

ACM SIGGRAPH Executive Committee Minutes (PUBLIC)

Tuesday, 17 December 2024

2 - 3 PM PT/ 5 - 6 PM ET

Attendees:

Eakta Jain, Executive Committee Chair
Darin Grant, Executive Committee Incoming Chair
Brad Lawrence, Executive Committee Treasurer
David Spoelstra, Executive Committee Treasurer - Elect
Elizabeth Baron, Executive Committee Director
Tomasz Bednarz, SIGGRAPH Asia CAG Chair
Marcia Daudelin, Conference Administration
Dena DeBry, Nomination Committee Chair
Hugues Hoppe, Executive Committee Director
Shimin Hu, Executive Committee Director
June Kim, Executive Committee Director
Scott Owen, Governance Advisory Board (GAB) Chair
Mikki Rose, Conference Advisory Group, (CAG) Chair
Alla Sheffer, Executive Committee Director
Courtney Starrett, Executive Committee Director

<u>AGENDA ITEM</u>	<u>PRESENTER</u>
3 December minutes were approved by the EC.	Eakta Jain
Chair's Update <ol style="list-style-type: none">Budget form from last year has been updated and will be sent out to key stakeholders.Eakta confirmed the February meeting (virtual) and May meeting dates. Meeting invitations will be sent.<ol style="list-style-type: none">February 7-8, 4-7pm EST. May 9-10, Location TBD. We will have a hybrid option for those that cannot attend.One of the topics of the conversation for discussion in the February meeting will be a closer look at conference finances. Eakta asked for volunteers to contribute to this process beyond the EC treasurer Brad Lawrence, EC incoming treasurer David Spoelstra, CAG chair Mikki Rose and EC reps Alla Sheffer and Hugues Hoppe to the CAG. A recommendation was made for SIGGRAPH Asia CAG Chair Tomasz Bednarz to participate so that SIGGRAPH Asia has a better understanding. SIGGRAPH Asia is also being looked at by Eakta Jain with help from EC treasurer Brad Lawrence and EC incoming treasurer David Spoelstra.	Eakta Jain
Liaison Updates <p>Courtney Starrett noted she heard concerns about the DEI committee going away. Courtney reassured those individuals in the meeting that the DEI isn't going away, but that the EC is looking to explore possible changes. On August 24, Mona Kasra announced the election results and notified the Standing Committee Chairs that the EC was looking at a few committees to make adjustments.</p> <p>ACTION - EC to define the next steps for reviewing and defining the goals and mission of the</p>	Courtney Starrett

suspended Standing Committees.	
<p>Underrepresented Travel Grant</p> <p>Eakta provided a recap of the first two years of managing the Underrepresented Travel Grant.</p> <ul style="list-style-type: none"> • Year One- Brad ran the Underrepresented Travel Grant. It was started with an ad hoc committee of representatives from several Standing Committees including DEI, Chapters, DAC and Chapters.. • Year Two- Alex Bryant, a member of the DEI committee, was the point person (via DEI). He kept things moving along throughout the process. <p>With the DEI committee on hold, Courtney Starrett volunteered to be the EC representative overseeing the third year of the grant. The EC discussed continuing this ad hoc committee to manage the grant process for 2025. It was mentioned that some feedback was discussed last in May 2024 regarding the grant process, language within the grant, etc. Also, the ad hoc committee had made some requests of the EC last year including using Google Forms or Linklings for the submission process, exploring a change in the grant timeline to open earlier, etc. If the EC wants to make adjustments or changes, the EC should determine that guidance soon rather than later in the process.</p> <ul style="list-style-type: none"> • MOTION: Mona Kasra made the motion for the Underrepresented Travel Grant committee to continue as an ad hoc committee for year three with Courtney Starrett serving as the EC liaison overseeing it. • Motion seconded by Brad Lawrence. • Motion passed. <p>ACTION/Next Step- Courtney to share an update to the ad hoc committee about the decisions of the EC.</p>	
<p>Eakta reminded the EC that the 2024 History Committee call for a new chair was put on hold. Notes from the last time the EC discussed this topic were shared. There are some topics that need to be addressed by the EC.</p> <p>Brad Lawrence shared an overview of the History Committee expenses from last year including History committee chair travel to the conference and partial coverage for chair elect</p> <ul style="list-style-type: none"> • Shipping fee for archival materials to Bonnie Mitchell • Scanning and web site fee • Video editing fee • Coverage of part of the history activities at SIGGRAPH 2023 (for 50th anniversary) • Cost of moving the current archive • Recurring maintenance costs • Costs of adding stuff to the archive <p>The EC was reminded that Bonnie Mitchel has been storing SIGGRAPH archives in her university facilities. Bonnie is retiring in Spring 2025 so the archives will need to move to a new location.</p> <p>SIGGRAPH History Committee – what does EC want History to do</p> <ul style="list-style-type: none"> ○ The History Committee wants to create a comprehensive history. <p>The EC identified two questions to be addressed:</p>	<p>Mona Kasra/Brad Lawrence/Eakta Jain</p>

1. Need a plan for what the EC would like the History Committee to be focused on into the future.
 - a. EC members find the History Committee to be valuable. There is an opportunity to increase the organization of materials and to modernize the coordination. More structure could be valuable. Those changes could lead to budgetary savings.
 - b. A question came up about how big a committee is needed. This needs to be evaluated.
 - c. The EC was reminded that the History Committee Chair job description was discussed at the Spring in Person Meeting. At that time, the group agreed not to dismantle the committee but rather to look at the needs so that the scope of the History Committee Chair and the History Standing Committee can be determined.
2. Need a plan for what the EC would will do with the archival materials - - both physical and digital:
 - a. A suggestion was made to reach out to the membership through the Interactions newsletter to ask if anyone has a facility to house the archives. If our archive is of value, someone should be willing to house it. A suggestion was made to be targeted in reaching out to certain organizations that would be most likely to be interested in housing the physical archives.
 - b. A suggestion was made to identify a librarian to organize everything.
 - c. A suggestion was made to warehouse things with Freeman but that would be costly.
 - d. Bonnie reached out to computer museums. Those that responded to Bonnie said they want an endowment to go along with taking on this effort.
 - e. If the EC doesn't have a clear plan now, it could grow into a larger issue in the future.
 - f. A suggestion was made to do an auction at the conference for the physical materials.

Dena Debry reported to the EC that there are at least four candidates who have expressed interest in being the History Committee Chair. When the EC reviewed the call for History Committee Chair back in the Spring of 2024, the EC agreed that the description was outdated.

ACTION/Next Steps- June Kim will work EC Project Manager and Bonnie to develop a recommended plan for addressing the questions above. June also to develop a plan for what to do with the materials at Bonnie's schedule as that is a high priority with Bonnie's upcoming retirement. June to report back to the EC in a future meeting.

Governance Advisory Board

The Governance Advisory Board (GAB) was asked to develop a process for the EC to vote over email/ virtual. The recommendation was reviewed. In general, the GAB recommends that votes happen in meetings whenever possible. However, any EC member can introduce a topic for email discussion. The Chair may decide if this should be moved to a Face-to-Face meeting. If someone wishes to make an issue a voting item or move the discussion to a Face-to-Face meeting, they can write to the chair (on a new email thread). Only the Chair can call for a vote. If and when the Chair determines that a vote is required, the Chair will call for a formal motion to be made and seconded. Then the Chair will call for further discussion and a vote. For non-time critical issues this process may take a few days. The start for the vote is when a voting poll is sent out. Then the poll is open for a minimum of 48 hours. Once the poll is closed, the outcome of the poll is reported to the EC and published in the meeting minutes of the next Face-to-Face

meeting.

Rationale: This policy is loosely based on our previous practice before we had bi-weekly Zoom meetings and there was more email discussion and voting. Just as in Face-to-Face meetings, the Chair directs the process and, if required, calls for the vote. This means it is the Chair's responsibility to be quickly reactive and perhaps call for a vote in a timely fashion.

- MOTION: Brad Lawrence made the motion to approve the GAB proposal for EC voting by email.
- Motion seconded by Courtney Starrett.
- Motion passed.

Meeting Adjourned

Eakta Jain