eCAADe Administrative Council Meeting
Minutes of the the Mid Year meeting

Meeting held on Tuesday 23 August 2016
at
Oulu University
Aleksanterinkatu 6

Minutes

1. Attendance
Attendance: Henri Achten (HA), Birgul Colakuglu (BC), Wolfgang Dokonal (WD), Joachim Kieferle (JK), Bob Martens (BM), Emine Thompson (ET), Rudi Stouffs (RS), Johan Verbeke (JV), Gabriel Wurze (GW), Tadeja Zupancic (TZ)

Guest: Anetta Kepczynska (AK), Antonio Fioravanti (AF), Aulikki Herneoja (AH)

Secretariat: Nele De Meyere (NDM)

Apologies for absence: Aleksander Asanowicz (AA), Andre Brown (AB), Vassilis Bourdakis (VB), Jose Duarte (JD) and Tom Maver (TM).

2. Secretariat of eCAADe
It was noted that Nele De Meyere will be taking the minutes of the meeting.

3. Agenda
(i) Matters arising that are not in the Agenda for this meeting:
GZ - layout style of the printed proceedings
JK - logo competition for Rome conference
JK - reimbursement for attendance at eCAADe Regional International Workshop at Novi Sad (Serbia)
WD - video archive

4. Minutes of Previous Meeting: Brussels, March 2016
(i) The Minutes of the council meeting in Brussels (already circulated) were agreed upon.

5. Administrative Council
(i) Composition and Roles
It was said that we have to work on the vision first before we discuss the roles. The general idea is that everybody who is in the council takes an active role, of course to a fair amount of time.

(ii) New members
Conference organizers are invited to the council meetings at least one year in advance and one year after the conference has ended, this in order to guarantee transfer of expertise. Conference organizers can be invited to become formal member afterwards, when there is a proposal from the council.

BM asked to discuss the role of GW as he is an enormous support for the organizers in preparing the proceedings and is putting a lot of work in this. It was decided that he would be defined under a category of special supportive members (also on the website), like MW. These members are waived the conference fee. The organizer should however not pay an eCAADe membership contribution for them.
JK will contact MW to put this on the website. GW was thanked for the great work.

(iii) Honorary members - There were no proposals.

6. eCAADe Conference 2016 Oulu (AH)

(i) Overview of arrangements

AH confirmed that all is up and running. She gave an overview of the sponsoring of about 26000 euro. Around 47000 euro was collected from the registrations (170 registered, yet key notes are not paying, as are BM, Tomo Cerovsek, 4 PhD students, 3 representatives from the sibling organizers).

(ii) The voting process and the collection of the pictures for that, was discussed. BM will contact MW to set up the process and an email with the announcement will be sent out to all registrants before the start of the conference. JK will also announce it during the opening session. AH will instruct her team to take care of counting people in the sessions. MW will put these numbers in the system after last session. That is the reason why the keynote speaker should be scheduled at the end (this is an advise for AF and AK!).

(iii) It was asked how it worked involving the chairs in the reviewing phase. For some it worked better than for others, also depending on the quality of the paper. Yet in general proof reading went well and it was decided to stick to that for the future. It was said that the comments of reviewers should be made available for the session chairs for crosscheck and to avoid contradictory comments. Technically it is not easy at all.

It was also said that there is an "escalation phase" in dealing with rejections: it is the reviewing committee that decided, it is never an individual decision. Any critical issue can be dealt with by the reviewing committee.

(iv) eCAADe PhD workshop

WD gave an update and thanked the reviewers involved. 7 submissions were handed in correctly. Normally 4 students would have been selected and 2 from the local organizer. As there were no submissions for Oulu, this year 5 students (Rome, Lodz, Munich, Graz) were selected but one cancelled late. It was again said that the workshop is a very good tool to involve new and young people in the domain.

(iii) Streaming

The issue of recording and streaming was again extensively discussed (necessity, added value, privacy issue, ..). In the end it was decided that for this year everything would carried out as planned.

For the future WD will put ideas on this on paper and share it with the council. It will then again be taken up during the next meeting. Collecting is clear, publishing is a question.

AH confirmed that it is possible to stream the keynotes but permission should be checked in advance with them. WD will collect all recordings, provided by AH.

7. eCAADe Vision

(i) Current Status: JK reported that discussion has not yet fully started but that he will soon share collected ideas with the council.

8. Future Conferences

(i) 2017 Rome: AF presented a state of affairs. The conference will be held a Sapienza University, close to the Coloseum. Rooms in the university are booked. Keynotes are contacted. Venues for the social events are to be confirmed.

Now the flyers have to be sent out to the sister organizations, the website should be launched soon and the reviewing committee has to be set.

It was also asked that AF prepares a short ppt to announce the conference at the closing of this year's conference and for the sisters organizations.

About the logo competition it was said that it is a nice initiative but the responsibility of the organizer. HA volunteered to join the jury.

(ii) 2018 Lodz: AK confirmed that the team was set (the two other members are also present in Oulu). She presented two proposals for the proceedings cover and the conference flyer. AK was asked to share the pdf via email. ET will send the eCAADe logo to AK. Conference topics can be added. The URL of the website will also be delivered. TM and ET can be contacted for a language check.

(iii) eCAADe 2019 ++
The council unanimously voted for the proposal form Porto (Pedro Sousa), also because of their longstanding commitment in the community. It will be announced at the AGM.
Allocation for 2020 is to be decided next year.

9. eCAADe International Regional Symposium
(i) Novi Sad 2016 workshop: JK already sent out the report. JK praised the initiative proving its added value for the community well. JK asked reimbursement for his trip (additional to his CAADRIA-trip) of 349 euro, which was accepted by the council members.
(ii) Application 2017: The council unanimously voted for the proposal from Cardiff University (Benjamin Spaeth and Wassim Jabi). It will be announced at the AGM.

10. Parallel Organization Conferences
(i) Reports from the conference representatives (via email)
(ii) Next conferences
   - ACADIA (27.-29.10.2016): BM
   - ASCAAD (7.-8.11.2016): ET
   - CAADRIA (5.-8.4.2017): BC (confirmation by November), otherwise RS and then WD
   - SIGRADI (9.-11.11.2016): WD this year, JK opts for the next year, but this will be decided in the next meeting
   - eCAADe Regional International Symposium: JV (if it is in the Easter week), HA (if it is not), ET as back up as she will go anyway
   - Preparation of Joint meeting between Councils: David Gerber (ACADIA) and Patrick Janssen (CAADRIA) are here as official representatives. JK will try to set a meeting.

11. Reviewing system
(i) Open Conf (Status) (MW, MS): It was said that it runs well.

12. CUMINCAD Digital Library
(i) Status of going OpenAccess (BM): JK will send out email to thank the people driving the process behind the conversion (BM, Tomo Cerovsek, JV and JD, contact persons in the sisters organizations, ...).
(ii) BM will forward the EBSCO proposal to JK who can discuss it with the sister organizations.
(iii)v Listing to Thompson and Reuters of previous conferences (HA): The process of the ISBN went well. HA will keep the council updated.

13. Publications, Networks and contacts
(i) Website (MW): Remarks and updates can be sent to WD who will take it up with MW.
(ii) International Journal of Architectural Computing (AB): The special eCAADe issue 2015 is in the pipeline for publication. ET asked if editors could get a hard copy. BC will contact AB and Tuba Kocaturk to have the journal listed.
(iii) Social Media (Facebook/LinkedIn: status) (HA): LinkedIn is steady (50 members more than in March). HA is in favor of a Facebook group but someone has to manage it. The conference organizer sets the conference as FB-event for one year. ET will develop a proposal for Twitter.

14. Presentation prices
(i) Online Voting system for presentation prices: see above.
(ii) Ivan Petrovic prize: see above.
(iii) eCAADe presentation prizes: Template with JK.
(iv) eCAADe poster competition: WD confirmed that he will do it again as soon as he has time for this.

15. Financial Situation
(i) Current Status of eCAADe finances: NDM reported that she will have the 2015 accounts (as already presented during the midyear meeting) audited during this conference. The bank balance at end 2015 was 53063,99 euro. There was a profit of 8037,68 euro. Today the bank balance is

42869,56 euro. Main expenditure was for the CUMINCAD upgrade and the new graphical design (ACADIA and CAADRIA are still to be invoiced for that), the Novi Sad reimbursement and the expenses for the midyear meeting.

(ii) Auditing: Dana Gilles and Gilles Halin will be contacted for this

(iii) Possible Investments: There were no proposals.

16. Other issues

(i) Publication Belgisch Staatsblad: NDM said that she already has passport copies for HA, BM, TZ and JD. All other members are asked to provide her with a copy so that the publication can be finalized. As a new publication is needed every time the council composition changes, it was said that it is best to maintain a fixed timing for this.

(ii) GW asked permission to change the internet URL reference style. As for the question by future organizers to leave blank pages out, this was not accepted.

17. Next Council Meeting

(i) Arrangements for the midyear meeting: The next Council meeting will be organized on Friday 31/03/2017 and Saturday 01/04/2017 (start at 2 PM on Friday) in KU Leuven, Faculty of Architecture, campus Sint-Lucas Brussels, Paleizenstraat 65, 1030 Brussels.

(ii) The meeting was closed, all members were thanked for attending and AH was warmly thanked for hosting.