

SIGCHI News

Conference Call Meeting of the SIGCHI Executive Committee

Wednesday, September 15, 1999

Attendees

Elected Officers

Chair (non-voting), Marilyn Tremaine
Vice-chair, Wendy Mackay
VC Communications, Barbee Teasley
VC Conferences, Angel Puerta
VC Finance, Jean Scholtz
VC Operations, Robert Mack
VC Publications, Dan Olsen, Jr.
Past-chair, Mike Atwood

Advisory Board (1 vote together)

Richard Anderson
Gerrit van der Veer
Steven Pemberton

Non-Voting

Joe Konstan, Editor, *SIGCHI Bulletin*
Harry Blanchard, Adj. Chair for Standards
Austin Henderson, Adj. Chair Publ. Policy
Kristina Höök, Adj. Chair for Membership
John Karat, Adj. Chair Intn'l Information
Steven Liu, Adj. Chair for Information

Thea Turner, CHI 2000 Chair
Michael Tauber, CHI 2000 Liaison
Jim Miller, Conf. Management Committee

Heather Levell, ACM Program Director

(These minutes were created 27 September 1999, modified on 8 October 1999, and approved by a vote of 4-0-0 on 25 October 1999.)

Finances

The Vice Chair for Finances has been distributing a financial report on a monthly basis for the past two years. This practice will be continued for the current term of the Executive Committee (EC). Jean Scholtz encouraged the Extended Executive Committee (EEC) to read the report. In particular, the report highlights the main sources of income, and primary expenditures. SIGCHI's budget remains above the required fund balance.

Budget proposals for FY01 are due to Scholtz by October 15, 1999.

It was noted that ACM is invariably late in getting out its projection for dues, thus making it hard to hold the annual budget meeting in early November. ACM was requested to schedule the meeting to take place later, possibly in early December. This date would also not interfere with the UIST conference.

Bulletin

Joe Konstan send out a status report to the EEC prior to the meeting. He reported that the publication backlog is being taken care of by Marilyn Tremaine and a recruited guest editor, Ayman Mukerji. Three back issues of the Bulletin are currently at ACM. They will be shipped as a bundle to members in late October. Publications should be back on track for January, 2000. The web site has been updated to reflect changes in staff, submission sites, addresses, and so on. Konstan has approached people to serve as contributing editors, but final agreements have not yet been received.

interactions

Steven Pemberton reported that the next issue of *interactions* will be coming out as scheduled. There have been some problems getting materials and advertisers. Advertisers like to have ads appear in consecutive issues. However, there are so many issues of *interactions*, that production costs become an issue. Mark Mandelbaum will be contacting the Vice Chair for Publications to present a financial proposal for SIGCHI to distribute *interactions* as its newsletter, rather than the SIGCHI Bulletin.

CHI Letters

UIST '99 will be the first issue of CHI Letters coming out. It will not have the new logo. CHI Proceedings for 2000 will make up the first issue of the second volume. UIST 2000 will be the

second issue of the second volume. Currently, CSCW 2000 is being considered for the third issue. Because CSCW occurs only in alternate years, there is an open issue concerning what the third issue of volume three will be.

To produce *CHI-Letters*, the reviewing policy needs to be followed. Dan Olsen would like to put information about the review process in a central repository, i.e., on a SIGCHI web page. Olsen is to send this review policy to Robert Mack to get put on a web page.

The idea of putting the best papers from the other CHI sponsored or co-sponsored conferences into a volume was discussed. Olsen indicated that this was being considered, but that the committee was busy now with just getting the initial *CHI Letters* out the door and will revisit the issue later.

Committee on Awards

Olsen has solicited volunteers to be on the SIGCHI Lifetime Research Achievement Awards committee. They will identify potential nominees and assist them with the nomination process. The proposed members are: Robin Jeffries, Michel Beaudouin-Lafon, Jack Carroll, Jock Mackinlay, and Bonnie John. Each member will serve a two-year term. Every two years, two members will rotate off. Wendy Mackay made a motion to approve the creation of the committee, with the proposed members. Mack seconded the motion. The vote passed unanimously (6-0-0).

CHI Conferences

Angel Puerta reported that the CHI 2000 Conference papers review site is not yet available to reviewers. However, it should be available soon. The financials for the conference have been planned such that if 1,760 people register, the conference will break-

even. Registration will be open in December. This is earlier than usual, because the conference is being held earlier in the year than usual. The conference has had a record number of submissions so far - 45 organizational overviews, 66 tutorials and 402 papers.

An initial training meeting for CHI 2001 committee members was held in Seattle recently. Julie Jacko and Andrew Sears are conference co-chairs. The meeting covered the reviewing process, and the importance of budgeting. Contracts are currently being prepared for various external support functions. Not all committee appointments have been made yet, although candidates have been identified.

Nominations are currently being elicited for CHI 2002 chairs. Tremaine asked the EEC to forward likely names to Puerta for consideration. The EC felt that it is important for the CMC to actively search out suitable chairs and persuade them to take on the role. It was felt that the position of CHI conference chair is such a crucial role that it is not likely that suitable candidates can be found solely by open solicitation through a web page. However, a web page will also be used for advertising the chair's position.

Loreen Terveen has agreed to take on the position of Small Conference Liaison for the Conference Management Committee. He was appointed by Puerta.

The Conference Management Committee was asked by the EC to address the issue of deadlines for conference submissions from non-North American countries. Typically, the mail address is for a location within the United States. It could be argued that this gives U.S. residents a few extra days to meet the submission deadlines.

Thea Turner asked if SIGCHI would consider providing support for CHI 2000 liaisons from depressed currency countries to attend the CHI conference. She indicated that ACM had already provided 12 travel scholarships for attendees from these countries who had papers accepted. At

issue is that fact that these people volunteer their time for reviewing and other activities, but cannot afford to actually attend the conference. The EC turned down the request because of the conflict of paying one conference chair's travel expenses, but not another's. There was also the concern about the position being an appointed role, making conference appointments a way to get support to attend the conference. On the other hand, one of SIGCHI's main goals is to promote the growth of HCI in the world. It was suggested that the conference chairs be encouraged to submit proposals to SIGCHI's development fund. The proposal could support attendance at the conference, along with a proposal on how to distribute the information from the conference to the HCI community in the attendee's country. Turner indicated that she would pass along this suggestion.

Turner mentioned that they are considering ways to get people to register for the CHI 2000 conference as early as possible, as this helps with the financial projections. Ideas included free SIGCHI membership, or a lottery to give away tutorial slots. The EC warned that there might be problems with a lottery, due to U. S. gaming laws. The idea of free SIGCHI memberships was rejected.

Tutorials to Go

There has been an inquiry into offering Tutorials-to-Go in India through a private contractor. He wishes to set up studio sites and broadcast the tutorials to sites such as technical universities and major companies in India. There are several considerations. First, we do not want to give away CHI tutorials 'for free', when the same individuals could make money if they were contacted privately. There is an opportunity for SIGCHI to generate income, while providing a service. The matter was referred to the Vice Chair or Operations.

SIGCHI as a Society

There is an upcoming meeting of the SIG Governing Board (SGB) in which the issue of society status will be discussed. Tremaine will discuss with

John White, CEO of ACM, and with the SGB Society Committee the issue of what a society should be and what both ACM and a SIG might gain from being a society.

Next Meeting

The next conference call meeting is scheduled for Wednesday, October 14, at 4 p.m. UTC.

Conference Call Meeting of the SIGCHI Executive Committee

Wednesday, October 13, 1999

Attendees

Elected Officers

Chair (non-voting), Marilyn Tremaine
Vice-chair, Wendy Mackay
VC Communications, Barbee Teasley
VC Finance, Jean Scholtz
VC Publications, Dan Olsen, Jr.
Past-chair, Mike Atwood

Advisory Board (1 vote together)

Gerrit van der Veer

Non-Voting

Joe Konstan, Editor, *SIGCHI Bulletin*
Austin Henderson, Adj. Chair Publ. Policy
Kristina Höök, Adj. Chair for Membership
John Karat, Adj. Chair Intn'l Information
Steven Liu, Adj. Chair for Information
Morten Kyng, Adj. Chair for Euro. Publ. Pol.
Allison Durin, Adj. Chair for Educ. Policy
Beth Mynatt, Adj. Chair for Special Needs
Kari-Jouko Riih , Adj. Chair for Volunteers

Michael Tauber, CHI 2000 Liaison

Heather Levell, ACM Program Director

(These minutes were created October 18, 1999, modified on November 12, 1999, and approved by a vote of 7-0-0 on November 12, 1999.)

Minutes

The Vice Chair for Communications asked for comments on the minutes of the September EC meeting, which had been distributed via email. The modified minutes will be circulated for final approval by the EC.

Finances

Because ACM has not yet distributed the most recent financial report, the Vice Chair for Finances did not have

an update. However, Jean Scholtz reminded the EEC that FY 00 budget proposals are due to her by Friday, October 15. If proposals are not received, she will propose the same amounts that were spent in each category last year.

Request for Concept Approval

The EC was contacted by Ben Shneiderman concerning a conference he and John Thomas are proposing. The conference would be a one-time, joint ACM and SIGCHI conference on Universal Usability, and is expected to draw about 200 attendees. Cooperating SIGs are to be SIGDOC, SIGCAPH and SIGCAS. The conference is tentatively scheduled for December 7-8, 2000, in Maryland. Shneiderman has submitted the necessary preliminary proposal to ACM. However, before he begins the formal process required to enlist SIGCHI as a conference sponsor, he wanted to get feedback from the EC. Beth Mynatt, Adjunct Chair for Special Needs, stated that SIGCAPH had not been approached regarding the conference. Concern was expressed that the conference could closely coincide to CSCW. Concerns were also expressed that the content of the conference is a subset of what the CHI conference covers. Marilyn Tremaine will meet with Shneiderman to discuss the content and timing of the conference, and the potential for involving other SIGs, such as SIGCAPH, in the conference.

TOCHI Funding Request

Jonathan Grudin, Editor of TOCHI, has asked for SIGCHI's support of a one-time special issue of TOCHI, edited by Jack Carroll, titled "HCI in the New Millennium". They are proposing to publish 12-18 articles, totaling 400-600 pages. The extra publication costs and shipping are estimated to cost about \$15,000. TOCHI is presently subscribed to by about 1500 SIGCHI members. The EEC discussed the potential benefits of supporting this project. Dan Olsen, Vice Chair for Publications, will work toward putting the issue on the web for access to all SIGCHI members. Olsen moved to authorize TOCHI to spend up to \$15,000 to pay for cost overruns

incurred by publishing the special issue, and to publish the issue on the SIGCHI web site. Wendy Mackay seconded. The motion passed unanimously, 7-0-0.

Potential Reviewing Bias

Concerns have been expressed that there may be a bias in the acceptance of papers for the CHI conference. Specifically, a smaller percentage of non-North American papers are accepted than from North America. John Karat, the CHI 98 papers chair, confirmed that this has been true for at least five years. For example, in 1998, although 40% of the reviewers were non-North American, the acceptance rate for non-North Americans was about 10%, while the rate for North Americans is 20%. There was a consensus that there are any number of reasons for this difference in acceptance rates, and that careful research would need to be done to uncover the reasons. The EC asked the Conference Management Committee to pursue this issue.

ACM Digital Library

The ACM Digital Library is now making a profit. However, ACM is still putting development funds into the project, and sunk costs have not yet been recovered. ACM is proposing to split the profit and future years' profits 30% to SIGs and 70% to ACM. The percent division will be revisited each year by the SIGs board. ACM will use the 70% to continue building the library. In comparing library subscriptions, SIG memberships and journal subscription rates, it appears that the library is definitely affecting subscriptions, and may be affecting memberships. The effect on subscriptions is as high as 20%.

ACM has asked SIGCHI for \$7,000 to defray the costs of moving 11 old conference proceedings, including CHI, UIST and Hypertext, into the Digital Library. Olsen moved to approve the expense. Mackay seconded. The vote was unanimous, 7-0-0.

The SIG chairs have approved an ACM-sponsored Portal Project related to the Digital Library. The purpose of the project is to identify resources that

(a) might be put into the Digital Library, or (b) contain relevant bibliographic information. The SIGs have been asked to appoint a Portal chair to help in identifying the appropriate resources. They have also been asked to contribute towards scanning costs for bibliographies in the amount of about \$3000. Olsen moved that we support the project to the maximum of \$3000. Mackay seconded. The motion passed unanimously, 7-0-0.

interactions as SIGCHI's Primary Newsletter

Tremaine has discussed with ACM the concept of having *interactions* be our primary newsletter. The *Bulletin* would become a 8-16 page newsletter bundled with *interactions*. ACM owns *interactions*. At this time, the publication is breaking even. An increase in the number of subscribers, such as would occur with distribution to SIGCHI members, would help the publication by making it more appealing to advertisers. The probable cost to SIGCHI members would be a \$10 increase in their yearly dues. The yearly subscription rate right now is \$45. Thus, SIGCHI members who also subscribe to *interactions* would save \$35 in their total payment to ACM, compared to today. Joe Konstan, Olsen, and Scholtz should talk to ACM to gain an understanding of potential financial impact. For example, all of our fulfillment items, such as brochures, would need to be updated. Konstan moved that SIGCHI stands in favor of merging the two publications. Olsen seconded the motion. The motion passed unanimously, 7-0-0.

CHI 2000 Conference

Michael Tauber provided a written status report to the EEC prior to their meeting. It appears that CHI Kids has a good chance of being offered at the conference. Good progress is being made on getting sponsor for the conference. The early submission deadlines have passed, and the tutorials program is being put together soon. All other submissions are currently in the reviewing process. There were a record number of submissions for this conference.

Bulletin

Konstan provide a written status report. The October, 1999 issue of the Bulletin should be camera-ready by October 20, and will be sent to ACM for printing. The columns and articles for the January, 1999 issue are about half in. The issues surrounding potential publication on the Web are complex and have not been resolved. The only major vacancy in editor positions is for Events. The current Events editor has agreed to remain on until a replacement is found.

Operations

Bob Mack provided a written status report. The Tutorials-to-Go web page revision has been posted on the private EC web site for some time. Feedback has been received from several sources. The feedback will be incorporated and the final version will be posted to the public site.

Next Meeting

The next meeting of the EC will be held in Amsterdam on November 12-14.

Meeting of the SIGCHI Executive Committee

November 12-14, 1999

Attendees

Elected Officers

Chair (non-voting), Marilyn Tremaine
Vice-chair, Wendy Mackay
VC Communications, Barbee Teasley
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VC Finance, Jean Scholtz
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Advisory Board (1 vote together)

Richard Anderson
Gerrit van der Veer
Steven Pemberton

Non-Voting

Joe Konstan, Editor, *SIGCHI Bulletin*
Kristina Höök, Adj. Chair for Membership
Kari-Jouko Räihä, Adj. Chair for Volunteers
Morten Kyng, Adj. Chair for Euro. Publ. Pol.

Heather Levell, ACM Program Director

(These minutes were created November 25, 1999, modified on December

16, 1999, and approved by a vote of 6-0 on January 12, 2000.)

Minutes and Review of Prior Votes

Barbee Teasley distributed copies of the minutes of the October Executive Committee (EC) meeting. Corrections were incorporated and a vote was taken to approve the minutes. The outcome of the vote was 7-0-0 in favor. As per the SIGCHI bylaws, all motions and votes that had occurred since the last face-to-face meeting were reviewed and verified.

Finances

A major goal of the meeting was to approve the budget for fiscal year (FY) 2001, which runs from July 2000 to June 2001. To begin the budgeting process, Jean Scholtz presented an overview of SIGCHI's finances.

Finances are made up of revenue and expenses. The revenue comes from member dues, income from conferences, income from publications, and interest on a fund balance. Revenue decreased by about \$30K from FY99 to FY00. It is projected that revenue will decrease by about \$40K from FY00 to FY01. SIGCHI is experiencing a downturn in membership, as are all ACM SIGs and many other professional organizations. The primary categories of expenses include support of the core operations (e.g., executive committee travel, web site), conference operations (e.g., conference management, conference web site), publications, and ACM. In general, SIGCHI's philosophy has been to make each of these categories self-supporting, with any excess going towards special projects.

In the area of core operations, the proposed budget included the following primary items: increasing travel expenses from \$45K to \$60K; a request to cover the difference between the current half-time level of ACM program director support and full-time support (\$70K); web site support (\$50K); Chair expenses (\$14K); appreciation gifts (\$1,500); awards (\$5K); and an upgrade to SIGCHI conference booth (\$6K).

In the area of conference operations, the proposed budget included the following items: site visits (\$9K); conference attendee survey (\$15K); professional conference management (\$78K); process advisor (\$75K); travel and meeting expenses (\$37K); discretionary fund (\$17.5K). Proposed expenses directly related to ACM included SIG Board contribution (\$7.5K); program director travel (\$5.6K); and SIG support, which is fixed at 20% of our revenue, excluding conferences (\$52.8K). Publications expenses were budgeted at \$52K.

The last category of expenses is special projects. The proposed items were: local SIGs (\$20K); public policy (\$5K); redesign of the SIGCHI web site (\$100K); international issues (\$2.5K); volunteer appreciation reception at CHI conference (\$10K); standards (\$3.5K); membership directory (\$5K); education issues (\$5K); special needs advisory (\$2.5K); volunteer issues (\$2.5K); research agenda (\$7.5K); ACM SIG discretionary (\$5K); development grants (\$20K); Chair discretionary (\$10K).

The SIGCHI EC votes on the proposed budget as a whole, and does not vote line-by-line. Prior to voting, a number of the proposed budget items were discussed in detail. A summary of the discussion around each topic is given below, along with the final budgeted amount.

Program Director/Administrative support. Last year, SIGCHI received full-time support from David Reiderman, our ACM Program Director. Since Reiderman left, ACM has reorganized the program directors' activities into a matrix configuration. Heather Levell, our current program director, does not have the same breadth of assigned duties that Reiderman had. The EC feels that we are not getting the depth and level of service that we got under the prior organization. The EC has already discussed our requirements for program director activities with Donna Baglio, ACM Director, Office of SIG Services, following the July, 1999 EC Handoff Meeting in New York. However, that discussion did not produce the desired results. One problem is that the EC is not consulted when a new

program director is hired, and ACM's job description does not encompass all of our needs. The proposed budget amount of \$70K is the loaded cost of increasing a program director position from halftime to fulltime. There was discussion concerning whether the funds might be better spent hiring part time administrative support local to the Chair. One disadvantage of a local assistant is that they would not have direct access to ACM resources, and must work through an intermediary. Levell suggested sharing the expense of a fulltime program director with SIGGRAPH. Additional discussion addressed the issue that, if approved, this budget item would become, de facto, a line item (i.e., would be a yearly, recurring expense). The size of the item makes it an important decision. Further, it is paying for services that should be covered by the 20% revenue return to ACM we already pay. Tremaine and Atwood agreed to meet with Baglio and clarify whether the job description has, in fact changed. Joe Konstan moved that the \$70K item go into the proposed budget as a line item, and that before July, 2000, the EC would vote on whether to actually spend the funds. Dan Olsen seconded. The vote was 7-0-0 in favor. Tremaine will talk with SIGPLAN and SIGGRAPH to assess if they have any issues with the support they are receiving from ACM. Tremaine and Atwood agreed to come up with a plan to improve our program director support to present to the EC before July, 2000.

Redesign of the SIGCHI web site. The proposed philosophy for handling the SIGCHI web site is to treat it as a publication. Therefore, the Chairs created a Board of Directors to initially oversee the redesign of the site, and to serve on an ongoing basis as the guiding body. The members are Wendy Mackay, Bob Mack, Steven Liu, Marilyn Mantei Tremaine, Austin Henderson, Richard Anderson, and Gary Perlman. They will appoint an Editorial Board that will include skills on web publishing, graphic design, and web site maintenance. Professional staffing will be necessary to a certain extent. There was discussion that there will be substantial ongoing costs. Although the budget item is a "special

project", there will be year-to-year expenses, which argues that the item should come under operations in the future. It is difficult to estimate the cost of redesigning and maintaining the site, as much of the prior work was done on a volunteer basis, or at a discounted price. The approved budget amount is \$50K.

CHI 2001 Web site design. In the past, the budget item for design of the CHI conference web site (\$30K) has been part of SIGCHI operations, and not part of the conference budget. The argument against moving this item into the conference budget is that, typically, the conference must budget to meet their expenses, plus retain a contingency of 8%. In the recent past, CHI conferences have been able to meet their budgets, and end up returning the entire contingency fund back to SIGCHI. By adding an additional expensive item to their budgets (\$30K for web design), the conference would have to maintain a larger contingency. However, this year SIGCHI has agreed to provide the required contingency. If this arrangement continues, it will not be burden on conference management to move the web site item to their budget. The EC approved moving the item to the Conference budget.

Conference survey. The EEC expressed concern that the survey handed out to CHI conference attendees is not well written and reflects poorly on SIGCHI. However, the data from the surveys go back a number of years, and are used by organizers of the conference. Re-writing the survey could make it difficult to do comparisons across different years. The budget amount was approved as proposed, at \$15K.

Conference Process Advisor. The process advisor's contract is up for renewal in April, 2000. The FY99 allocation was \$38K, and \$40K was allocated in FY00. The proposed amount of \$75K is a substantial increase. It is not clear that there is a need for increased services paid for from the SIGCHI budget. Further, the CHI conference is free to budget for services from the advisor on their own. The approved budget amount is \$50K.

Olsen moved to approve the entire budget, with a total of \$636K in expenses. Tremaine seconded. The vote was 7-0-0 to approve.

Scholz, Olsen, Konstan and Angel Puerta agreed to develop a plan for handling the newly approved approach to budgeting for the CHI conferences, such as the contingency fund and Web site costs. They will report back to the EC.

A working group that met as part of the EC meeting proposed a new guiding principle and a set of budget principles for FY01 and beyond. The new principle is that SIGCHI will use principles-based model and will move away from the model that requires each area of the budget to be self-supporting. The principles include:

1. The EC's interface to the CHI conference budget shall be via the required contingency fund and the return requested to SIGCHI.
2. New members, with the exception of students, shall not incur a cost to SIGCHI. That is, the marginal cost of new members will not be less than member dues.
3. The budget deficit for any given year shall not exceed one-third of the fund balance excess.
4. The special projects are one-time budget items with a 1 to 2 year duration.
5. Budgeted line items shall not exceed revenue + 10% of the fund balance excess.

Scholz will formalize the model and publish it on the EC web page as the new SIGCHI budget policy.

Old Business

Tremaine met with Ben Shneiderman to discuss the proposed ACM Conference on Universal Usability. Shneiderman had requested SIGCHI approval of the conference concept, prior to seeking SIGCHI as a conference co-sponsor. The EC had expressed certain concerns about the timing and organization of the conference (see the October 13, 1999 minutes), which have been addressed. Tremaine moved, and Konstan seconded, that SIGCHI approve the concept. The vote was 7-0-0 in favor.

The issue of coming up with an official logo for SIGCHI was raised. This issue has been around for a number of years, but was tabled until it was determined when or if SIGCHI would become a society. Because there is no movement in that direction at this time, it is appropriate to resolve the logo issue. It was proposed that an existing unofficial logo, which involves a 'swoosh' between the letters 'SIG' and 'CHI' become the official logo. Tremaine moved to accept the unofficial logo with a swoosh as the official logo. Van der Veer seconded. The vote was 7-0-0 in favor. Barbee Teasley volunteered to oversee the creation and release of the 'identity package' for the new logo.

Membership Issues

Kristina Höök, the Adjunct Chair for Members stated that she plans to begin work on a membership directory. One decision that will need to be made is whether people who are members of a local SIG but not a member of SIGCHI should be included.

A proposal was made that SIGCHI sponsor a poster session at the CHI 2000 conference during the Newcomers' Session. The posters will cover topics such as the Development Fund, volunteering, SIGCHI publications, starting a local SIG, and so on. Each poster will be attended by a knowledgeable SIGCHI member. Tremaine will oversee this effort.

Local SIGs

The fact that members of local SIGCHIs do not have to be members of ACM SIGCHI can create issues. Local SIG members do not get the SIGCHI discount on conference registrations, but cooperating societies do get a discount. For example, in Sweden, there is no incentive to leave the cooperating society and join SIGCHI in order to obtain a discount. The EC agreed that the policy will be changed, so that societies that desire to attend our conferences at a discount will be required to offer a discount to their conferences to SIGCHI members. The mechanism is that these societies must be cooperating societies with SIGCHI. Mackay agreed to follow up to get the new pol-

icy published on the SIGCHI web site, and distributed via CHI. Announcements.

As he has in the past, Anderson will sponsor a local SIGs meeting at CHI 2000.

European Public Policy

Morten Kyng lead a discussion of issues related to European public policy. In Denmark, there is limited interaction between academia and industry. But the two do meet at SIGCHI conferences. They are trying to expand the interaction between the two groups via the European Union, that is creating 5-year programs for research. In Europe, there is a particular research agenda associated with each source of funds. People who make the decisions about funding are chosen in ways that are not clear. However, SIGCHI.NL has been asked to play a role in making these selections. This is an example of how SIGCHI can play a positive role and influence research funding. Further, SIGCHI will come to be recognized as a good source of reviewers, even when specific names are not known to the agencies. We can promote networking.

This summer a letter was sent to ACM with three requests. The first request was to make ACM's policy committee international in representation. The second was to recognize local SIGs in Europe as legal business entities. This is necessary for the European local SIGs to conduct business in their respective countries. Lastly, they requested that ACM register in Switzerland, which would allow the creation of a local SIG there. ACM responded saying they are making efforts to draw communities together. For example, the digital libraries will be adding Hungarian publications. However, this does not address the policy-related issues.

The idea was proposed of having a European union of local SIGs. Board members would consist of one member from each local SIG. Other societies could send one observer each. The goal is to provide a forum for an exchange of ideas, and facilitate the creation of a European profile and voice in Europe. An additional ser-

vices might include providing translations or access to work in a variety of languages. There also needs to be a European-based legal structure for local SIGs. This could be facilitated if there were an ACM representative in a European Union country. Lessons learned from the European experience can be used in growing SIGCHI in the Pacific Rim countries.

Action items stemming from this discussion are as follows. Tremaine will ask Austin Henderson, Adjunct Chair for Public Policy, to follow up on ACM's reaction to the SIGCHI letter sent this summer by contacting Barbara Simons, President of the ACM Council. Tremaine and Mackay will sponsor a SIG on European issues to be held at the CHI 2000 conference. Pemberton and Mack will reactivate the CHI.Europe mailing list. Pemberton and Mack will also launch CHI 2000 European Umbrella-related web pages. Mackay will announce through CHI. Announcements and our list of cooperating SIGs that ACM is contracting to put non-English research papers in its digital libraries. These groups will be encouraged to contact ACM about putting relevant resources into the digital library.

Volunteers

Kari-Jouko Räihä, Adjunct Chair for Volunteers, led a discussion of issues related to managing SIGCHI volunteers. Involving volunteers in SIGCHI activities requires finding volunteers, matching the volunteer to a job that is suitable to their talents and time, following up on the work, and rewarding the volunteer for their efforts. Because this process can be time-consuming, there is often a feeling it is easier and faster to "do the job yourself". Yet that reduces the overall value of the organization to everyone. Further, many of the good ideas that SIGCHI has do not get implemented.

One idea that was discussed is the development of a web site where volunteer opportunities are posted in the form of 'want ads'. While SIGCHI does sponsor a Volunteers' Reception at the CHI conference, it is not clear that all whom are eligible to attend are aware of their eligibility. Also, volun-

teers who do not attend the conference may not be acknowledged. Another idea is to connect 10 or so potential volunteers together and give them a topic to address. It would be up to them to come up with a plan, and then execute the plan.

interactions as the Primary Member Publication

The EEC is exploring the idea of making the ACM publication, *interactions*, the primary member publication, in place of the Bulletin. Because *interactions* would still be available to non-members, a short newsletter could be mailed out with the publication that would contain SIGCHI-specific items. ACM was asked to supply costs so that the EEC could evaluate the impact of this change on SIGCHI finances. The cost per member was estimated at \$18 per year (about \$3 per copy).

Some of the basic assumptions for determining the impact are as follows. Of our approximately 4800 members, 1700 already subscribe to interactions. Our current budget for the Bulletin is about \$50K. We cannot charge a membership fee that is below the current non-member subscription rate. There is a need to increase the number of issues yearly to 6. This will increase the revenue from advertising, and help keep down costs.

Based on these assumptions, it appears that this change would result in an increase in membership dues. However, those members who already subscribe to interactions would have a reduction in their total yearly payment to ACM. Assuming a \$10 increase in dues, the total impact to the SIGCHI budget would be plus or minus \$10K.

Konstan moved that SIGCHI adopt interactions as the primary member publication; that members will also receive a 'members-only' newsletter; and that the change be effected for FY2000. The motion assumes an increase of membership fees of no more than \$10 per member. If the financial impact will be more than expected, or the added cost to members becomes more than \$10, then the entire issue will be reopened for consideration. Olsen seconded. The motion passed 7-0-0. It was noted that the decision needs to be made by the end of January, 2000, in order to introduce the change in membership fees into ACM's systems. Olsen and Scholtz will work with ACM to further explore the financial impacts. Tremaine will make sure that the information about the changes reaches SIGCHI members.

Conferences

Puerta reported that the organization of the CHI 2000 conference is moving along well, although there is some ten-

sion between the chairs and the vendors. Although Carol Klyver is handling publications for this conference, in the future, the conference management vendor will handle them. The vendors are meeting all deadlines. There were record submissions in every category.

For CHI 2001 the majority of the lower-level chairs have been recruited. Request for proposals (RFPs) were issued to vendors for CHI 2001 and up and have just been returned. In early December, there will be a presentation by all vendors so that the committee can meet them face to face. A vendor will be chosen by the end of December. The chairs for CHI 2002 are being selected. The candidate list will be available by December, and the selection completed by mid-January, 2000. For CHI 2003, the hotel contracts are almost completed. Site selection is still open for CHI 2004.

Future Meetings

The EC conference call meetings will be held on December 15, 1999; January 12, 2000; February 16; March 15; May 17 and June 14, at 16:00 UTC (11 a.m. EST). A face-to-face meeting will be held immediately following the CHI 2000 conference, at a location to be determined. Other face-to-face meetings will be held August 4-6, and December 1-3, at locations to be determined.

