

## ACM SIGGRAPH Executive Committee Agenda

Tuesday, 7 May, 2024

2 - 3 PM PT/ 5 - 6 PM ET

### **Attendees:**

Mona Kasra, Executive Committee Chair  
David Spoelstra, Executive Committee Treasurer  
Elizabeth Baron, Executive Committee Director, Past Chair  
Tomasz Bednarz, SIGGRAPH Asia Conference Advisory Group (SACAG) Chair  
Shimin Hu, Executive Committee Director  
Masa Inakage, Executive Committee Director  
Eakta Jain, Executive Committee Chair- Elect  
Brad Lawrence, Executive Committee Treasurer - Elect  
Barbara Mones, Executive Committee Director  
Mikki Rose, Conference Advisory Group, (CAG) Chair  
Alla Sheffer, Executive Committee Director  
Courtney Starrett, Executive Committee Director  
Scott Owen, Governance Advisory Board (GAB) Chair  
Marcia Daudelin, Conference Administration  
Thierry Frey, Nominations Committee Chair

### **Meeting Minutes:**

1. 26 March 2024
  - a. PASSED
2. 19 & 20 April 2024, Spring EC Meeting Minutes
  - a. PASSED

### **Agenda:**

<b>Agenda Item</b>	<b>Presenter</b>	<b>Time Needed</b>
<b>Chair's Update</b> <ol style="list-style-type: none"><li>1. Approve Meeting Minutes &amp; Agenda</li><li>2. FYI No meeting on Tuesday, 02 July 2024<ol style="list-style-type: none"><li>a. DeAnna will remove it from calendars.</li></ol></li><li>3. 2024 Election Candidates will be invited to EC meetings moving forward<ol style="list-style-type: none"><li>a. The Chair will be communicating to the candidates and inviting them to the EC Meetings moving forward.</li></ol></li></ol>	Mona Kasra	5 Mins

Agenda Item	Presenter	Time Needed
<p><b>Annual Report Format, Timeline, and Process</b></p> <ol style="list-style-type: none"> <li>1. Overview of the Annual Report Process <ol style="list-style-type: none"> <li>a. The organizational annual report is due to ACM in August. All committees are responsible for providing their committee’s annual report on their various activities. Their deadline is early June; then the chairs come in and give presentations to the EC. <ol style="list-style-type: none"> <li>i. The EC previously had the standing committees presentations at the Saturday meeting before the conference. These presentations at the conference were not very effective because it did not allow for time for discussion and feedback; and were time consuming.</li> </ol> </li> </ol> </li> <li>2. Standing Committees Presentation Proposal <ol style="list-style-type: none"> <li>a. Annual Report Form and Deadline <ol style="list-style-type: none"> <li>i. The deadline is 10 June, 2024 for the written report (Annual Report Form). <ol style="list-style-type: none"> <li>1. The questions were designed in a way to allow the chairs to reflect on their activities and also give the EC a better sense of what they are thinking. Also it ties in better with the strategic pillars. We asked them throughout the budget cycle.</li> <li>2. Part of the plan is to encourage the chairs to work with their liaisons or at least be in touch with the liaisons. <ol style="list-style-type: none"> <li>a. Liaisons should remind them at their next meeting for the next couple of weeks and provide guidance.</li> </ol> </li> </ol> </li> <li>b. Annual Report Presentations to take place between 03 June - 03 July. <ol style="list-style-type: none"> <li>i. New Format for the Presentations - rather than having the EC to come for 2 extra meetings or sitting through a day of meetings, here is what is being proposed: <ol style="list-style-type: none"> <li>1. 3 EC voting members to meet with each grouping of 4-5 committee</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li></ol>	<p>Mona Kasra</p>	<p>20 Mins</p>

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<p>chairs.</p> <ol style="list-style-type: none"> <li>2. One 1.5 hour presentation meeting (10-15 minutes presentations) for each grouping.</li> <li>3. EC reps share 'Highlights, feedback, or concerns' with the rest of the EC.</li> <li>4. DeAnna will schedule the meeting time for each group based on the participating EC members' availability.</li> <li>5. The time commitment would be 1.5 hours for a meeting.</li> <li>6. The groupings were devised in a way to make sure that EC directors are not grouped with committees they are the liaison for.</li> </ol> <p>ii. OKR #3 requests the EC members to touch base with them (OKR#3 group0 to better align with OKR #3's mission.</p> <ol style="list-style-type: none"> <li>1. At the spring meeting, OKR #3 were tasked with revising the annual report form. <ol style="list-style-type: none"> <li>a. The annual report form itself and the guiding structure of that form is the an outcome of OKR #3.</li> </ol> </li> </ol>		
<p><b>Governance Advisory Board (GAB) Items</b></p> <ol style="list-style-type: none"> <li>1. Motions <ol style="list-style-type: none"> <li>a. Remove the ex-officio position of ACM SIGGRAPH Student Representative from Section 2.4. <ol style="list-style-type: none"> <li>i. Brad Lawrence motions to approve, Elizabeth Baron seconds. <ol style="list-style-type: none"> <li>a. Vote - 10 yes, 0 no, 2 abstain - <b>PASSED.</b></li> </ol> </li> </ol> </li> <li>b. SECTION XIX: Amendments to the ACM SIGGRAPH Bylaws. Any proposed amendments to the ACM SIGGRAPH Bylaws must be approved by a supermajority vote of the Executive Committee, as defined in the ACM</li> </ol> </li> </ol>	Scott Owen	10 Mins

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<p>SIGGRAPH Bylaws and this document. The proposed amendments will then be submitted to ACM for the full process.</p> <ul style="list-style-type: none"> <li>i. David Spoelstra moves to approve this addition. Barbara Mones seconds. <ul style="list-style-type: none"> <li>a. Vote - 12 yes, 0 no, 0 abstain - <b>PASSED.</b></li> </ul> </li> <li>c. 5.2 Nominations Process. The Chair will put the call for nominations out via email to all of SIGGRAPH's constituencies (such as chapters, education committee, and pioneers) and on the ACM SIGGRAPH website and social media outlets. The Nominations Committee will make reference checks on any volunteer position the potential candidate has had within ACM SIGGRAPH and will require references for all candidates on the shortlist. If a potential candidate has previously served on the Executive Committee, the Nominations Committee shall gather information from other Executive Committee members, especially the Chair, who served with the potential candidate. <ul style="list-style-type: none"> <li>i. Removes the five year limit from the amendment.</li> <li>ii. Barbara Mones moved to adopt this change. Masa Inakage seconds. <ul style="list-style-type: none"> <li>a. Vote - 12 yes, 0 no, 0 abstain - <b>PASSED.</b></li> </ul> </li> </ul> </li> <li>d. Approval of Women of SIGGRAPH Conversations (WOSC) Memorandum of Understanding requires an EC supermajority vote. <ul style="list-style-type: none"> <li>i. Discussion <ul style="list-style-type: none"> <li>a. WiGraph is focused on research and WOSC is open to everyone. <ul style="list-style-type: none"> <li>1. Difference target audiences.,</li> </ul> </li> <li>b. Recommendation is for both groups to meet and review their missions for consistency - limit confusion.</li> <li>c. Scott Owen will email both chairs about meeting with one another.</li> </ul> </li> <li>ii. Brad Lawrence motions to approve, David</li> </ul> </li> </ul>		

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<p style="text-align: center;">Spoelstra seconds.</p> <p style="text-align: center;">a. Vote - 11 yes, 0 no, 1 abstain - <b>PASSED.</b></p>		
<p><b>Updates from Liaisons and/or OKR Teams</b></p> <ol style="list-style-type: none"> <li>1. ACM Village Update <ol style="list-style-type: none"> <li>a. 3 Planning sessions took place in April; 6-12 people attended each meeting.</li> <li>b. Everyone seems happy with the location of the ACM SIGGRAPH Village Booth and Theater at the Colorado Convention Center (CCC).</li> <li>c. The submission form went live on 15 April and the deadline for the Village is 14 June.</li> </ol> </li> <li>2. Issues with the siggraph.org email aliases <ol style="list-style-type: none"> <li>a. ACM changed their email system and that is causing all the problems. <ol style="list-style-type: none"> <li>i. Aaron Hosier is working everyday to fix this problem. There are two email alias systems going at the same time and causing a lot of issues. <ol style="list-style-type: none"> <li>1. Make sure everyone is following the instructions from Aaron Hosier.</li> </ol> </li> </ol> </li> </ol> </li> <li>3. The Chair met with Miho Aoki, Interim ERC regarding the current partnerships. <ol style="list-style-type: none"> <li>a. The following was explained at that meeting: <ol style="list-style-type: none"> <li>i. What the organization wants from the agreements.</li> <li>ii. Asking the partners about the value that they are gaining and the value that they think we will gain from this partnership.</li> </ol> </li> <li>b. Reviewing the current list and confirming the organizations that MoUs have expired.</li> <li>c. The Chair was very clear that the organization will not be giving registration until the MoUs have been finalized.</li> </ol> </li> <li>4. Design/Hybrid Ad Hoc <ol style="list-style-type: none"> <li>a. Masa will present to the EC for another one year extension.</li> </ol> </li> </ol>	Liaisons	10 Mins
<p><b>Informational &amp; Discussion - SIGCARES: SIGGRAPH Cares</b></p> <ol style="list-style-type: none"> <li>1. ACM SIGGRAPH at this time does not have a very solid plan for SIG Cares; and is looking to form a small group consisting of volunteers who have the bandwidth to devise a plan for the organization.</li> </ol>	Mona Kasra	15 Mins

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<ul style="list-style-type: none"> <li>a. It will be most effective to have people volunteer who have the background and the interest vs. selecting people to come up with a plan.</li> <li>2. The focus of the SIG Cares group/committee               <ul style="list-style-type: none"> <li>a. Would be to focus on the details of what the organization wants to do with Cares, what the details are, and how we will communicate it to the membership.</li> <li>b. A reminder that the SIG Governance Board (SGB) really encourages SIGS to have Cares and to highlight them and make sure they are easily accessible.                   <ul style="list-style-type: none"> <li>i. Clear and easy to find communications (e.g., ORG site, SIGGRAPH, SIGGRAPH Asia, Specialized Conference). Currently do not have requirements for the specialized conferences.</li> <li>ii. SIG Examples: SIGCHI, SIGARCH, SIGSOFT</li> <li>iii. It is also noted that CARES is not just for discrimination and harassment, but it's also for helping through ethical, plagiarism or publication issues.</li> <li>iv. The main focus or charge of this group is to help navigate impacted people through the reporting process; not doing anything more than that.</li> </ul> </li> </ul> </li> <li>3. SIG Cares Ad-hoc Committee for future planning               <ul style="list-style-type: none"> <li>a. The goal of this small group would be to come up with what the organization stands for, what support the organization provides, best practices, and provide recommendations to be made to the website.                   <ul style="list-style-type: none"> <li>i. Small working group - Barb Helfer could be helpful and could review these websites and make a recommendation. Courtney Starrett volunteers. Alex Bryant is very impressive and could be helpful; does he have the bandwidth in helping with this? Brad Lawrence will ask him.</li> </ul> </li> </ul> </li> </ul>		