest in HCI in whatever way is most convenient and beneficial to them, while still supporting the growth of SIGCHI. To this end, a resolution concerning affiliate societies was created and voted on. The resolution distinguishes between chapters and affiliate organizations. Chapters

are "local" SIGs that are formally associated with ACM SIGCHI, and must comply with ACM and SIGCHI bylaws. A chapter's members need not be geographically co-located. That is, a chapter's area may cover a whole country, as well as a region or city. Affiliate organizations are otherwise independent organizations or chapters, or otherwise independent organizations that choose to affiliate with SIGCHI. Affiliates are not part of ACM or SIGCHI. Both entities – chapters and affiliates – maintain a relationship with SIGCHI for the goal of exchanging information between their members and SIGCHI. They will be listed on the SIGCHI web site and in the SIGCHI Bulletin, and their activities will be promoted in those venues, as well. SIGCHI will provide announcements and membership information to chapters and affiliates, and may provide educational and reference materials, when available. Joe Konstan moved (Anderson seconded) that the policy be enacted. The motion passed unanimously, 8-0-0.

As part of the ongoing effort to improve relations with CHI Local SIGs, the EC met with the BayCHI Steering Committee for several hours on August 10. BayCHI offers a large number of programs and services, and has a database of 2000 interested persons, of whom approximately 1100 are paid members. The EC learned much about what makes BayCHI so successful. Some of the lessons learned can be applied to SIGCHI operations and philosophy.

Publications

The last print run for *interactions* was over 10,000. This was well over the usual size of the run, because extra copies were printed to hand out at the SIGGRAPH conference. Steven Pemberton noted that the turnover in ACM staff supporting the publication has caused some problems. There have also been problems related to accessing the ACM servers. In addition, the on-line version is coming out quite some time after the hardcopy version. In the past, the ACM tracked the status of articles submitted and to-be-published papers. ACM has promised an on-line tracking, but so far Pemberton has had to handle the task himself.

The last copy of *interactions* went out with the new version of the *Bulletin* enclosed. Konstan has added three new volunteers to the *Bulletin* staff. One person will be overseeing reports from conferences, with articles appearing starting in January/February of 2001. A second person will be the web master. A third will author a column on HCI and the web starting in November. An idea for items to appear in the *Bulletin* is profiles of EEC members with reports on activities and calls for volunteers. There have been technical problems related to making the *Bulletin* publicly available on the SIGCHI web site. There is currently no policy on when the *Bulletin* should be published on the web. Konstan moved (Pemberton seconded) that the *Bulletin* be published on

the web at the same time the paper version is published. The vote was unanimous in favor (7-0-0).

As part of publishing the *Bulletin* on the web, Konstan was unable to publish the SIGCHI membership form, due to technical issues. In addition, there are postal regulations relating cost to the size of the publication that need to be explored. Konstan had a draft version of a new form that he shared with the EEC, and asked for comments.

Tremaine will be working with Alisa Rivkin to send a letter to all SIGCHI members describing the changeover to *interactions* as the member publication, with the *Bulletin* as an insert.

Stephen Arnold stated that he is encountering problems with ACM IT in maintaining the SIGCHI web site. Requests for changes are not met in a timely manner and automated systems do not work as they should. The meeting of information officers from all ACM SIGs with ACM IT has been postponed. Rivkin is attempting to set up a smaller meeting between Arnold and representatives from ACM IT before the end of August. Gary Perlman will also be invited to the meeting. An ongoing problem is response time from the ACM Digital Library service. This impacts service to SIGCHI members.

Tremaine will approach the ACM SIG Board to see if the money the SIG Board earns from the digital library can be used to improve the IT service at ACM. She will also assess whether other SIGs feel that the IT service from ACM needs to be improved.

Image Analysis Opportunity

SIGCHI has been offered the opportunity to have an image analysis done as a class project for the Institute of Design in Chicago. Image analysis involves understanding the image of an organization as it is perceived by its members, comparing that to the image that is projected. Suggestions are made on how to better match the projected image with the actual goals and philosophies of the organization. The analysis would involve making SIGCHI materials available, and also having a number of people (e.g., 4) meet with the class. The end result will be an executive summary and recommendations. Olsen moved (Konstan seconded) that we allocate \$6K for the project to be used at the chair's discretion. The vote passed unanimously, 8-0-0.

Bylaw Changes

Mike Atwood has been working on a revision of the SIGCHI bylaws. Once the EC approves the changes, the SIG Board must approve them. The proposed changes include adding new elected positions to the EC, and making certain positions appointed rather than elected. After discussion by the EEC, the consensus was that there should be a total of six elected positions, as fol-

lows: Executive Chair, Executive Vice Chair, Vice Chair for Finance, Vice Chair for Communications, and two Vice Chairs-at-Large. The appointed positions should include: Director of Conferences, Director of Publications, Director of Electronic Media, and Director of Chapters. These positions provide a balance among the concerns of stability in the positions, having the members select the officers via voting, and making sure people with the right qualifications fill the positions. The At-Large positions allow members to vote for candidates whose proposed programs appeal to them. The appointed positions allow the EEC to select people with appropriate backgrounds and experience. Because the bylaws change process takes time, the new configuration of officers will not be in effect until after the upcoming 2001 election.

Membership

Concern was expressed that the Usability Professionals Association (UPA) is growing steadily, and that this might be an indication that we are not serving the needs of these people within the SIGCHI organization. UPA offers their members specific benefits that we do not, including a consulting directory, a membership directory, and conference content that is very practical and applied. Although UPA was founded in North America, they now have chapters in Australia, and get European attendees at their conferences. We need to decide how we want to deal with this situation. Atwood and Scholtz will meet with UPA officers to discuss potential cooperation.

The issue of allowing student members of SIGCHI to vote was raised. The EEC agreed that this would be beneficial. However, the over-riding charter of ACM may not allow student members to vote. Tremaine will check with ACM to find out what would be involved in franchising student members.

Jonathon Arnowitz agreed to create a committee to design and oversee the creation of the SIGCHI booth that will be used at the CHI conference and other conferences.

Operations

Tremaine reported that the support she is getting from ACM is mixed. The Program Director is providing excellent support, but other areas of operation are not being adequately handled. Some of these shortfalls are due to personnel shortages, and others are organizational. One solution is for SIGCHI to hire help to fill in the gaps. For example, ACM is happy to accept MIS support. Funds were allocated for the Chair to hire an administrative assistant, whom would be independent of ACM. Tremaine's goal is to have the assistant hired by the December face-to-face EEC meeting.

It was suggested that action items should be more systematically tracked. Teasley will capture action items that are generated during meetings. EEC members who generate action items should forward them to Teasley. The list of items will be sent out prior to meetings, so that committee members can give status reports.

Working Group on Web Site Needs

A working group from the EEC met during the meeting to discuss specific needs and potential actions regarding SIGCHI's web site maintenance. The group concluded that the web site infrastructure needs substantial work, independent of the web site content redesign effort that is going on in parallel. They proposed that a professional firm be hired to perform the assessment. The firm would be expected to produce a communication model, a data model, the presentation form, and a request-for-proposal for actually rebuilding the infrastructure. The goal is to have a system that is built by professionals, but can be run by volunteers. It will be important to keep the information separate from the presentation form. The estimated cost is \$80K. The process will likely need to be repeated in four years or so, due to changes in technology and in SIGCHI's focus. Pemberton moved (Mack seconded) that up to \$20K be budgeted to perform a professional assessment of the current web site, with the objective of producing a plan to rebuild the infrastructure. The vote was unanimous in favor, 7-0-0. Keith Instone will be contacted for advice on this project.

Working Group on Outreach

A working group discussed ways that SIGCHI can accomplish outreach to members from countries that have soft currencies and/or countries that have an emerging interest in HCI. The group felt that the Development fund, currently in place, should cover financial support to get people from either outreach category to conferences, workshops, etc. However, the availability of funds is not well-advertised. Konstan, Anderson and Tauber will come up with a proposal for a scholarship program that can be advertised via the conference-related publications. The group also proposed that we mirror ACM's membership discount program that is offered to soft-currency countries. However, while ACM requires five people to share member publications, we will require only one. Konstan moved (Gerrit van der Veer seconded) that this policy be enacted. The vote was unanimous in favor, 7-0-0. Konstan and Kristina Hook will let ACM know about our new membership policy. The idea of having live language translation services available at the conference was also discussed. Tauber will follow up.

Design Community Working Group

Elizabeth Dykstra-Erickson, Adjunct Chair for Design, chaired a working group meeting with Jonathon Arnowitz, Austin Henderson and Wendy McKay. The Adjunct

Chair for Design is charged with representing the needs of designers in the CHI community, and proposing new ways to serve this constituency. Some of the ways these needs are being met is through the introduction of an annual design issue of *interactions*, a regular design column in *interactions*, a design column in the *Bulletin*, a how-to column in *interactions*, and a Design Expo track at CHI 01. In the future, the group proposed that there be design activities at the CHI conference such as a design gallery refereed at a higher level than regular posters, an interactive experience or live performance in an evening entertainment format, a hands-on user experience lab, an enhanced demo lab, and peer-to-peer workshops. A CD-ROM may be necessary to allow conference attendees to take away the design presentations. The group does not want to create a "design ghetto" at the conference. Instead the idea is to foster integration and exposure to difference ideas, and give people a different perspective on HCI and design. Tauber will work with the CHI 02 co-chairs regarding creating and staffing the position of Design co-chairs.

Vision

A vision statement for SIGCHI was discussed and a draft version was created. The statement is as follows:

SIGCHI is the premier international society for the research, practice and community of HCI.

SIGCHI provides support for the diversity and cross fertilization of HCI viewpoints, disciplines and communities.

SIGCHI provides channels for dissemination of ideas in the field of HCI through conferences and workshops, publications, electronic media, geographic chapters, and interest-based chapters.

SIGCHI advances the field of HCI through education, communication, public policy, and outreach activities that go beyond the organization.

Minutes of Prior Meetings

Olsen moved (van der Veer seconded) that the minutes of the June, 2000 SIGCHI EEC meeting be approved. The vote was unanimous in favor (8-0-0). Konstan moved (Olsen seconded) that the minutes of the July, 2000 meeting be approved. The vote was unanimous in favor (8-0-0).

Upcoming Elections

The biannual election of the SIGCHI Executive Committee is scheduled to occur in the second quarter of 2001. Atwood agreed to serve as the chair of the committee, and he will find others to also serve on the committee by no later than October.

Upcoming Meetings

Monthly conference calls will continue to be held in months when a face-to-face meeting is not scheduled. The meetings will be at noon EST/EDT on the second Wednesday of every month. The next conference call meeting will be September 13. The December meeting will be face-to-face somewhere in Europe. The dates are December 14-17.

Meeting of the SIGCHI Executive Committee

September 13, 2000

Attendees

Elected Officers

Aarilyn Tremaine	Chair (non-voting)
Barbee Teasley	Vice Chair for Communications (minutes)
Dan Scholtz	Vice Chair for Finance
Dan Olsen	Vice Chair for Publications
Bob Mack	Vice Chair for Operations
Michael Tauber	Vice Chair for Conferences
Mike Atwood	Past Chair

Advisory Board (1 vote for the Board as a whole)

Richard Anderson
Steven Pemberton

Non-Voting

Joe Konstan	Editor-in-Chief, <i>SIGCHI Bulletin</i>
John Karat	Adjunct Chair for International Information
Alisa Rivkin	ACM Program Director
Elizabeth Dykstra-Erickson	Adjunct Chair for Design

(These minutes were created Oct 6, 2000, modified on November 6, 2000, and approved by a vote of 7-0-0 on November 8, 2000.)

Conference Tutorials

For a number of years the CHI conferences have been paying the same honorariums for tutorials. The amounts are \$1,000 for a half-day tutorial, and \$2,000 for a full-day tutorial. The fees are no longer in line with market value. If the honorariums were doubled, the budget impact would be about \$30K. Because responsibility for policy for the conference lies with the Conference Management Committee (CMC), Dan Olsen moved that, recognizing that tutorial honorariums are low, the CMC be asked to work toward making the honorariums more competitive by no later than CHI '02, with a total additional cost not to exceed \$30K. Scholtz seconded the motion, which passed with a unanimous vote (6-0-0).

EEC Travel Policies

At the August EEC meeting, Marilyn Tremaine had raised some concerns about the financial impact of partners and/or family members who accompany EEC members to face-to-face meetings. In an attempt to clarify the EC's intents, Barbee Teasley emailed a proposed policy for accompanying persons to the EEC. The pol-

icy essentially proposed that accompanying persons were welcomed, and were invited to join in the social activities of the EEC; however, there was to be no significant financial impact of their attendance. That is, any extra costs incurred were to be paid by the attendee. Discussion of the proposal was broadened to include the EEC travel policy in general. There were two concerns. First, there is a need to monitor adherence. While ACM does monitor to assure its travel policies are met, there is no mechanism for them to monitor our policies on top of that. Internal monitoring is burdensome, too. Second, Atwood stated that there has been an ongoing, informal policy in place for a number of years. Apparently, some members of the EEC were not aware of this policy. The sentiment of the EEC was that any policy should be essentially self-monitoring, and that excesses, if they occur, will be noted and dealt with on a case-by-case basis. Teasley and Atwood will work to reword the policy and bring it back to the EC.

Finances

Jean Scholtz noted that the 1999 fiscal year has now closed out. One highlight of the year-end report is that income from the conferences was almost twice the predicted amount. Interest income was also higher. Expenses for the EEC were over the predicted amount by \$16K, and the CMC was over their \$155K budget by \$79K. Although special projects were allocated \$268K, only \$75K was spent. The EEC meeting to discuss the upcoming budget is approaching. Scholtz will come up with recommendations, based on this year's budget, and will also ask for new big items to be added on.

Operations

Bob Mack has been working with Tremaine and Alisa Rivkin on the online tutorial project. The vendor they are using is Visionary Systems, Inc. They have decided to use a CD/Web hybrid to distribute the tutorial, as using the Web alone does not allow for the speed and sophistication that a CD will allow. The Web piece enhances searching and cross referencing. The CD ROM can be run within a web page to handle streaming video. Negotiations are going on with Jared Spool to provide the content for the first release. There are legal concerns that will need to be worked out with ACM. The contracts for VSI are done and signed by their CEO. They should be coming back to ACM this week.

If the EEC wishes to continue sponsoring booths at various conferences, we need to come up with a volunteer to oversee the process and solicit volunteers. There are concerns around getting the materials to the booths, planning far enough in advance to get space, staffing the booths, etc. Bob Mack will meet with Tremaine to discuss finding an Adjunct Chair for Publicity.

Mack reported that they are in discussions with Argus, Inc. to carry out the proposed assessment of our Web infrastructure. They are interested, although we are a smaller organization than they typically work with, and are not offering the compensation they typically expect. Negotiations are ongoing.

Mack has had scheduling problems setting up a meeting with Wayne Gray at ACM to discuss various IT issues. However, they have been in discussion on a number of agenda items via email.

Development Fund

Anderson solicited the advice of the EEC on a matter concerning SIGCHI India. They submitted a development proposal two years ago that was approved. The proposal involved setting up a local resource center. The money has not been spent, and the level of interest in the project has dropped. However, someone else now has a potentially better way to use the funds. Does this require a new proposal? The EEC concurred that a new proposal is required and that the grant for the local resource center should be rescinded.

Conference Management Committee

Michael Tauber reported that the CHI 01 budget is in and looks solid. The number of submissions is down from last year, which is partly due to the non-European location. Training for the CHI 02 leaders is underway. Selection for the CHI 03 chairs is moving along. European advisors are being hired to help with selection of the European site for CHI 04

Rivkin reported that Request for Proposal (RFP) will be sent out to accounting firms with the goal of finding an firm to deal with the finances of our large conferences. The preferred vendors are those who have dealt with ACM conferences in the past. The RFP is in the hands of the CMC now, with comments due back on September 18th. The response to the RFPs will be due at the end of October, and the contract will be awarded by the end of the year.

Tremaine received a communication from the CHI 02 conference co-chairs, Loren Terveen and Dennis Wixon, expressing concerns over the conference contingency and return amounts. ACM requires that we hold a contingency percentage. In addition, we set aside a baseline percentage for the expected return to SIGCHI. Because the CHI 00 conference was such a financial success, they expect the CHI 01 budgeting may be tighter and the return pool or contingency may need to be used. However, they mistakenly thought that the EC had voted that the entire return reserve was no longer required. In fact, the EC voted that the return to SIGCHI be reduced to 2% of the conference budget from its former level of 8%. In addition, there is still time to discuss what will be paid for out of the conference budget,

and what comes out of SIGCHI's budget, as these amounts affect the conference's budget.

Publications

Joe Konstan reported that the deadline for the current issue of the SIGCHI Bulletin was September 10. Publication of the issue is on schedule. Planning is underway for the first 2001 issue, which is the January / February issue. The success rate with the volunteer staff is about 40-50%, which is normal. He currently does not have someone who is interested in being the next editor. The goal is to find such a person, and get them involved now, to ease the transition. Alan Rea, from Western Michigan University, has taken on the publication of the online version. Currently, the print version is out ahead of the online version, and it should be the other way around. Konstan does not have a good sense of what it is costing to put out the Bulletin in its new format. He has requested the figures from ACM and will report back.

As noted at the August meeting, the publication of interactions on line has come after the paper version is sent out, while the order should be the other way around. There has now been a reorganization of assignments at ACM headquarters which should help solve this problem.

Olsen reported that nominations are closed for SIGCHI Fellows and achievement awards. The committee is working on picking the final awardees. After the CHI 01 awards are taken care of, the committee will contact ACM Fellows, as appropriate, to encourage nomination of other HCI people.

Image and Communications Analysis

Four students from a communications design class at the Institute of Design in Chicago listened in on the conference call. These students are performing a communications analysis of the SIGCHI organization as a project. They will report the results back to the EEC at the end of the school year. Tremaine will be meeting face-to-face with the students on October 12.

Adjunct Chair Updates

Tremaine created the position of Adjunct Chair of Mentoring, and has appointed Robin Jeffries to the position. Mentoring is offered to people who wish to make submissions to SIGCHI conferences, but feel they need help in presenting their ideas effectively due to language or cultural issues. In the past, individual conferences have sponsored mentors. However, there are a number of problems with having mentoring offered on a conference-by-conference basis. For example, there needs to be a central database of mentors, and of those requesting mentors. Further, the cycle of mentoring and submission does not typically fit in the conference timeframe. Mentoring does not insure that someone gets a paper

accepted to a conference. However, mentoring fits with SIGCHI's purpose of promoting HCI and it is good public relations. The position will encompass the following duties:

- a. working with the conference web page people to make sure a data base of possible mentors is available.
- b. find suitable candidates for the mentoring chairs for each 'CHI-sponsored conference.
- c. create a SIGCHI web page to promote mentoring at all 'CHI-sponsored conferences.
- d. work with the conference promoters to make sure a mentoring sign up is available on the CHI conference web site.
- e. work with other conferences to establish mentoring programs for these conferences.

It was announced that Allison Druin has resigned as Adjunct Chair of Education Policy, and Morten Kyng has resigned as Adjunct Chair for European Policy.