

eCAADe Administrative Council Meeting

Meeting held on

5 September 2006

University of Thessaly, Volos

Department of Planning

MINUTES

Present: Henri Achten (HA) (President, in the Chair), Vassilis Bourdakis (VB), Andre Brown (AB), Nele De Meyere (NDM), Wolfgang Dokonal (WD), Jose Duarte (JD), Joachim Kieferle (JBK), Marc Muylle (MM), Bob Martens (BM), Johan Verbeke (JV), Tadeja Zupancic (TZ).

Invited: Silke Lang (SL), Sonia Tuxhorn (ST).

Apologies for absence: Jonas af Klercker (JK), Alexander Asanowicz (AA), Thomas Kvan (TK), Jelena Petric (JP), Tom Maver (TM).

1. Minutes of Previous Meeting: mid year meeting at Hogeschool voor Wetenschap & Kunst, Department of Architecture Brussels (March 2006)

It was noted that the amount set as fee for participants from former Eastern Europe in point 6 (ii) should be 225 € instead of 200. AB added various remarks that were to be dealt with in the current meeting, especially honorary membership and European funding. The Minutes of the Council meeting were agreed. The minutes of the AGM in Lisbon, already circulated, were agreed without comments.

2. Secretariat of eCAADe

- (i) It was agreed that NDM will take minutes of this council meeting and JV confirmed the willingness to maintain the organization of the secretariat in Brussels.
- (ii) The secretariat was asked to send a copy of the statutes (online and/or pdf) to AB for publication on the website.
- (iii) NDM presented the Statement of Accounts 2006 and Profit and Loss Account 2006 until this date. An overview of the membership 2006 was given. It was said that if MK had to pay a conference fee for CAADRIA 2006, this cost was to be covered by eCAADe. Furthermore it was agreed that an invoice template would be sent to Ziga Turk for the IP-range cost. The accounts 2005 as presented during the mid year meeting will be audited during the conference. SL agreed to be auditor for 2005. It was recommended to appoint a third person as auditor in case of absence of one of the others. HA confirmed to approach Michael Mullins on this.
- (iv) The subscription form will be updated, not changing the amounts for the hard copy proceedings. The updated form will be sent to AB.

3. Composition and Roles of the Administrative Council

- (i) The council composition did not change. The question of esteemed membership was again discussed and it was agreed that the Council may appoint individuals as honorary members to recognize their extraordinary position within the history of eCAADe. It was agreed that honorary members automatically receive access to CUMINCAD and are to be sent the conference book and CD proceedings. The council preferred a written format and HA confirmed to draft up a text. WD suggested bringing the honorary members on the eCAADe website. JBK asked whether honorary members should be mentioned in the conference proceedings. The council told him that acknowledgement to the reviewers and scientific committee would be sufficient. The council appointed JK and TM as honorary members. It was agreed that all members will sign the hard copy proceedings book before sending it to them.
- (ii) Roles: The roles were confirmed as follows: President: HA, chairing the council meeting, Vice-president: WD and JD, Treasurer: JV, Research: TM, Conference location liaison: BM, Communications: AB and JK, Auditors: Silke Lang, Michael Mullins and Andrew Roberts, Secretary: NDM.
- (iii) The question was raised whether interesting funding sources that could support eCAADe's activities were found. It was stressed that the search for European funding possibilities should be enhanced. A call to all council members was launched to inform HA and JBK and MM as future conference organizers about possible funding possibilities. AB looked for different kinds of funding. The ISF deadline for 2008 is to be looked out for. It was decided that it is not realistic to apply for every possible grant. But in case of an interesting opportunity, it was agreed to gather a small group, meeting in Brussels to fulfill the application procedure. The CORDIS website (<http://cordis.europa.eu/en/home.html>) will be checked, as well as possible calls for European Associations and research networks. TM and JK will be asked to take a look at this.

4. eCAADe Conference 2006 Volos

- (i) Overview of arrangements: 145 registered for the conference. There were 10 late cancellations, mainly due to visa problems. VB asked the council's feedback on sponsorship policy. There are three sponsors on this conference: Bentley, AutoDesk and Form Z. Two sponsors are sending a keynote speaker holding a technical plenary before the cocktail. There was discussion about prime time key notes and it was stressed that an academic conference should have an academic keynote. It was also said that eCAADe should work on a stable relation with its sponsors, supported by good communication with attainable contact persons.
- (ii) Concerning the Ivan Petrovic Prize arrangements, the conference organizer was asked not to schedule young researchers in the last two sessions. As the current web review system is not indicating submitters under 35 years old, people are to be asked to register at the eCAADe secretariat if they want to participate in the prize. WD asked to make sure that at least two council members would attend sessions of possible nominees. It was also said that this item should be checked in the web reviewing system to be used next year.
- (iii) VB was thanked for the organization and the council apologized for the problems with the web reviewing system.

5. 2007/2008/2009 Conferences

- (i) The current web reviewing system will no longer be used. The council discussed various open source solutions. It was stressed that continuity should be aimed for, taking into account that every system requires work in set-up and

maintenance and has a substantial cost. This council discussed on who would have to carry this cost. AB thought that eCAADe should have its own web review system, like it has its own website, ISBN's,.. WD added that he is in favor of a split system for carrying the web reviewing cost. BM had contacted the SciX people (SOPS system): their estimate is 1st year investment of 1000 Euro, after that each year 500 Euro. JBK, BM and MM agreed to contact HP to learn his viewpoint on this before making a decision.

- (ii) Germany - Frankfurt 2007: JBK gave an overview of the arrangements and informed the council on the fusion between the schools of Wiesbaden and Frankfurt. Frankfurt will host the eCAADe conference. Yet funding is expected from both institutes. The conference team has four members, two of them attending the current conference (JBK and ST). The dates for the conference were repeated: 26-29/09/2006. The secretariat was asked to send the ISBN to JBK. HA confirmed to clear out the situation on changed ISBN numbers before that. The template for the book will be sent by JD to JBK. It was asked whether this template should not be downloadable as well from the eCAADe website.
- (iii) Antwerpen 2008 - MM made an analysis of the participation grade in the previous conferences and it was questioned whether the point of break-even should not be reviewed. Furthermore a discussion was raised on which countries were eligible for a reduced fee. The council stressed that the spirit to stimulate and assist participation from all over Europe should be maintained. If a reduced fee is not allocated to a specific country, it is up to the organizer to deal with the request. It was asked to set out a clear definition for eligible countries and this on basis of statistics. AB promised to do this exercise. The discussion was closed stating that eCAADe above all wants to be inclusive in its activities and that a possible definition on eligible countries will be formulated as: 'eCAADe wants to support the following countries:..'. MM invited the council to send him suggestions on key note speakers. BM asked to finish the conference flyer as soon as possible in order to be able to send it to the sister organizations. MM concluded by offering to present some proposals on the eCAADe logo. It was agreed to put this item on the agenda for the mid year meeting.
- (iv) Future proposals (2009 and onward): The previous minutes mentioned interest from Prague, Zurich, Delft, Istanbul,.. During the previous weeks, BM received proposals in progress from Zurich, Delft and Istanbul. SL presented the Zurich conference proposal on 'Simulations and communications'. TZ said that there might be, however not yet formal, interest from Ljubljana. It was said that on occasion of the next mid year meeting, complete proposals will be called for announcing this at the next Annual General Meeting. The council remarked that the movement through the regions should be considered. Organizing the next three conferences in the same area is not ideal. The importance of sound and well-worked out proposals was stressed upon. The possibility of a combined organization with a local and technical chair was suggested.

6. Parallel Organization Conferences: reports, links, representation

1. ACADIA - 12-15th October 2006 - BM will attend.
2. SIGRADI - 21-23rd November 2006 - WD will attend.
3. CAADRRIA - April, 2006 - attended by MK.
4. ASCAAD - no reporting on the conference received.

7. Publications

- (i) Website: AB reported on the changes on the website and asked the council to forward suggestions on it. The photographs taken at the mid year meeting are to be added soon. Also pictures of student work will be put online. Contributions for this will be requested for via AGM and the Listserver. The new subscription form and updated statutes, to be sent by the secretariat, will also

be added. On the council page, JK and TM will be mentioned as honorary members. Similar as for TM, a biographic text will be written for JK. JV will be consulted on this. Finally it was said that sponsorships and advertisements might be mentioned in the student's section and that a guideline for writing abstracts is to be put online.

- (ii) International Journal of Architectural Computing - IJAC: It was said that the success rate is rather low and that the awareness of IJAC in the community should be raised. Presence in the Citations Index and databases like ICONDA, International Construction Database (suggestion by TZ) might be of advantage and will be looked for. Furthermore it was mentioned that VB and JD will be special editor of a next issue. AB advised to use the standard review format (online on www.architecturalcomputing.com).
- (iii) CUMINCAD - BM reported on the institutional membership available from now. It was reminded that TM agreed to inform ArchLib on this institutional membership. Interest was already expressed by Eindhoven and Weimar. It was confirmed that the institutional membership fee is set at 200 €, with membership running from 1/11 till 1/11 of the forthcoming year. It was said that ACADIA has good success on this and that further advertisement might be needed for eCAADe. Council members were requested to inform their local librarians on the possibility of institutional membership. Finally it was remarked that the subscription form will have to include this item.
- (iv) Computer Graphics & Geometry - AA informed HA about a new Russian internet journal and HA asked the council feedback for policy on this. It was said that focus from eCAADe should remain on IJAC but AA's suggestions to send information via the eCAADe Listserver and to hand in conference papers for a special issue were accepted. HA agreed to contact AA to further develop this.

8. Any other business

- (i) Contact with SEFI: HA explained that SEFI is the European Association for Engineering Education. In the context of European applications, networking is needed and HA has planned a meeting in Brussels next September to discuss future cooperation. A closer contact with EAAE is also aimed for. JV offered to join the meeting with SEFI.
- (ii) Wikipedia entry, in which the history of the eCAADe association is listed, is set up.

8. Next Council Meeting

- (i) Arrangements for the mid year meeting in Brussels - Preliminary dates: Friday 16/03/07 and Saturday 17/03/07 or Friday 23/03/07 and Saturday 24/03/07.
- (ii) Items for the meeting are invited (to HA).
- (iii) The Meeting was closed and VB was thanked for hosting the meeting.