<u>Meeting of the Committee of the Association for Literary and
Linguistic Computing, held in Room AED 62, Architecture Building,
Arizona State University, Tempe, at 1 pm on Tuesday 19 March
1991.</u>

Present: Professors Hamesse, Zampolli, Fortier, Ide, and (for
some of the meeting) Lancashire, Mr Burnard, Mr Dixon (acting
minutes secretary), and Mrs Hockey (chair); Professor Paprotte (a
member elect) attended as a guest.
Note: since only one officer was present, the meeting was not
quorate. If you wish to register dissent from any of the
decisions taken, please inform the secretary forthwith.

The meeting was preceded with a welcome by the Chairman to
Professor Wulf Paprotte.

1. Apologies for absence were received from Dr Corns, Mr Roper,
Dr Delcourt, and Professors Schanze and Engwall.

2. The minutes of the previous meeting were accepted as correct
and signed by the Chairman.

3. It was reported that Professors Engwall, Ide and Lancashire
had been re-elected to the Committee and that Professor Paprotte
and Dr Steven Dodd had been newly elected.

4. i. The Chairman's report was circulated. Mrs Hockey provided
the latest information on <u>Literary and Linguistic Computing</u>, on
ALLC Conferences, <u>Research in Humanities Computing</u>, and the Text
Encoding Initiative.
ii. Mrs Hockey also presented the report of the Treasurer. The
income from the journal subscriptions is 15% of gross. This has
resulted in a noticeable increase in ALLC funds, and expenditure
has been lower. At the outset of the arrangement with OUP the
target had been to accumulate £10,000, which could be invested to
provide an income of approximately £1,000 p.a.. Reductions in
secretarial expenditure meant that steady progress was being made
towards that target.
iii. The Secretary's report was circulated. A complete mailing of
members had been carried out. The Secretary's report described
the current position on the number of subscribers, and commented
on how well the administrative arrangements with OUP were
working. There was some discussion about marketing. Mr Burnard
asked that the Secretary review the scheme, suspended in 1990,
for developing a preferential circulation of the periodical in
developing countries. Mrs Hockey undertook to discuss marketing
with OUP. It was noted that subscriptions from Japan had
increased significantly.

5. Professor Zampolli took the chair during the election of
officers. Mrs Hockey (Chairman), Mr Roper (Treasurer) and Dr
Corns (Secretary) were duly proposed, seconded and elected. Mrs
Hockey resumed the chair.

6. Mr Dixon presented his report on Literary and Linguistic Computing. He described the diversity of subjects on which papers had been published, enumerated contributions, and reviewed production. He reported that a new style sheet had been completed in association with Mrs Hockey and Miss Jackie Gunn of OUP. Members of the Committee were requested to send any comments or amendments to the style sheet directly to Mr Dixon. The Committee decided that OUP should be asked to confirm the cost of providing ALLC with the typesetting tapes, though it was understood that these would not contain the artwork. Mr Burnard undertook to consider how the TEI could contribute in this area. Professor Lancashire remarked that the style sheet should include information on how to reference computer software. Mrs Hockey remarked that the style sheet resolved a number of previously ill-determined aspects.

Mr Dixon circulated lists of ALLC representatives and their duties. Four appointments were made to vacancies: Mrs Bente Maegaard and Professor Anna-Lena Hein (machine-translation), Associate Professor Hanne Ruus (Denmark), and Dr Frank Gooding (speech processing). Mr Lou Burnard was appointed to the non-language post concerned with Standards. A vacancy exists for lexicography, and representatives are needed for Belgium, Hungary, Romania and Switzerland. Professor Hamesse undertook to ask Professor de Kock whether he believed himself still to be the representative for Belgium. The Committee recorded its thanks to Mr Dixon for his work as Editor in Chief.

ii. Mrs Hockey, as joint editor of Research in Humanities Computing, reported that the first volume was at proof stage and would shortly be published; the Siegen volume was progressing and nine papers were with OUP, with more to follow.

7. i. Mrs Hockey reported that the deadline for receipt of papers for the Oxford conference would be 1 October, although time would be allowed to clear any email backlog. Notification of acceptance would be issued by Christmas. There would be bulletin-board advertising. The success of Professors Ross and Brink in organising the email refereeing of papers was noted. The format for email submissions and the form to be completed by those proposing papers would be included in email transmissions. Dr Corns was appointed programme chair. Bulletin-board advertising was planned for the end of April 1991. The all-inclusive cost of attending the Oxford conference would be approximately £300.

ii. It was reported that two proposals had been received for the 1993 conference, from Elaine Brennan at Brown University and Mike Neuman at Georgetown University.

iii. It was reported that some provisional planning for the 1994 conference was underway.

8. The Committee noted the impressive progress of the Text Encoding Initiative, and Mr Burnard was given a vote of thanks for his work as European editor.

9. Professor Brink was thanked for his excellent organisation of the Arizona conference.

10. Professor Paprotte gave the Committee a brief description of the work of his department at the University of Munster.

Susan Hockey
5 April 1992