JCDL STEERING COMMITTEE
Minutes of the Meeting of 25 June 2001
Roanoke, Virginia

Members Present: Nicholas Belkin, Rick Furuta, Sally Howe, Gary Marchionini, Erich Neuhold, Pradip Srimani (for Nabil Adam)

Visitors Present: Chris Borgman, Ed Fox (for JCDL 2001), Lois Delcambre (for JCDL 2002), Elaine Toms (for JCDL 2003)

1. Rick Furuta was nominated for Chair of the Steering Committee; elected by vote of 4 in favor, one abstention

2. The Charter was amended, in section 3, point 3, last sentence, by unanimous vote, to read:

   In general, the ACM SIGIR, ACM SIGWEB and IEEE DLTC will sponsor the conference at equal basis, i.e. 1/3 each.
   This change to go into effect after JCDL 2002.

   The Charter was further amended, by unanimous vote, to delete Section 8, paragraph 3.

3. It was decided that the member representing the IEEE DLTC would be determined after the upcoming election of the Chair of the DLTC

4. Report from Borgman and Fox on JCDL 2001:

   - The break-even point for the meeting was 350 attendees, with no contributions from sponsors; the actual attendance was about 430, with about $20K in contributions.

   - There were about 15 student volunteers

   - Room blocks at hotels was a problem, because of ACM's policy of blocking for only ½ of expected attendance

   - Doubletree's policy of not honoring reservations after a certain hour, despite their having been guaranteed, was a big problem

   - There is a need to budget for 15 hours/week of secretarial/administrative help for both the conference chair, and the program chair

   - In the future, it may be a good idea to have multiple program chairs to extend the range of expertise for selection of referees, which was somewhat of a problem

   - Continuity from year to year is important. One way to accomplish this is to ensure that an "important" member of one year's program committee is an even more important member of the subsequent year's.

   - The number of attendees at tutorials and workshops was somewhat smaller than expected

   - The publication schedule was a bit of a problem, because some people didn't submit on time

5. Delcambre report on JCDL 2002 (for Bill Hersh)

   - Plans are set, Call for Papers has been distributed, announcement and information about JCDL 2002 will be presented in conjunction with one of the JCDL 2001 keynotes

   - The Steering Committee asks that it look at the budget before it's sent in for approval

   - Gary Marchionini (Program Chair for JCDL 2002) asks about having three parallel sessions, about how panels have worked, and how to extend appeal to a wider audience

6. Toms reports on plans to hold JCDL 2003 in Toronto

   - Thinks that her group can do the job, but can't commit to it yet.

   - Thinks that June might be a good time for the meeting.

7. Howe asks that members of the Steering Committee suggest potential members to PITAC, by email to her

8. The following membership schedule for the Steering Committee was agreed upon*:

Member	2000	2001	2002	2003
SIGIR	1	1	1	*
SIGWEB	2	2	*	
DLTC	3	3	3	*
Neuhold	4	4	4	*
Yesha	5	5	*	
Marchionini	6	6	*	
Howe	7	7	*	

*My interpretation of this table is that SIGIR is due to appoint a new member in July 2003, SIGWEB a new member in July 2002, DLTC a new member in 2003, that an "at large" member be elected to replace Neuhold in July 2003, and that at-large members be elected to replace Yesha, Marchionini and Howe in July 2002. However, Neuhold drew up this table, so he is to be consulted as the authority on it.

Respectfully submitted

Nicholas J. Belkin
Past Chair