Minutes

JCDL Steering Committee
Meeting of July 17, 2002

Present: Nabil Adam, Nick Belkin, Erich Neuhold, Sally Howe, Richard Furuta
Guests: Geneva Henry, Bill Hersh, Ed Fox

Conferences

Previous conference

Ed Fox reported on the final financial figures for JCDL 2001. There were approximately
420 attendees, including tutorial-only and workshop-only. The conference broke even in
the absolute sense—expenses did not exceed revenues, but the budget reserve was not
met. Many of these problems were caused by a too conservative hotel room block,
required by ACM, which meant that overflow had to go to another hotel. However hotel
meeting charges were based on the number of meeting participants, which in essence
meant that the greater than expected attendance resulted in more, rather than less,
expenses. Additionally, differences in the hotel's charging method and the TMRF's
recording scheme made tracking of expenses difficult.

Current conference

Bill Hersh reported positive expectations for JCDL 2002. Revenue certainly exceeds the
TMRF's. The open question is what the relationship will be between budgeted and actual
expenses. Walk in registrations were encouraging—about 15 or 20 on Sunday for
tutorials, around 25 to 30 for the conference (about 15 on Sunday, 10 to 15 on Monday,
and a few since), and those for workshops on Thursday still to be seen. Pre-conference
expenses were in line with the TMRF, with the exception of a surprise charge of $5000
by the hotel for Internet connections. Hotel service charges also are charged for more
things than expected. OHSU financial sponsorship, in addition to other services lent
allowed upgrading the food at the opening reception.

The steering committee expressed their appreciation for the job that Bill's done with the
conference.

Next conference

Geneva Henry reported on JCDL 2003 plans. The conference venue will be the Shepherd
School at Rice University. Because this is the music school, the acoustics in the meeting
rooms should be excellent, although things like projection screens will have to be brought
in. Blocks have been reserved at nearby hotels at Rice University rates. Cathy Marshall
is Program Chair. Selection of other chairs is ongoing and should be completed soon.

Future conferences

A team in Toronto is expected to submit a proposal for JCDL 2004. One in Boulder, Colorado is expected to submit a proposal for JCDL 2005. Also possible is a proposal from a team in the Washington, DC area.

Memorandum of Agreement

The ACM/IEEE-CS Memorandum of Agreement expires after JCDL 2003. The steering committee supports extending the agreement as an ongoing one. A draft for an updated MOA was approved by the steering committee, with editorial changes.

Steering Committee Charter

In conjunction with changes to the MOA to reflect an ongoing conference series, modifications were proposed for the Steering Committee Charter. Additionally changes were included to reflect our current practices, to set a procedure to be followed if an elected steering committee member resigns or is removed, to clarify that the ex-officio members can be appointed or replaced at the will of their sponsoring society, and to more explicitly state the election schedule.

The steering committee approved the charter changes by a vote of 5 for, 0 against.

Setting process for election of committee members

All four elected positions need to be elected this year. We decided that the process we would follow is:

1. Nomination of candidates. Self nominations will be accepted as will nominations by others (permission to be nominated should be obtained from the nominee by the nominator).
2. The chair will appoint a neutral party (not on the Steering Committee and not a candidate) to conduct the election.
3. Votes will be collected. Each steering committee member will have as many votes as there are vacant positions, and can cast at most one of those votes for a particular candidate.
4. The top vote getters will be appointed to the steering committee, with the top vote getter receiving the longest term and so on. In case of a tie resulting in more candidates selected than positions, a runoff election will be held among the lowest vote getters who could qualify for a position. In case of a tie resulting in ambiguity about who should receive a longer term (but with all candidates receiving terms) a coin flip will decide.

The current election will be carried out with the following schedule:
July 26, nominations close
August 10 (or when all votes are received), first round of voting to be completed.