

SIGDOC meeting notes

Attendance:

Kathy Haramundanis
Mike Albers
Johndan Johnson-Eilola
Mary Jane Northrop
Scott Tilley
Mike Priestly
Ceri Williams
Brad Mehlenbacher
Susan Jones
Rob Pierce

ACM News

Overall ACM attendance is down and has caused associated financial concerns. ACM is changing the revenue model to an expense model for what SIGDOC pays to ACM each year. This will increase our cost a little bit, but not much. Current model was based on a percent of income, now we will be paying a base plus an amount for expenses the SIG incurs with ACM.

Membership

SIGDOC total membership: around 480-500 members

New SIGDOC membership brochure is available. Update was to cost of membership, which has risen, but is still well below cost of several years ago.

Want to send this brochure to chairs of TC programs. **Action item:** someone to use STC web site to find contact name and address where to send 5 brochures each. If we focus on PhD programs, there are about 20. We can extend this as we have time.

Need to figure out how to get the idea of our existence out.

We discussed ways to explore computer science connections

Perhaps sponsor a stem of another conference (UPA, Graphic Comm Assoc, CHI, system engineering, GCA)

Have a road show for going to other conferences. Provide a panel of a consistent group of presenters. **action item (not assigned):** review last 3 years of proceedings and pick possible people.

Student recruitment activities. We do not want to start student chapters, but a once a year activity or such that brings out SIGDOC.

Newsletter

action item (Rob): send article announcement to general membership each quarter.

May want to reprint "ACM tech news" entries.

Add letters column to the newsletter.

Focus on writer/engineer communication issues.

Write for an audience of peer writer...not student or entry level writers
Susan suggested the idea of an on-line versus email newsletter. Something like a tech news model with the email linking to the full article.

action item: Dec newsletter is email, then moving to web-based.

action item: need to archive newsletters on the web site. Perhaps set up a subscription to the newsletter for non-members.

Job listings can go in Newsletter, to minimize maintenance.

Should the Newsletter be sent out to multiple lists, not only the SIGDOC members? It is a specific member benefit.

JCD

Slow for first issue. It's way behind schedule.

Administration problems and working with ACM publishing.

Current issue is ready to mail and ACM says it will go out this week.

Minimal questions have been received about lack of the journal. Last Dec was last issue.

Need a formal review board structure. **action item:** Brad to connect with old TR established editorial board and build new one.

Discussed the potential to reprint conference papers.

This year's student paper will be in the Feb 2002 issue.

action item: Need to generate list of commentators.

We should consider a yearly issue that is reprints of 3 conference articles.

Guest edited theme issues: 3 articles with associated discussion between the authors. Commentary included within each article. There are no guest issues currently being worked.

Treasurer

Fund balance beginning of 2001 FY \$42000 (July date)

Fund balance beginning of 2002 FY \$56000

Web development

action item: Brad will redo the current web page, and contact Rachael Barish at ACM for site location.

Brad is reworking parts now for JCD aspects.

Brad will take over maintenance of web site and plans to keep it at ACM.

action item: Brad can spend \$500 to hire a graphic designer to create a logo, background, and navigation graphics.

Purpose of the site: purpose of SIGDOC, marketing is primary purpose of the site.

Discussion of putting job listings up. Problem is the lack of feedback on filled jobs. They are better in the Newsletter to eliminate maintenance.

INTECOM

Working on ways of ensuring each society knows something about the functions of the others. For example, conference dates. Stephanie asked that SIGDOC be informed by other societies when and where they will be

holding conferences, so that SIGDOC members can learn about them and possibly attend.

TC Summit

action item: Brad will follow up on status, and report back to SIGDOC Board on listserv.

Awards

First name is winner. Second name is reserved if 1st place refuses.

Rigo

Goldfarb (SGML originator),

Doheny-Farina

Michael Priestly will do the initial contact with Goldfarb.

Diana

W3C,

O'Reilly

action item: Who will contact Diana winner? Any volunteers?

Grad student competition

Need to get graduate student papers for competition. Those running grad programs should encourage students to apply, and we need a way to reach students in other programs. Perhaps a one page flyer that can be sent to grad programs can be created and sent by email to be printed locally. Discussion requested on listserv.

Scholarship

Amount of \$500 again.

The resume will not be a part of the application package this year.

Package

Letter of recommendation, career goals, transcript, samples

Susan Jones and Mary Jane volunteer to review. Mike Albers in charge.

2001 Santa Fe conference

Looking to lose about \$5000

Had 59 registrants. Several dropped for travel concerns.

Proceedings production by ACM went smoothly.

2002 Toronto conference (Oct 20-23, Toronto Hilton Downtown)

Need to find:

- tutorial chair
- local regional recruiter (PR chair) to hustle companies local to Toronto

Rational may be a possible corporate sponsor.

Get speaker registration and their money with paper before putting a paper in proceedings.

Consider 2 featured speakers besides the award speakers

Needs to set up a web site and email addresses. Entry on SIGDOC web site exists, need a link.

action item: Need to provide FTP access to conference chairs for web site. Main link from SIGDOC site.

Expected number of attendees: 100

Conference calls start in January every 2 weeks. **action item:** Kathy to arrange.

2003 conference

Discussion of possible locations

Netherlands possibility seems too risky for this conference

Austin TX (first choice). **action item:** Johndan to talk to Clay.

Cupertino. **action item:** Susan to talk to Nina.