

Board Meeting Minutes Coastal Carolina University October 18, 2006

Attendees

1. Brad Mehlenbacher (SIGDOC Chair)
2. Rob Pierce (SIGDOC Vice-Chair, 2006 Program co-Chair, and Newsletter Editor)
3. Ashley Williams (Secretary/Treasurer)
4. Shihong Huang (2006 General Chair)
5. John Stamey (2006 Program co-Chair)
6. Clay Spinuzzi (Member-at-Large and 2007 General Chair)

General Issues

1. **Revitalizing the executive board by inviting new members to the table**
 - Clay Spinuzzi added as Member-at-Large
 - Gloria Reece added early October as INTECOM Representative
 - Needed: General awards chair. Brad to continue serving this position.
 - Needed: Graduate competition chair, to advertise to grad programs, enlist colleagues to review proposals.
 - Needed: undergraduate scholarship chair. May morph the chair for undergraduate scholarships into same position as graduate competition chair. Ashley to find out details and what work is req'd of the chair undergraduate; what's involved with it, and then we need to appoint someone to that position
2. **Developing a multidisciplinary research base**
 - Brad to seek and secure for 2007 and future SIGDOC conferences in-cooperation agreements, e.g., AH 06 Adaptive Hypermedia and Adaptive Web-Based Systems; CaSTA 06 Canadian Symposium on Text Analysis; DocEng 06 ACM Symposium on Document Engineering; IWCMC 06 International Wireless Communications and Mobile Computer Conference; WWW 07 10th International World Wide Web Conference; UE+ 07 User Experience Plus Conference on Designing Pleasurable Products and Interfaces
3. **Broadening the identity of SIGDOC**
 - Use conference to discuss with attendees "Design of Communication"
4. **Increase membership**
 - Out of large membership, very few involved; why? Some companies don't cover travel costs. How to get folks involved?
 - Question: how many of those members are students?

- John to become membership director
- Clay and David strongly leaning on reviewers to also write a paper; for the program committee, they've recruited regional PhD programs, which the co-chairs anticipate pulling in graduate students

5. SIGDOC viable until 2008

Appointed Positions (Rob)

1. Extending membership by extending Executive Committee

- "Members-at-large" just introduced last year. Currently, there is only one member-at-large, David Novick.
- Other potential members-at-large suggested: Scott Tilley, Kathy Haramundanis, Mike Priestley, Clay Spinuzzi.

2. Developing Technical Executive Committees

- All meeting attendees agreed that the SIG is too small to warrant establishing committees for the website, newsletter, awards, graduate and undergraduate competitions, and membership—most of which don't even have one person responsible.
- **ACTION**—Ashley to assume responsibility for website
- Rob is currently responsible for the newsletter
- Other positions need to be filled.
- No student competition this year because there were no entries.
- The student awards are an official, named benefit of being a member – need to be dealt with and promoted effectively.
- **ACTION**—Brad and Rob to follow up on graduate student competition. Brad to identify someone to be responsible for leading the graduate student competition.
- **ACTION**—Brad to contact Michael Albers regarding the status of undergraduate scholarship.
- It was decided at the 2004 SIGDOC board meeting that the Rigo and Diana awards be presented on alternate years—Diana Award presented on odd-numbered years; Rigo Award presented on even-numbered years. The awards are highly visible, but winners most often aren't familiar with SIGDOC.

Membership (John)

1. Recruiting members

- People need to be encouraged to participate.
- We can provide a form on the Website where interested parties can request more information.
- John has a database that could be used to email folks who use the SIGDOC site to request info about SIGDOC.
- **ACTION**—John to follow up with Ashley about posting form and using database.
- The program committee can point potential SIGDOC members to the website to have them complete the form.

- SIGDOC members who are teachers can encourage their students complete the form and/or join and/or submit a paper.
2. **Current membership**
 - 316 Members.
 - There is an ACM-wide decline in membership.
 - To boost membership, it's important to sell the benefits and to emphasize what's worthwhile about SIGDOC (vs. IPCC, STC).
 3. **Assigning a technical committee for membership**
 - SIGDOC is too small to warrant a committee for membership.
 4. **Assigning a membership director**
 - John Stamey will be too busy with SIGDOC 2006 to serve as membership director.
 - Issue remains open.
 5. **Recruiting people from different disciplines to join SIGDOC**
 - How to recruit? By using "tracks" at the annual conference that would appeal to folks in different disciplines. By emailing folks.
 - How to get folks involved so that their topic of interest or expertise reaches the larger membership? Wiki.
 - **ACTION**—David to follow up with Michael Young, director of NC State's Center for Digital Entertainment, who is interested in investigating relationship with SIGDOC.
 - **ACTION**—Rob to follow up with Nancy Harrison @ IBM, who is interested in XML documentation technology, DITA (for 'Darwin Information Typing Architecture')
 - **ACTION**—Rob to follow up with Keith Instone (UPA), who is interested in having SIGDOC involved in User experience network (Uxnet @ <http://uxnet.org/devcon/>).
 - Topics on agenda not discussed:
 - a. looking for places where SIGDOC can contribute
 - b. developing a SIGDOC wiki or a BLOG
 - c. investigating SIG media successes

Finances (Ashley)

- 1 July 2005 – 30 June 2006 (fiscal year)
- Budgeting for FY07 starts in October 2005.
- Budget for FY06 is under by \$1000. FY05 budget is over by \$2600.
- **ACTION**—Ashley to follow up with Irene Frawley and Brad concerning the FY05 and FY06 budgets.
- \$51,329.26 fund balance as of August 2005.
- Suggested, but decided not to place an ad for SIGDOC in the ACM magazine. Word-of-mouth should do more to boost SIGDOC membership.

Website (Scott)

- Ashley to take over website from Scott. Scott to send Ashley site files.

- Conference websites (2006, 2007, etc.) should be hosted with ACM.

Newsletter (Rob)

- **ACTION**—Bob to provide Rob with a summary of SIGDOC 2005 by the end of November 2005, for the December newsletter.
- **ACTION**—Rob and John to use December 2005 newsletter to begin advertising SIGDOC 2006.
- **ACTION**—Rob noted that newsletter archives need to be posted to SIGDOC web site. Rob and Ashley to discuss.
- Could add a calendar to the newsletter.
- Could use the newsletter to advertise different disciplines / “tracks” / “strands” represented by SIGDOC membership. Members who are interested in a given strand could publish regularly on topics specific to the strand and help promote that strand through the SIGDOC newsletter.

Peer-reviewed Journal Investigations

- JCD closed. SIGDOC does not have the resources to sustain JCD.
- It’s a disincentive that SIGDOC doesn’t offer a scholarly appeal to members or potential members.
- Regarding the opportunity to develop an online journal, there is no motivation for academics to publish in online journals.
- Could publish a special issue that comes out once a year.
- Could publish half of the conference papers in the proceedings and half in a journal.

Review of SIGDOC Bylaws (Brad will instigate)

- Brad in agenda noted that changes have occurred in policy that can be discussed via the board listserv (sigdoc-l) this year.
- Board listserv needs to be updated.
- **ACTION**—Brad to update the listserv.
- At board meetings in recent years, there had been talk of updating the by-laws, but they were never updated.

INTECOM Representation (general)

- Stephanie Rosenbaum is stepping down as SIGDOC representative. Stephanie is attending her last meeting this month in Limerick, Ireland.
- It’s not clear what benefit there is to continue with INTECOM.
- **ACTION**—David to follow-up to find out whether it’s valuable for SIGDOC to continue having representation. A new INTECOM representative may need to be appointed.

Coventry Conference 2005 (Bob)

- 31 papers submitted. 24 accepted.
- Conference attendance was down. Cause for low submissions/attendance speculated to be due to the cost of traveling, to the message of the conference not being clear enough.

- Finances: \$4740.90 generated. Proceedings cost: \$900+shipping. This year's conference budgeted for 40 attendees.
- Bob shared lessons for the future:
 - Don't change too much. This year, they changed location (from North America to Europe), the submission process, and the conference dates.
 - Good to have a sponsor (no sponsor this year).
 - Problems using CyberChair.
 - For future conferences, Bob suggested one round of review, not two. David disagreed, saying it's good to review both abstract and paper. Bob, Elena, and Scott suggested offering an open (p)review of abstracts. John suggested a mentor program similar to SIGCHI. It was noted that a mentor program would require resources.

SIGDOC Conference 2006 (John)

- General Chair: Shihong Huang;
- Program Co-Chairs: John Stamey and Rob Pierce.
- Local Arrangements Chair: John Stamey.
- John to set up conference web site and work with CyberChair.
- Rob to oversee program committee and review process.
- Location: Myrtle Beach, SC, on-campus facilities
- Costs: No cost for facilities (law school building: has room for sessions and for reception and dining). Costs anticipated only for catering.
- Hotels nearby: Holiday Inn Express.
- Date proposed: October 18-20, 2006
- CFP is being developed by John and Rob.

SIGDOC Conference 2007 (David)

- General Chair: David Novick.
- Program Chair: Clay Spinuzzi.
- Location: El Paso, TX, on-campus facilities.
- Hotel costs likely to be similar to costs of SIGDOC 2004 in Memphis.

Rigo Award suggestions for 2006 (general)

- Multiple potential recipients were suggested.
- **ACTION**—Someone needs to identify whether either is available for the 2006 conference in Myrtle Beach.
- **ACTION**—Rob will coordinate the vote among board members, using the sigdoc board

listserv, once it's updated by Brad.

Diana Award suggestions for 2007 (general)

- Multiple potential recipients suggested

SIGDOC Conference 2008 (general)

- Portland, OR suggested as a location

Conclusions: A big fun project idea (general)

- **“Communication that Works Project” (per agenda)**
 - a. All present agreed that this project is a good idea but that a lot of folks should brainstorm on it.
 - b. It is suggested that the topic be raised at the open session scheduled for the following day.