Welcome from Fiona Nah
Introduction of New Council

(1) Advisors
(2) Officers

I. Membership Report by Tom Roberts
   a. 301 Members from 6 continents and 32 countries
   b. Membership website is available – URL in the newsletter
   c. Membership is up
      i. Question: Could it be higher? Right now it is roughly 8% of the total AIS membership (out of 4,000)
   d. Concern: Membership doesn’t auto-update at AMCIS. Wants to contact people with different expiration dates.
      i. As it stands right now, people have to remember to re-register by themselves.
      ii. Question: How can the process be streamlined?
          1. Possible Solution: Mass email to remind people/members to register/re-register.

II. HCI Track at ICIS by Kai Lim
a. Track being handled by Kai Lim and Dov Te’eni
b. Question: What about aligning the ICIS track with fast-track to journal(s)?
i. This issue was tabled until later.
c. Question: What about the track’s alignment with the PRE-ICIS Workshop?
i. Workshop has the benefit of fast-tracking to journals
ii. Workshop is considered more developmental than the ICIS track
iii. This issue was tabled until later.

III. SIGHCI By-Laws by Fiona Nah
a. The by-laws are available at the web site
b. Questioned Article 4 of the by-laws. Is the yearly election process the best for the SIG?
i. Problem with 1 year elections include finding new people to do it and getting votes every year.
ii. Problem with 2 year elections: Past-Chair/Chair/Chair-Elect positions becomes a total of 6 years not 3.
iii. Proposed solution (not voted on): 1 year term. If the SIG is comfortable with an extension of the term, it can be extended.

IV. PRE-ICIS Workshop Planning by Traci Hess and Scott McCoy
a. General Update
i. 17 research paper slots
ii. 1 panel -- Publishing HCI in IS journals
iii. Special Issue into JAIS
iv. Likely to have the reception on Saturday evening
v. Food choices will be distributed to attendees
vi. Budget Issues
1. Fees in 2004 -- $175 (up from $150 in 2003)
2. Fees for students -- $100 ($90)
vii. Sponsorship is still being sought
1. $5,000 to $10,000 are desired
viii. Question: Possibility of adding lunch for an additional $50/person?
1. To be addressed on an as needed basis. Not likely in DC (2004)

V. SIGHCI Server
a. Desire one central server to reduce the number of distributed machines that are currently being maintained by several different people
b. AIS should provide server space
i. Contact Samantha Spears
   ii. Tom Roberts said he has someone in mind who can help with this transition.
c. NOTE: Jane Carey suggested that SIGHCI have a liaison between the SIG and AIS
i. Address voting and server issues

VI. Newsletter
a. Will no longer be mailed because of outdated addresses.
b. The newsletter will be circulated in person and available via the web.

VII. Comments
a. Reminder to subscribe to the listserve
b. SIGHCI is maintaining a photogallery
   i. Question: Who should pictures be sent to?
c. Trying to form relationships with other HCI/CHI groups to provide a unified voice of the community.
d. Should try and get better representation of SIGHCI at the following AIS sponsored conferences:
   i. PACIS
   ii. ECIS
e. Invitation to attend the curriculum meeting to show support for moving HCI classes into the graduate/undergraduate curriculum
   i. Suggestion: Add a methodological HCI course in order for students to better understand our work.