eCAADe Administrative Council Meeting

Mid Year meeting minutes
20-21 March 2015

Held at KU Leuven, Faculty of Architecture, Campus Sint-Lucas Brussels, Paleizenstraat 65, 1030 Brussels on 20-21, March 2015

Minutes

1. **Attendance**
   (i) Attendance: Henri Achten (HA), Aleksander Asanowicz (AA), Vassilis Bourdakis (VB), Birgul Colakuglu (BC), Wolfgang Dokonal (WD), Jose Duarte (JD), Antonio Fioravanti (AF), Aulikki Herneoja (AH), Bob Martens (BM), Tom Maver (TM), Marc Muylle (MM), Rudi Stouffs (RS), Emine Thompson (ET), Johan Verbeke (JV), Gabriel Wurze (GW),Tadeja Zupancic (TZ)
   (ii) Secretariat: Nele De Meyere (NDM)
   (iii) Apologies for absence: Andre Brown (AB), Joachim Kieferle (JK)

2. **Secretariat of eCAADe**
   (i)   It was noted that Nele De Meyere will be taking Minutes of the meeting.

3. **Agenda**
   (i)   There were no matters arising that were not in the Agenda for this meeting

4. **Minutes of Previous Meeting: Newcastle, September 2014**
   (i)   The Minutes of the Council meeting in Newcastle (already circulated) were agreed upon.
   (ii)   The Minutes of the AGM in Newcastle (already circulated) were agreed upon.

5. **Administrative Council**
   (i) Composition and Roles
   MM expressed the intention to resign as member of the Council for various reasons, academically and personally. The resignation is foreseen for September 2015. At that time, he would have to be replaced as treasurer. JV would again take over this task after quitting presidency at the Vienna 2015 conference. MM was warmly thanked for all the contributions over the past years.
   (ii) Elections
   - Election of the new president: the shift is foreseen in September 2015. JK will take then the role of president. Yet, the membership can also make a proposal. The standard email on this will be sent out in due time. The message from JD can be used.
   - Vice presidents: JD will step down as vice-president emeritus and JV will take over. A new vice-president elect will have to be appointed. The Council proposed TZ and BC to take this role. It was decided that TZ will take the role first. Both expressed interest and want to strengthen the link with practice. This link can also be realized in the regional workshop.
   The idea was launched to plan an extra meeting between the President and the vice-presidents once a year. The Council was questioning whether two meetings a year with the entire council are not enough.
   (iii) Publication of the Statutes in Belgisch Staatsblad – arrangements
   JV and NDM had a meeting with De Witte Prins, an accounting organization specialized in advising non-profit organisations. A publication on the council for the Association should be done. NDM will send out a message to request for a copy of the identification card for all

members. De Witte Prins will also take a look at the Statutes.
Their price for this support is 250 euro.
    (iv) There were no proposals for new honorary members.

6. eCAADe Conference 2014 Newcastle (UK)
    (i) After conference duties for the conference chairs. ET requested to prepare an overview in the eCAADe Guidelines according to the phases 'Pre-conference', 'During conference' and 'After conference'. Now the Guidelines have no clear mentions on issues as sending participants file to the Secretariat, transferring the money, sending the files for the CUMINCAD database, video-set up and streaming, eCAADe grant, proceedings orders. Future organisers are involved in the Council in advance to transfer expertise but this is sometimes implicit. EM and RS will take up the update and the issue will again be discussed in September.
    (ii) Extended abstract submission, rules and advice given to the authors: In the past the Council decided to request for extended abstracts. As the number of submissions is growing steadily, the size of the materials submitted should be controlled as it creates too much work for the reviewers and becomes a bottle neck. Quality of content is of course the starting point. In previous years a template file was used to show what we expect.

It was agreed that organisers should ask for
- Minimum 1000 and maximum 1500 words
- Minimum 5 and maximum 10 references
- 1 or 2 images

It was said that listing of the topics is also important but sometimes is running way behind the developments.

7. eCAADe Conference 2015 Vienna (AT)
    (i) Overview of arrangements: BM thanked previous organizers for their feedback in the past months. There is a stable team in Vienna. AutoDesk and Bentley have confirmed sponsoring. Spaces are set and very close to each other, providing a big area where people can sit. Conference fee is identical to Newcastle. Proceedings are offered with opt in-possibility. Registration will be online by the end of this month. First the notification of acceptance will be sent out. The social events are well worked out.
    (ii) Abstract acceptance overview: 177 out of 303 are accepted.150 will remain, is expected. Many from USA, UK, Portugal, Austria, Germany, Poland..
    (iii) Pre conference activities – workshops: the proposals are due April 15, 2015.
    (iv) PhD Workshop – organization was not so successful in Newcastle. It should be part of the leaflet and the program. 400 euro (for 4 students) is foreseen for everyone who has to travel to the conference. Two locals students get free entrance to the conference. The submission period is planned from April 15 till June 15. The reviewing is thus due in second part of June. The session itself is planned on Tuesday from 12h00.
    (v) Other matters concerning the conference: the timing of the AGM and the end of conference activity is planned according to the Newcastle and Delft schedule.
    (vi) Panel discussion or round table: the team confirms they want to organize a practitioner event like last year, initiated by Robert Aish and involving practitioners from the Vienna area.
    (vii) List of reviewers: inadequate reviewers not doing their job well, and this for three years in a row, will be checked. As this could indicate a problem in commitment, these people will no longer be involved.
    (viii) Video streaming: WD said that it did not work out well in Newcastle and the materials are not online yet. ET pointed that this is an item that should be in the guidelines for conference organisers. In any case, the plan is to have the keynote lecturers and round table live in Vienna, other presenters at least very

soon after the conference. The best place for the archive would be CUMINCAD or the archive on the conference website. Questions concerning legal issues on intellectual property were raised and will be checked out.

8. **Future Conferences**
    (i) 2016 Oulu: AH presented the leaflet. It was said that the tight schedule should be taken into account as the conference already takes place in August. Sending out the leaflet to the sister organizations should be done in time but not too early. AH confirmed that the website will be launched asap and presented possible key note speakers and their profile. The idea is to cover different approaches to the field (design, theoretical, ..). It is good to involve people with new ideas creating inspiration and discussion but also someone local. Openconf is to be set up by the end of the year. BC remarked that other sponsors may be approached. But then the question is what we do have on offer. It could be sponsoring of the eCAADe grant.
    (ii) 2017 Roma, AF presented the 'Shock Out the CAAD World' tentative proposal for organizing the 35th eCAADe Conference in the Faculty of Civil and Industrial Engineering at the Sapienza University of Rome. He presented the venue and the preliminary budget. There were questions concerning the theme not being very clear and it was also said that the title is not correct English. There will be some thinking about the title. There should be three reviews in principle. If there would be a problem in capacity, this should be checked in the Council meeting. It was also asked whether there is a native speaker in the team to check language issues. JV will prepare a feedback for the Rector/Dean in the Sapienza University of Rome. A draft leaflet is expected by September 2015.
    (iii) 2018 Lodz: Anetta Kepczynska-Walczak from Lodz Technical University made a very sound proposal which the Council was pleased to accept. It is decided that Anetta will be invited for the next Council meeting.
    (iv) Further on: there was an expression of interest from Aalborg. It was also said that Porto will probably submit a proposal in the future but not now. It would also be good to have a conference again in France or Spain.

9. **eCAADe International Regional Workshop**
    (i) Milano 2015: The 3rd eCAADe International Regional Workshop will take place at the Department of Design of Politecnico di Milano, Milan (Italy) on 14-15 May 2015 during EXPO 2015. The workshop is coordinated by Michela Rossi. It was decided that Joachim Kieferle would attend on behalf of eCAADe and that JD is substitute. There is travel refunding foreseen for the representative of eCAADe. Beside that the organizing committee receives a 2500 euro contribution. There will be a search for sponsoring this initiative. BC will check out possibilities.
    (ii) Future workshops: call will be sent ou like last year – focus on practice will be underlined.

10. **Parallel Organization Conferences**
    (i) Reports from the conference representatives
        a. JK and BM went to SIGRADI.
        b. HA went to ACADIA.
The report was already sent out via mail.
HA stressed the success of the Facebook-page for the ACADIA organization and asked whether anyone would want to take this up for eCAADe.
    (ii) 2015 conferences
- ASCAAD – no news.
- CAADRIA 2015 - Emerging Experiences in the Past, Present and Future of Digital Architecture, 18-23 May, 2015, Kyungpook National University, Daegu, Korea – BM will go. JV should provide him with an endorsement.
- ACADIA 2015 – COMPUTATIONAL ECOLOGIES: Design in the Anthropocene, Oct 19, 2015 to

Oct 25, 2015 University of Cincinnati, USA – either JD or WD (to be decided)
- SIGRADI – 25-27 November 2015, Federal University of Santa Catarina, Florianópolis – Santa Catarina – Brasil – either JD or WD (to be decided)

11. Reviewing system
    (i)   Report by conference organizer: the Vienna reports on a very good system. They will share experiences with AH.

12. CUMINCAD Digital Library
    (i) Memorandum of understanding was established and the implementation of transition is prepared now in Ljubljana
    (ii) A new joint meeting between the Councils will be planned at the Vienna conference. JV will start organizing this well in advance.

13. Publications, Networks and contacts
    (i) Website – MW sent a screenshot with an update proposal for the eCAADe website. JV said that maybe this should be situated in a more broad discussion on what we want with the website.
    (ii) International Journal of Architectural Computing (AB)
    Issue 1 is published at the moment. eCAADe is invited to edit the next issue. ET will take this up. JK is also willing to contribute. GW and BM want to take this up in the next year. Volunteers for editing are: AH, BM, GW, JV, HA, ET, TZ.
    (iii) Social Media:
        –   LinkedIn: status (HA) - 1260 members, one third are in senior position, 60% comes from research, so a lot of practitioners are in the group – contributions for discussions are welcomed. There should be a link with the social media on the eCAADe website
        –   There is a Facebook group now for the eCAADe conference in Vienna, set up by GW.
    (iv) Other:
        a.   Adding the eCAADe conference proceedings to the Thompson and Reuters listing: HA submitted the 2014 proceedings, ISBN number problems were solved in the end, at this moment no feedback at all.

14. Presentation prices
    (i) Online voting system for presentation prices. The system was running well. Guidelines should include printing of the certificates.
    (ii) Ivan Petrovic price: the follow-up on winners and their publication in IJAC should be paid special attention to. Who is responsible?
    (iii) eCAADe presentation price (Bentley funding - 500€): MW may be contacted for that. The conference organizer should collect pictures of everybody.
    (iv) eCAADe poster competition (WD)

15. Financial Situation
    (i) Current Status of eCAADe finances (NDM)
The Statement of Accounts showed a bank balance on 31/12/2014 of 45026,31 euro. This implies a loss van 2976,15 euro. However a transfer of 6850 euro for the Newcastle membership contributions should be taken into account.

    (ii) Possible Investments: there were no suggestions.

16. Other issues
(i)   VAT– JV reported on a meeting with De Witte Prins, a accountancy firm specialized in advising non-profit organizations. They confirmed that the association is exempted from VAT. They will support us in a correct publication of the Statutes.

17. Any other business

(i)   TM requested for a fostering and encouraging of the academic trajectory.

(ii)   An international journal contacted HA to do a special issue. It was agreed to select papers but not create competing with IJAC (double entries) – HA will take this up.

18. Next Council Meeting

(i)   Arrangements for the meeting in Vienna: the next Council meeting will be organized on Tuesday 15/09/2015 at 4 PM at Technische Universität Wien. The room will be confirmed later.

(ii)   Meeting close – JV thanked all the members for their contributions and the meeting was closed.