eCAADe Administrative Council

Mid-Year Meeting: 28/ii/03 - 1/iii/03 : Brussels

MINUTES

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0.   **Present**:   Andre Brown (Chair), Johan Verbeke, Henri Achten, Bob
Martens, Jonas af Klercker, Hannu Penttila, Alexander
Asanowicz, Jelena Petric, Tom Maver

Apologies: Thomas Kvan

1.   **Minutes of Previous Meetings**

1.1   The Minutes of the previous Administrative Council Meeting held in
September 2002 in Warsaw were accepted as a true and complete
record.

1.2   Arising from the Minutes, AB reported that the proposed bid to the EU
had not gone ahead.

1.3   The Minutes of the Annual General Meeting held in September 2002
in Warsaw were accepted as a true and complete record.

1.4   Arising from the minutes, it was reported that the list server of email
addresses had been implemented. Clarification of the composition of
the list server was requested (TM/JP) and the suggestion made that
those removed from the server be informed (TM/JP).

2.   **Composition and Roles of Administrative Council**

2.1   It was agreed that the Secretariat should remain at Strathclyde.

2.2   It was agreed that AB should be nominated for a second 2 year term of
office as President. The Secretariat should initiate the procedure for
seeking any other nominations in advance of the AGM in Graz
(TM/JP).

2.3   It was agreed that future Conference hosts should be invited to join the
Council one year in advance of the Conference and remain on the
Council for one year thereafter. The President will issue the
invitations to the Graz and Copenhagen hosts (AB).

3.   Warsaw Conference (2002)

3.1   The Conference was acknowledged as a success; a special issue of Automation in Construction (AutCon) was in preparation.

3.2   The Conference Guidelines should be amended to make clear that IJAC would have first call on Conference papers (TM/JP); other publication options should be discussed with the Council. The Graz and Copenhagen hosts will be informed (BM).

3.3   The hand-over of information/systems from Warsaw to Graz had been successful. Hannu Pentilla was thanked for his continued work on the on-line review system.

4.   Graz Conference (2003)

4.1   Some 183 abstracts had been submitted; reviews will be complete by 4th March with a meeting between the host and BM on the 18th March; AB will be contactable by telephone It was estimated that some 30% would be rejected. It was agreed that the wording of the "reject" message should be modified with, in most cases, the offer made of a poster submission. The poster sessions are to be in the form of a two slide Powerpoint (or substitute) presentation, which would be included in the CD of Conference Proceedings (BM).

4.2   Hotel accommodation had been secured and an exciting social programme drafted.

4.3   An on-line registration mechanism will be initiated (BM).

4.4   The question of registration fee discount for Eastern European countries would be re-considered at the Graz meeting in the run up to "enlargement".

5.   Future Conferences

5.1   Copenhagen Conference (2004): The President will contact the hosts regarding production of the flyer (AB).

5.2   It was agreed that Council should aim to confirm host Institutions 2 years in advance.

5.3   Five hosts are in the frame for the 2005 Conference.

- Croatia: B Baletic should attend the Graz Conference
- Italy: Not Napoli, possibly Torino (Carepano)
- Greece: Vassilis Bourdakis (Athens/Thessalonika)
- Portugal: Jose Duarte (Lisbon)

- Germany: Joachim Kieferle (Wiesbaden)

All should be invited to bid by the end of July (for 2005 and/or 2006) for presentations and a decision in Graz (AB/BM).

5.4   Slovenia is a possibility for 2007.

6.   Sibling Organisations

6.1   Preceding Conferences:

CAADRIA 2002:	Attended by AB
ACADIA 2002:	Attended by AB
SIGRADI 2002:	Attended by TM/BM

6.2   Forthcoming Conferences

CAADRIA 2003:	Thailand – arrangements are well in hand
SIGRADI 2003:	Rosario, Argentina, 5-7 Nov., abstracts by 10 March
CAADF 2003:	Taiwan: at the Conference request for bids for 2005 will be considered by the CAADf Foundation
ACADIA 2003:	Indianapolis, 23-26 Oct., abstracts be end of March

7.   Membership Affairs

7.1   Members: 119 from Warsaw
                         21 since Warsaw (TM/JP to identify origin)

Finance:	Year to 31 Dec 2002:	Profit:	Euro 2,875
		Balance:	Euro 22,671

CD Sales:	2001: Euro 2,559
	2002: Euro 1272

7.2   It was agreed that it would be prudent to maintain a minimum reserve of 10,000 EURO. Consequently, it was agreed, subject to consultation with CAADF Foundation members (TM) to invest up to 5,000 EURO to produce a master for a CD of previous CAADF Proceedings.

7.3   It was agreed, in principle, that support should be given to young European researchers to participate in eCAADe Conferences. A bid to the EU Marie Curie will be made (HA/JV).

7.4   It was agreed to continue with the Ivan Petrovic prize which would take the form of a free subscription to a future conference for one

(exceptionally two) young (i.e. 35 or under) presenters of any nationality. This amount should be shown as a separate item in the accounts (TM/JP).

7.5   It was agreed that HP and Phil Berridge should be given up to 300 EURO towards travel to Graz and the hosts would be requested (BM) to waive the fee for HP, in recognition for their work on the on-line Review system and eCAADe web site respectively.

7.6   It was agreed to amend the Conference Guidelines to facilitate the operation of the Secretariat (TM/JP) during conferences, by providing a location and administrative support for the Secretariat.

7.7   It was agreed that future hosts should be made aware of the financial implications of discounted and free registrations (BM).

8.   CUMINCAD

8.1   The SciX project funding offers new opportunities for an extended CUMINCAD across a number of application areas.

8.2   There are now in excess of 4500 CAAD entries and almost 200 full texts with sophisticated search facilities including citation. PhD theses are being added.

8.3   A breakdown of the costs to produce a master for a CD of CAAD Proceedings was provided (see Item 7.2).

9.   Publications

9.1   The revised website has been well received. Additions should include:

- info on Petrovic prize winners with a pdf of the paper (AB).
- guidelines for abstract writing (AB).

9.2   IJAC

- a cover image has been chosen and a flyer is in production.
- the Editorial Board is in place
- the first issue (by eCAADe) is in production with papers being finalised in 2 weeks time.
- the second issue will be the responsibility of ACADIA and the third issue will be the responsibility of SIGRADI.
- the e-journal alone will have a subscription rate of $20 (to be revised in one years time); the e-journal plus printed version will be $110 to members, $170 to non-members and $230 to libraries.
- a mail-shot is going out to all members and the Journal will feature of 3 websites.

- the Council congratulated the President on his work to date.

10. Link to International Journal of Design Computing

10.1   The Council felt unable to commit to the proposal from Prof Maher until the membership is consulted at the next AGM. Meantime, Prof Maher would be asked about subscription rates for IJDC and whether or not it would be electronic only (AB).

11. MoU with Bentley Systems

11.1   The Council gave support, in principle, to the proposed MoU subject to some clarification and prescription of any Conference presentations.

12. Regional Activity

12.1   Regional meetings had taken place, or shortly will take place, in the UK, in Germany and in Belgium.

12.2   Links with Russia are developing through links via Bialystok in Poland (AA)

12.3   Council re-affirmed its ambition to invest in regional activity.

13. Any Other Business

13.1   Feidad Competition. It was noted with pleasure that Bialystock students had achieved success; a book is in preparation.

13.2   As already noted (Item 7.3) a bid for Conference funding will be sought from the Marie Curie programme.

14. Future Council Meetings

14.1   The Council will next meet in Graz in September 2003 and the 2004 mid-year meeting will be provisionally scheduled in Copenhagen, subject to support from the Copenhagen conference team (BM).