SIGUCCS Board Monthly Meeting
June 11, 2018

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<tr>
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<th>Laurie Fox</th>
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<td>X</td>
<td>Dan Herrick</td>
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<td>Allan Chen</td>
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<td>Lisa Brown</td>
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<td>Chester Andrews</td>
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<td>Mat Felthousen</td>
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<td>Irene Frawley</td>
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Meeting Agenda

Old Business
- Last meeting minutes
- Last meeting action items

Discussion / Decision Topics for Meeting
- 2019 Site Selection
  - Terminology
    - “Affordability”
      - F&B minimum
      - Overall food costs
    - Room rates
    - Airfare
  - EDUCAUSE 2019 Dates - Oct 14-17
- Cities under consideration
  - St Louis
  - Austin
  - New Orleans
- When are we announcing date and location for 2019?
  - Traditionally - at conference
  - Recently - announced earlier
- SIGUCCS Events Calendar
  - On SIGUCCS web page
  - Owned by Info Director Google acct
  - Not used
    - Can we see if it’s being used?
      - Look at Google Analytics (Chester)
  - What could it be used for?
    - Webinars
    - Mentor/Mentee hangouts
    - Committee meetings
      - Marketing, Exec. Comm, etc
  - Do we really need it? Do we have enough events?
  - Who is the audience? What is intent?
    - Public-facing, then deadlines and webinars
    - Committee meetings could cause confusion (depending on intended audience)

Conferences
  - 2018
    - Paper length - where do our stipulated paper lengths come from - us or ACM?
      - Some papers are coming in rather short, especially due to new template stripping out a lot of white space
      - Standard comes from ACM
      - Ask Irene if any other SIGs have experienced problems (Dan)
    - Some program slot openings
      - Exhibitors?
      - Resume thing (Allan)
  - 2019
    - Site visit - wait on contract with hotel
    - Team ready to go
  - Misc

Marketing
  - Review Communication Calendar
  - Review progress on Quarterly Priorities & Recommendations from Marketing Project
  - Action Items

Misc.
  - On Site Board meeting
    - Full day
    - 9-3:30 or 4
    - Long lunch (Allan to kick off seminars)
2018 video recordings of sessions
- Complicated
- Write to other SIGs to see if they do it (Laurie)
- Would need double copyright forms
  - To be recorded
  - That there is no copyrighted material in presentation (that doesn’t have attribution)

Action Items
- Special Meeting: **Friday, June 22 (2pm est)**
  - Tie up Marketing Report

Updates

*Please include updates from your area of responsibility and/or liaison duties. Highlight those that should be reviewed during the conference call.*

Chair

Vice Chair
- 2019 Conference
  - Core team complete!
    - Chair: Bob Haring-Smith
    - Treasurer: Melissa Bauer
    - Program Chairs: Keith “Mac” McIntosh & Becky Cowin

Professional Development
- Webinars settled
  - July 19 - Cross Functional Teams
  - August 16 - Posters
  - September 27 - New comers
  - Need to get releases from all
- Need to touch base again with pre-conference seminar folks to make sure they are still on schedule. (Allan)

Communication Awards (updated by Lisa)
- Kathy had 107 submissions
- Submissions closed June 4
- She is sending things out to judges for review

Marketing Committee
- Good coverage of conference and other news
- Working on some newsletter items leading up to the conference
- TBT on FB has been popular - this is scheduled out through July right now