ACM History Committee Meeting Minutes, September 20, 2021 (v. 1)

Welcome (Owens)
- Meeting began at 11:00am EDT / 8:00am PDT via Zoom

1. Attendees (Owens)
- Barbara Boucher Owens (chair)
- Vicki Almstrum
- Judith Bishop
- David Brock
- Carol Hutchins
- Roy Levin
- Sachin Maheshwari
- Kim Tracy
- Mary Whitton
- Jeffrey Yost
- Chuck House (guest)

Not in attendance
- Erik Rau
- Amanda Wick

We started the meeting with each member briefly introducing themself for the new committee member, Judith Bishop.

2. Minutes from August 2021 meeting (Almstrum)
- August 16, 2021 minutes: After small corrections by Kim, the minutes were approved unanimously.

3. Brief updates on committee work

a. Budget and Finances (Whitton, Rau)
- We have not yet received any feedback on the budget for this year beyond approval of the second 3-year round of funding for the ACM Awards Video Series.

b. Fellowship (Tracy, Almstrum)
- Vicki suggested that one or more of the new committee members may be able to help with the follow-up tasks related to past fellowships.
- The next call for fellowships will go out by early November. The committee will ensure that the call is ready for review at our October meeting.

- Judith asked who receives the call. Who are we targeting? There is a difference between posting an open announcement and doing targeted distributions.
- Carol mentioned the ACM key-people distribution list, which could help us spread the information further.
- ACTION ITEM for the Fellowship Committee: Create a distribution process document that includes the lists, universities, and individuals the Fellowship Committee targets for the fellowship announcement. This can support a more strategic approach.

c. Publicity (Hutchins, Almstrum)

- Carol, Barb, and Chuck participated in a call with ACM staff on August 20.
  - The call included Yan Timanovsky (Education and Professional Development at ACM) and Bruce Driver (ACM's Senior Marketing Manager). The primary goal of the meeting was to discuss how to better share results from the History Committee.
  - Bruce in particular was very interested in the snippets Tom Haigh had developed for the Turing Award winners.
  - Want to ensure that ACM staff is also aware of the content from the ACM Key Award Video Series. The series includes outstanding content that could also be developed into snippets as highlight extracts, keeping in mind that the full videos are an hour or more in length.
  - Need to think about how to better publicize the work being done by the committee.

d. Turing update (Levin)

- The contract is now formalized for Franny Cory to begin the trainee position to assist David Jefferson.
- Roy has been discussing how to get re-started doing interviews. Roy has been discussing strategies with David Brock about using CHM resources for doing some of these videographies. David has gotten feedback from colleagues and will share a proposed draft plan with Roy.

e. Web work, including ACM page update (Tracy, Owens)

- No new developments with the web. Kim has simply been keeping up with updates on an on-going basis.

f. Heritage Project + Preservation Outreach (Almstrum, Wick)

- During the orientation meeting with Judith, Vicki had discussed the Heritage Project and hopes that Judith can help with that.
- There has been progress with planning for the Heritage website toolbox section, where Amanda is the visionary. The toolbox is a selection of tools to guide practical, DYI approaches to legacy preservation in the absence of a professional archivist or curator to manage the process.

- The CEOHP exemplar is at a holding point while we recover some files that are missing.
- We must decide the approval process for declaring both the Heritage project website and exemplars ready to publish.

g. Global (Maheshwari, Hutchins)

- Reminder that we are emphasizing Global (rather than International)
- India project report from Sachin
  - Sachin has made progress with the Google drive set-up for the India Oral History project. The account sharing must be adapted to use Sachin's ACM account; Kim will help with this.
  - He reported about the progress with the on-going interview.
  - At this point, the expenses have been very low.
- Barb asked Sachin, Judith, and Carol to consider global aspects of our committee's work.
  - Sachin shared a list of concerns, which included the point that the culture and tradition of the past decades must represent the local perspective.
  - Carol explained for Judith's benefit that for about the last 8 months the committee has been striving to ensure that the Committee's activities are aligned with the ACM's goals regarding ACM as a global organization. In this regard, the Committee has been working to understand the activities of the centers in Europe, India, and China. Judith reflected aloud on what this really means and suggested that, essentially, the History Committee is trying to document the past.
  - Sachin clarified the motivation for the India Oral History Project and summarized the status. Barb suggested that Sachin meet with Judith to discuss this project further and that the meeting could include Barb or Carol.

h. ACM Key Awards Video Series (House)

- Chuck reviewed the ACM Key Awards Video Series project, which has focused on ACM awards other than the Turing Award (about 20 awards, of which the project has focused on 16). About 400 people have been recognized with these awards, so the goal for this project is to collect interviews with a good sampling of these award winners. The interviews are Zoom quality, rather than studio quality. At this point, 63 of 72 interviews have been completed as part of Phase I. The approved Phase II work will include 72 additional interviews.
- Chuck recently sent back-up drives to Barb, Vicki, and Amanda. Each is about 500GB of data.
- Chuck has created sample vignettes, analogous to the Turing snippets, which he hopes to continue further, if the funding can support this work. He will share the information with the rest of the Committee. These snippets are 3-5 minutes in length.
- For the snippets, Chuck has used GMX software. The company has offered to provide demonstrations during the HC workshop.

> ### i. Other?
> - Nothing more reported.

4. Workshop planning (Whitton, Almstrum)

- We must discuss three areas: The target audience, the format (in-person v. on-line only), and the curriculum.
- Thoughts from an email from Amanda:
  - Thematically, something like "How it Started, How it's Going". Take a rear view and forward-facing approach to legacy preservation (documentation strategies for past happenings of an organization) then a forward looking approach (how organizations can incorporate historical legacy considerations into their everyday practices.
  - For classes, ideas include 1) oral history, 2) electronic records, 3) establishing a records management policy and schedule to guide collecting, 4) success stories (request attendees come prepared with a presentation and discussion guide).
  - For oral history, Jeff and David can take the lead.
  - For records management, we can pull in a speaker from a corporate institution. For example, Amanda has a former mentor at Duke who might be able to help.
- We discussed the advantages of holding a virtual workshop, given current uncertainties related to the pandemic. Certainly, knowing the format will make the format simpler. We discussed whether a hybrid version can work. We concluded that this will be a virtual workshop.
- We agreed to decouple the workshop from a face-to-face Committee meeting.
- We discussed which participants we can invite. Should it be only individuals with an ACM affiliation? Only the SIGs? Non-USA centers for ACM. Outside individuals, from museums for examples? In the past, we have allowed non-ACM participants when there are open positions beyond the cap.
- Mary encourages social interaction for the attendees to encourage connections. Barb mentioned the virtual cocktail hour during the SIGCAS meeting. Mary mentioned tools such as GatherTown, which SIGGraph has used.
- At the next meeting, we can discuss the content more specifically and when to put out the call.
- We are assuming a date of late May or early June for the workshop. Important to plan for announcing the timing for the workshop and then set about advertising the workshop and seeking participants.
- Given that the workshop will be virtual, we will have "extra" funding that can be used in other ways.

5. New member discussion and invitations

- We briefly discussed the status for the additional candidates to invite as members of the History Committee. We will continue discussions via the committee mailing list and, if possible, issue invitations before the October meeting.

6. Additional business

- Kim shared that the SIG Governing Board will meet virtually in April (about a 3-hour meeting). He will attend as the History Committee's representative.
- New group member orientation: Once the vote has been completed, Vicki will invite the new members to a session similar to what she did with Judith. This will help the new member more quickly find their way around in the HS Operations folder and know the rhythm of the Committee's work.
- ACTION ITEM: Barb will invite Vicki Hanson, CEO for the ACM, to do a presentation for the History Committee, in person if possible otherwise via a video, to share information about the global components.
- Mary asked whether the ACM Awards banquet will be an in-person event. Roy confirmed that the banquet will not be an in-person event. The format is still being developed.
- Mary mentioned how helpful Pat Ryan has been in tracking down a contract related to a set of videotapes related to SIGGraph's history.

7. Upcoming meetings
Monday, October 17, 2021, 11:00 am EDT via Zoom

8. Conclusion about 12:10 pm EDT / 9:10 am PDT