1. Welcome, (Owens)
   - Meeting began 8:00am PST via Zoom

2. Attendees (House)
   - Barbara Boucher Owens (chair)
   - Vicki Almstrum (minutes)
   - Carol Hutchins
   - Roy Levin (Turing oversite)
   - Erik Rau
   - Kim Tracy
   - Mary Whitton
   - Tao Xie (SGB rep)
   - Jeffrey Yost
   - Chuck House (Guest)

Committee members not attending:
   - Bernadette Longo
   - Sachin Maheshwari
   - Ursula Martin
   - Len Shustek

3. Minutes from November meeting
   - The most recent meeting was in November. The December meeting had too few
     attendees and became a discussion meeting, rather than an official meeting.
   - Corrections to the November minutes
     o Typo in item 3 (“druve” rather than “drive”)
     o Add meeting started at 8:30am (non-standard time) and ended at 9:30am PST.
   - Approved pending those small changes. Vicki will fix and send to Kim.

4. Fellowship
   - Keep deadline for proposals this year as April 1 because already posted on website.
   - Tao agreed to send out the call later the day of the meeting (8PM Central). Jeff will send to SHOT SIGCIS the day after the meeting.
   - For next year, consider setting an earlier deadline / posting and making an earlier decision. This will help applicants from the north hemisphere who are applying in hopes of receiving summer funding.
• The committee will consider the proposals during the regular April 15th Zoom meeting.

5. Budget discussion
• Workshop subcommittee will work on workshop expenses.
• Fellowship subcommittee will consider budgeted amounts.
• Coming up with numbers for 2020, due by the end of January.
• Need to discuss the level of detail needed. Must work from prior detailed budgets.
• Mary will coordinate the work of pulling together the numbers for the budget.
• Question: Can we go back through prior years and recreate the more detailed categories? Chuck has that information, so will help ensure that we can reconstruct this.
• Will add lines to annual budget that are recurring costs as well as detail below the development fund funded projects (Turing Oral History and Video Interview Series).
• Need to add the Exemplar projects as well — need to decide how much.
• What is the line item for professional services? What does it cover?
• Must have a draft budget by the next meeting.

6. Status of Turing project
• Roy distributed the following report via email on January 20:
  o Of the 15 award winners whose oral histories are David Jefferson’s responsibility to complete:
    ▪ 3 are complete
    ▪ 9 are expected to be completed by mid-year (Feb: 1, Mar: 5, Apr: 1, May: 1, Jun: 1)
    ▪ 1 interview is tentatively scheduled for the fall, implying completion by end of year
  o That leaves two in unique states:
    ▪ Karp has a suitable oral history interview that was done recently; David is working on getting it licensed to ACM.
    ▪ Yao has been challenging to contact; but we are hopeful for contact (through a new channel) soon.
• Funds: ACM reports (per Barb’s budget sheet) that the account has $64K. David estimates that completing all remaining interviews will cost about $50K, so we have a little buffer in the account.
• Agreed to invite Tom Haigh to participate in the face-to-face meeting in Minneapolis.
  o Roy suggestion: Appoint him to the committee?
  o Chuck tried two years ago and he declined. He was a member prior to 2005. He left the committee in order to conduct interviews for the committee.

7. Status of Key People videos project (House)
• Chuck has compiled a list of the intended interviewees with phone numbers and email addresses. Will begin the interviews during the spring.
8. Workshop progress (Hutchins, Yost, Longo, Tracy, Whitton)
   • Monique Chang at ACM is working with the Marriott Courtyard for the workshop.
   • Concern about lack of submissions at this point in time. Tao reported that we have received two queries so far.
   • Discussed the 250-word research description as a constraint.
   • Names mentioned included Briana Morrison from SIGCSE, Tamara from SIGGRAPH, and one more.
   • Barb will contact the SIG chairs and ask for SIG nominations for the workshop. She will emphasize that it is a lightweight application process. Barb will coordinate with Tao for this follow-up; wants it to be SSU: short, sweet, and urgent.
   • Agreed that no cut-off is needed.

9. Web HC-operations (Tao, Tracy, Almstrum)
   • No progress made since the last meeting. Tao and Vicki still need meet to discuss the website migration.

10. Committee membership updates
    • The committee will return to this issue at a future meeting.
    • Barbara asked: Is there anything we are missing or that committee members would like to be doing that they are not doing now?

11. New topics
    • CBI contributions to SIGCSE Technical Symposium: Jeff and Amanda Wick will participate in two sessions. They will also offer tours for a limited number of SIGCSE attendees. Can see this as part of the Heritage / Exemplar projects work.

12. Next meeting February 18, 2019, 8:00 am PST via Zoom
    • Barb will be in Argentina during this meeting. Erik will chair on Barb’s behalf.

13. Conclusion 9:00am PST