SIGHCI Minutes
12-10-05
Las Vegas, Nevada
6:00pm – 7:30pm

<u>Present</u>
Jane Carey
Traci Hess
Brian Jones
Susan Lippert
Paul Lowry
Scott McCoy
Fiona Nah
Veena Parboteeah
Tom Roberts
Joe Valacich

The meeting was called to order by Scott McCoy

- The meeting agenda was circulated

1. 2006 election for chair-elect

- The schedule for the 2006 election for chair-elect was discussed. The next chair-elect will serve in this position for two years, followed by two years as chair and two years as past chair.

2. Appointed officer positions that need to be filled

- Bylaws currently stipulate that no appointed officer can serve more than two terms of two years each. In January 2006, the second term of the current Listserv Manager, Ping Zhang, will be complete.
- The two term limit in the bylaws requires potentially strong officers to step down from a position. Finding a good replacement could be problematic.
- The listserv is currently run on a server at Syracuse University. A new Listserv Manager would have to move the listserv from Syracuse to another server.
- It may be useful to exclude the Listserv Manager from the term limits specified in the bylaws.
- It may be useful to change or remove the term limits for all appointed officer positions in the bylaws.
- The term limits were included in the bylaws to provide opportunities for others to become involved with the SIG.

3. Proposed ICIS conference model and SIG workshops/ancillary events

- A possible change to the ICIS conference model was discussed. The revised model could schedule SIG workshops and ancillary events in parallel to regular ICIS sessions. A single registration fee that would include registration for ICIS and SIG events is also a possibility.
- The revised conference model is still tentative and there does not appear to be a firm schedule for implementing the revised model.

4. Pre-ICIS HCI/MIS Workshop

- Anticipated attendance for the workshop is 70 participants. Expected profit is ~$4,000.
- 42 papers were submitted and 14 papers were accepted for an acceptance rate of 33%. No research-in-progress (RIP) papers were accepted.
- Perhaps a statement should be included in next year's call for papers that notifies authors that RIP papers compete against completed research papers.
- This problem of having no or few RIP papers included in the workshop program has occurred in the past.
- Several issues need to be addressed for the 2006 Pre-ICIS workshop in Milwaukee. These issues include 1 or 2 day workshop format, panel or keynote speaker, electronic or hard copy of proceedings, and a journal special issue. Several of these issues are included in the workshop survey. Discussion of these items will continue after the workshop survey results have been analyzed.
- A 2 day workshop increases costs substantially for participants due to the higher registration fee and the additional hotel expenses.
- Participants utilize the proceedings during the workshop, and thus the proceedings increase the interaction and feedback in the workshop.
- Workshop co-chair and program co-chair positions for the workshop need to be filled. Several potential candidates have been identified and these positions should be finalized shortly after ICIS.

5. AMCIS 2006 in Acapulco, Mexico

- The HCI track at AMCIS includes 10 mini-tracks.
- The best papers from AMCIS will be invited for expansion and possible inclusion in a special issue of the Information Systems Journal (ISJ).
- It may be possible to include the best papers from PACIS and ECIS in this same special issue of ISJ.

6. PACIS 2006 in Kuala Lumpur, Malaysia

- SIGHCI will sponsor the 2nd HCI track at PACIS.

7. ECIS 2006 in Göteborg, Sweden

- The first HCI track at ECIS received 47 submissions.
- Associate editors and additional reviewers have been solicited to assist with the high number of submissions.

8. HICSS 2007 in Kona, Hawaii

- A proposal for an HCI mini-track at HICSS will be submitted in January 2006.

9. HCII 2007 in Beijing, P.R. China

- Multiple sessions sponsored by SIGHCI are planned.
- An issue of IJHCI is planned for these session papers.

10. Membership report

- There are currently 415 members with 134 active (paid) members.
- In September, emails were sent to inactive (unpaid) members.
- In October, emails were sent to remind members to renew their membership when they registered for ICIS.
- In January 2006, an email will be sent highlighting SIGHCI activities for 2006.
- Regional representatives are being considered to increase membership and outreach in different regions around the world.
- Free membership has been arranged for doctoral students and AIS members from non-rich countries.
- There were several problems with the ICIS registration site. While some problems were fixed during the early registration period, other issues are still outstanding. These problems may have contributed to the lower attendance at the workshop and the lower number of paid members.
- Outstanding registration/renewal issues include:
  - If registering for workshop only, must fax in form and cannot register online.
  - Cannot renew SIG membership until within 30 days of membership expiring.
  - Cannot renew SIG membership for more than 1 year.
  - SIG membership expires when AIS membership expires, even if there is time remaining on the SIG membership.
- Active (paid) membership may also be down because of the increase in the number of SIGs.
- SIGHCI should consider membership benefits. Benefits that are available only to SIGHCI members may encourage members to remain active and generate new memberships.
- The SIGHCI membership listing was mentioned as a possible benefit to members.

11. Financial report

- As of 10/31/2005, there is $18,275.20 in the SIGHCI account with AIS. After additional workshop revenues and expenses are recorded, the account balance should be ~$14,000.
- Sources of SIG revenues are workshop net profits and SIG membership fees. SIG expenses currently include newsletter and mailing expenses.

12. Sponsorship report

- Total sponsorship revenues were $7,750. Net profit from sponsorships is approximately $7,000 after including free registration costs for gold and silver sponsors.
- Next year, corporate sponsors will be targeted. A significant increase in sponsorships based on these new targets is anticipated.
- The sponsorship ads included in the program/proceedings may be an unnecessary part of the sponsorship package. Some sponsors do not have ads readily available and do not find the ads beneficial.
- The sponsorship co-chair position needs to be filled.

13. Newsletter report

- The July 2005 newsletter included 24 pages. 500 copies were printed at a cost of $1,429.70.
- The November 2005 newsletter included 12 pages. 500 copies were printed at a cost of $840.78. Additional quotes were obtained to reduce costs.
- There was discussion regarding the length of the newsletter. A length of 12 pages seems to provide sufficient space to cover upcoming and recent SIGHCI activities. Additional pages may be needed for special events and reports.
- The importance of marketing material for SIGHCI membership/outreach efforts was noted.
- A one-page collateral publication was suggested for marketing SIG activities and minimizing costs.
- The minimal increase in costs for additional 100 copies printed was noted. There are also reduced costs for additional newsletter pages.

14. Web site report

- Recent additions to the web site include a journal special issue page, and summaries of 2005 SIGHCI activities.
- Ongoing projects include the transfer of the membership directory to the AIS server.

15. Future executive meeting dates

- It may be helpful to hold executive meetings on the day of the workshop (Saturday) or the following day (Sunday), depending upon the date and format of the workshop. With a one day format, many executive committee members will not arrive until the evening before the workshop, and travel delays could easily impact attendance at the executive meeting.

16. Other topics – surplus funds

- SIGHCI has significant surplus funds. Plans should be made for the future use of these funds.