

# SIGCSE Board Meeting Minutes

June 13, 2014

## Phone Meeting

**Participants:** Susan Rodger (chair), Paul Tymann, Judy Sheard, Amber Settle, Tiffany Barnes, Alison Clear, Sue Fitzgerald, Christine Alvarado and David Kauchak (co-Editors of SIGCSE Bulletin) and Irene Frawley (ACM). Renée McCauley and John Impagliazzo were not able to attend.

*Susan called the meeting to order at 3pm EST*

- Approval of April 29 2014 Board meeting minutes to be done by email.  
**ACTION:** Judy to email April 29 2014 Board meeting minutes for approval.
  
- Items approved since last Board meeting in April:
  - TMRF for SIGCSE 2015
  - In-cooperation requests for: ACE '15, Koli Calling '14.
  - Co-Chairs for SIGCSE 2017: Stephen Edwards and Michael Caspersen.
  - Dave Musicant for SIGCSE Symposium Supporter/Exhibitor Liaison. Dave will start with SIGCSE 2015, Tom Cortina started with SIGCSE 2014 (both are three year terms, renewable once).
  - Approved DC at ICER 2014 to give scholarships to 2 additional students. There will be a total of 17 students. Scholarships of \$600 are available for each student.
  
- Action items from previous meetings – Susan gave a summary of outstanding items.
  - **ACTION:** Paul to determine SIGCSE status with PKAL
  - **ACTION:** Sue to add a statement to Special Projects guidelines on the website about including reviews from previous submissions of the same project.
  - Amber clarified that there is no revenue for SIGCSE from ACM Inroads.
  
- ITiCSE 2014 boat excursion – Susan reported
  - ACM has a new rule that NO conference events can occur on water.
  - A boat excursion for ITiCSE 2014 has been disassociated with the conference and is now a private event.
  - **ACTION:** Paul to add link to the new ACM policy from the SIGCSE website.

*Judy joined the meeting*

- ACM SRC
  - Laurie Williams is now the organizer.
  - **ACTION:** Tiffany to clarify ACM SRC roles and report back to Board.

- SIGCSE website
  - **ACTION:** Renée to send information about Chairs workshop to Paul for inclusion on the SIGCSE website.
  - **ACTION:** Susan to send information about the New Educators workshop to Paul for inclusion on the SIGCSE website.
  
- Special Projects – Sue reported
  - Additional external reviewer needed for SIGCSE Special Projects to replace Tiffany.
  - Tiffany will continue to provide technical support for online application and reviewing forms.
  - **ACTION:** Board members to send suggestions for a new external volunteer to Sue. Sue will also check responses to the Volunteer form.
  
- ITiCSE 2016 site visit to Arequipa, Peru – Alison reported
  - Allison reported that the city of Arequipa and the University are very well equipped to hold the ITiCSE 2016.
  - The Board approved Arequipa, Peru as the site for ITiCSE 2016
  - **ACTION:** Alison to submit preliminary application form (PAF) to ACM.
  
- New form for people to apply for SIGCSE volunteer positions (Volunteer form) was reviewed and approved.
  - Sue will track and regularly review responses to the Volunteer form.
  - Tiffany will provide technical support.
  - **ACTION:** Tiffany to set up the Volunteer form so that Sue will be sent an automatic email when someone submits a form.
  - **ACTION:** Paul to put a link to the Volunteer form on the SIGCSE site.
  - **ACTION:** Sue to investigate ways to advertise the Volunteer form.
  - **ACTION:** Christine to put a notice about the Volunteer form in the next SIGCSE Bulletin.
  
- The Committees structures section of the SIGCSE Board Committee and Responsibilities was reviewed:
  - It was decided that each conference and the Doctoral Consortium will have a Board member to act as liaison to help ensure continuity.
  - The following Board members were appointed as conference liaisons:
    - ITiCSE – Alison Clear
    - ICER – Judy Sheard
    - SIGCSE – Susan Rodger
    - Doctoral Consortium – Tiffany Barnes
  - **ACTION:** Susan will review Committees items in the SIGCSE Board Committee and Responsibilities document and will email the Board with an updated version.

- Amber requested Board members to submit outstanding expenses for fiscal year ending June 30, 2014.
  - **ACTION:** Outstanding expenses to be submitted to AMBER by Monday
  
- Contract for Exhibits/Supporter Manager - Susan reported
  - Current Exhibits/Supporter Manager contract runs out July 2015. New three year contract needed for SIGCSE 2016, 2017, 2018.
  - **ACTION:** Paul, Sue and Susan to form a small committee to review options for the contract and report back to the Board.
  
- Memorandum of Understanding with IEEE
  - **ACTION:** Renée and John to email a draft of Memorandum of Understanding with IEEE for Board to review.
  
- **ACTION:** Susan to add the following items to the agenda of the August Board meeting.
  - Speaker's Fund requirement that SIGCSE materials are made available at the funded conference (Amber)
  - Difficulty in establishing a minimum profit for conferences based on data from previous years (Amber)
  - UPE back at SIGCSE?
  - Financial report for FY 2014 (Amber)

The meeting was concluded at 4.30pm

End of minutes, June 13, 2014, SIGCSE Board Meeting

Judy Sheard, Secretary