VGTC Executive Committee Meeting (ExCom) minutes
Tuesday, 25 October, 12:30-1:45PM

Attendees: Hanspeter Pfister, Arie Kaufmann, Bowen Loftin, Robert Moorhead, William Ribarsky, Larry Rosenblum, Loretta Auvil, Dirk Bartz, Hans Hagen, Elizabeth Jurrus, Torsten Möller, John C. Dill, David Ebert, Eduard Gröller, Victoria Interrante, Daniel A. Keim, Tamara Munzner, Penny Rheingans, Jim Thomas, Ben Watson, Rachael Brady, and Kelly Gaither

1) Opening
   a) Call to Order (Hanspeter Pfister)
   b) Introductions (All)
   c) Approval of Agenda (All)
2) Action Items
   a) **What are our other financial options (WRT outsourcing our IEEE finances)?**
      Assigned: Loretta, and Bill
      i) Update: Open
         (1) (Loretta) Based on current discussions with IEEE, other options may mean spending more money – will be more expensive to go with someone other than IEEE. Kristine's opinion was that the IEEE rate was reasonable. Volunteers reduce cost, but that's a lot of work for volunteers. Conflicts include IEEE rules for how they spend things, how expenses are paid. Work-arounds exist.
         (2) (Ben) Preview of banking/registration alternatives - Summary: if we want to control our purse-strings and bank our money ourselves, we cannot use IEEE CS pre-registration or at-event services. There are several companies which can provide pre-registration services, at a savings of nearly $10000 over IEEE CS cost for a 500-person event. Since we could not use CS at-event services, we'd have another $12000 totaling $22000 to hire our own at-event help. Alternatively, we could hire 3rd party event managers and retain banking control, while still saving a good deal of money.
         (3) Discussion: Option might be trying out this new source with VR2007/8 before deploying at Vis
      ii) **Action Item**: Review banking alternatives in detail and report to ExCom.
         (1) Assigned: Ben and Loretta
   b) **Create training manual for the conference chair. Questions include when the committee assignments are made (earlier, one year in advance?)**
      i) Update: Open
         (1) (Jim) Conference materials from SIGGRAPH have been collected to use as an example. Not to follow the model but examine their set of guidelines. Proposed that 3-4 people meet in person to discuss in detail.
         (2) (Bill) Has compiled list of duties also to draw from.
      ii) **Action Item**: Dedicate a weekend to meet and put materials together.
         (1) Assigned: Jim Thomas, Bill Ribarsky, Kelly Gaither, and Hanspeter Pfister, Rachael Brady

c) Publish a list of the conference committee duties to the VGTC web site after approval by the Vis steering committee.
  i) Update: Open
    (1) (Rachael) Hanspeter has the list, but is unpublished
    (2) (Dirk) Should this information be public?
    (3) Yes, this should not be password protected
    (4) (Hanspeter) How about using a wiki for the conference organization?
    (5) (Tamara) Infovis Model: 2 machines, one for conference, one for software. Distinction between public and password protected documents must be made. Drawbacks of wiki – not good with attachments.
  ii) **Action Item**: Look into wiki for VGTC conference management
    (1) Assigned: Dirk and Tamara
  iii) **Action Item**: Publish list of committee assignments (including infovis).
    (1) Hanspeter, Rachael and Dirk
  iv) **Action Item**: Get quote for 2 computers to host VGTC web site at UCSD (administrated by Steve Lamont)
    (1) Assigned: Steve Lamont
d) Host the Vis Contest data and submissions at VGTC website.
  i) Update: Closed
    (1) (Dirk) Datasets (Contest and others) are linked; we don't get enough disc space at CS for directly hosting it (at least at the moment, but we keep bugging them).
    (2) Discussion: Disc space won't be a problem when we have machines for VGTC.
e) Put the Vis and InfoVis materials (except tutorial notes) on the VGTC website. We should do this as soon as we can but not more than a month before the conference, pending approval of the InfoVis steering committee.
  i) Update: Closed
    (1) (Hanspeter) It is now clear that we cannot put papers online before the conference. Turns out lots of good reasons with respect to patent law to NOT put papers on line before the conference.
f) Insist that the VGTC's 2005 budget be in accordance to the IEEE formula.
  i) Update: open
    (1) (Hanspeter) Updated VGTC entitlements attachment. Note that the 2005 entitlement is 28,800. We should use this money to hire someone to support Torston in publications.
  ii) **Action Item**: Talk to IEEE CS about rolling over VGTC money from one year to the other.
    (1) Assigned: Hanspeter Pfister
g) Look into creating a student support policy
  i) Update: Open
    (1) (Daniel Keim) student travel awards:
      • KDD: http://kdd05.lac.uic.edu/travelawards.html (selection algorithm favouring student authors)
      • SIGMOD: http://db.cs.ualberta.ca/mn/ugrad-award.html (proposal by e-mail from advisor)

- SIGGRRAPH:
  http://www.siggraph.org/s2004/cfp/students/volunteers/travel.php?pageID=cfp.
- Example Application Form:
  http://cadcam.engin.umich.edu/ACMSM/student.pdf (just as an example; would need to be adapted)

  (2) (Hanspeter) Students would apply through the VGTC

  ii) Action item: Look over above options and make a recommendation at the next meeting.
  (1) Assigned: Loretta & Bill

b) **The VGTC needs position duties description draft.**
  (1) Update: Open
  ii) **Action Item**: Make description of VGTC duties.
  (1) Assigned: Hanspeter Pfister

c) **Find out who to contact at IEEE to resolve the Explorer issue.**
  i) Update: Open
  (1) (Hanspeter) Contact has been made between IEEE and Torsten. Hanspeter is meeting with IEEE contacts next week to discuss.
  ii) **Action Item**: Send list of publications that have been scanned and need to be updated to Hanspeter before IEEE meeting.
  (1) Assigned: Torsten

d) **Make sure all future conference planning for VR and Vis is done two years in advance to help avoid conflicts with international conferences.** Assigned: Bill Ribarsky
  i) Update: Closed
  (1) (Bill) Ben Watson has become the vice chair for conferences
  (2) (Tamara) Two things need to happen. Decision needs to be made regarding the conference date and the date needs to be advertised so other conferences can plan.
  (3) Conferences to plan around:
    - Vis: MICCAI, Pacific Graphics, UIST, Medical Imaging, & Supercomputing
    - VF: I3D

e) **Award decisions must be made 6 months prior to the award to ensure proper time to inform the recipient. Please revise procedures.**
  i) Update: Closed
  (1) The award decisions for Vis were made 2 weeks before the conference.
  (2) Proposal to add awards vice chairs.
  (3) (Hanspeter) 2 vice chairs for awards, one for Vis and one for VR. Bill Lorensen is vice chair for Vis awards. Arie and Chuck Hansen get the career award this year.
  (4) Discussion: Infovis is eligible for awards, too. All communities are represented on awards committee.
  ii) **Action Item**: Publication dates for proceedings need to be sent to Bill Lorenson and John Staudhammer
  (1) Assigned: Torsten

f) **Contact John Staudhammer to ask if the ability to nominate should be made public and ask if John would like to appoint a vice chair**. Assigned: Larry Rosenblum.
   i) Update: Closed; John agreed to appoint a vice chair.
g) **Update the web page with the names of the VR awardees**. Assigned: Dirk
   i) Update: Closed. Done.
h) **Invite someone from the Vis community (Alex Pang for Allen Van Gelder) to write a memorial for Jane Wilhems and present it at the keynote address.** Assigned: Hanspeter Pfister
   i) Update: Closed.
      (1) (Jim) Amitabh has agreed to hold a Visual Analytics Symposia in conjunction with the 2006 Vis conference. Chairs are working well together (infovis and Vast). Good team. Potential conflicts exist, for example, there will likely be a joint capstone/keynote talks. Dates have been agreed on for calls. There will be joint marketing and membership of program committees in order to leverage overlaps. Challenge next year will be dealing with the growth. Capacity and space considerations next year will need to be made.
i) **Consider a proposal to find a mechanism to build a trust fund**. Assigned: and Loretta
   i) Update:
      (1) (Loretta) VGTC needs to convince tab to maintain running account so we don't lose money and having control of it. IEEE likes to maintain money spent in one year, not carried over to the next year.
      (2) (Hanspeter) hoping to create a conference reserve fund.
      (3) (Robert) conf. builds up a reputation. Continuity not maintained between years without reserve.
      (4) (Kelly) Conversation with Elvia meant it would be hard to change the system.
   ii) **Action item**: How do we create a trust fund? More discussion needed.
      (1) Assigned: Robert, Kelly, Hanspeter to discuss further.
j) Make a proposal before the Vis05 VGTC meeting to either 1) make a 1/2 time position or 2) consider an IEEE computer society alternative. Assigned: Torsten, Hanspeter and Loretta
   i) Update:
      (1) (Hanspeter) Torsten looked at the expenses. Need more discussion with IEEE. Proposal: fixed overhead on proceedings that can be paid to ½ time person. Jump start using money from TC this year.
      (2) Loretta: would be easy to pay in the same way we pay DesignFormation.
      (3) (Torsten) Need to transition this position to someone else. Hire a ½ time position to do most of current work. 7-8 conferences/year. Tax can bring in revenue of 80K/year. Turning this back over to IEEE possibly means changing the quality of the proceedings.
      (4) (Dave E): Proceeding process at IEEE CS has changed. Would be worth talking to them again.
   ii) **Action item**: Check with IEEE regarding proceeding options

(1) <mark>Assigned: Dave Ebert and Hanspeter</mark>
k) Create a proposed steering committee charter for all VGTC steering committees. Assigned: Thomas Ertl, Daniel Keim, Arie Kaufman, Bill Ribarsky, and Hanspeter
   i) Update:
      (1) (Hanspeter) VGTC Steering Committee By-Laws proposal: SC has term limits: There will be 6 +/- 2 members, 3 year rotation with possibility of having a second 3 year term. Opportunity for re-election after two terms have been served and no other good candidates can be found. New SC candidates are proposed by the current SC. Phase out plan for existing SCs needs to be proposed and implemented. If a SC cannot come to a conclusion on phase out plan, ExCom will propose one.
      (2) Vote: Passed, Unanimously
      (3) <mark>**Action Item**: Draft new SC by-laws for approval. Assigned: Hanspeter Pfister</mark>
l) <mark>**Action Item**: Update the VGTC bylaws to a current state and propose the changes by Fall ExCom meeting. Assigned: Hanspeter Pfister</mark>
   i) Update: Open
m) **Make a proposal to all three steering committees about an award for the paper from 10 years ago that made the biggest impact. This can be just a short email**. Assigned: Daniel Keim
   i) Update: Open
      (1) (Daniel) proposal: "test of time award". Email sent to Hanspeter
   ii) <mark>**Action Item**: Steering Committee needs to meet to discuss and decide on how to implement.</mark>
      <mark>(1) Assigned: Steering Committee</mark>
n) **Steering Committees should encourage Vis and InfoVis paper chairs to talk to each other. The 2006 Vis and InfoVis papers Chairs must have a meeting at the 2005 Vis conference to resolve this issue.** Assigned: SC and InfoVis SC
   i) Update: Closed
      (1) Joint InfoVis / Vis / VGTC lunch took place. Propose to make this the formal meeting for discussions during Vis. Propose to pay for the lunch from conference or VGTC budget.
      (2) Resolution: Conference or TC will pay for 1 lunch for infovis/vis/vast committee and one lunch for all paper chairs.
2) **New Items**:
   o) Committtee thanks Penny and Victoria for their outstanding service. 2 new members: Rachel Brady and Kelly Gaither taking over.
   p) Next meeting at VR in DC:
      i) VR SC / VGTC ExCom, March 25-29; Hilton Alexandria Mark Center; 5000 Seminary Road, Alexandria, Virginia, US
   q) Jim's Vast update
3) Additional Items:
(Daniel Keim) ACM SIGMOD Anthology available. Here is one idea for a useful service to the community. In the database community, SIGMOD has put together the ACM SIGMOD Anthology http://www.acm.org/sigmod/dblp/db/anthology.html

which is a collection of all relevant conference and journal papers that they made available free of charge to all their members. Together with the DBLP http://www.informatik.uni-trier.de/~ley/db/indices/a-tree/index.html it is the most widely used source for papers and bibliographic information in the database community. I think both projects are great ideas.

(Daniel Keim) DBWorld info
DBWorld Xtended is online! DBWorld Xtended is an experimental web site based on dynamic taxonomies that supports pull and push access to the DBWorld list.
URL: http://dbworldx.di.unito.it
Email: dbwx-info@di.unito.it
The site is based on a faceted taxonomy that includes topics, locations, and important dates. Access by dynamic taxonomies allows you to explore the information base in a guided way. By zooming on a concept you are interested into ("human-computer interaction", a date or a location) the system will display a reduced taxonomy that fully describes all the documents classified under the concept you chose. Only concepts related to the concepts you selected appear in the reduced taxonomy, and can be used to further refine your result by additional zooms. Push interaction allows you to set one or more profiles, by combining concepts from the same taxonomy. An email will be sent when new items arrive that satisfy your profiles.