

## **Conference Call IFCA Board of Directors, Monday April 25<sup>th</sup> 2005, 2 PM GMT**

**Present:** Jean Camp, Director, President, Chair  
Duncan Goldie-Scot, Director, Vice-President  
Ray Hirschfeld, Director, Treasurer  
Stuart Schechter, Director  
Hinde ten Berge, Director, Secretary

### **Agenda:**

1. Discuss & approve previous minutes
2. Report on action items from previous meeting
3. Agenda for annual meeting including voting, volunteers for PC, GC and program committee
4. Advisory Board
5. FC06 General Chair
6. Status of proceedings
7. Costs of payment and registration system
8. By-law update
9. Ian Grigg and the discussion list
10. Clarification of action items from this meeting
11. 2005 budget approval
12. Any other business

### **1. Discuss & approve previous minutes**

All directors will read the minutes and send any comments to Hinde by Thursday April 28<sup>th</sup>, who will integrate them. Approval by email before May 9<sup>th</sup>.

### **2. Report on action items from previous meeting**

- Jean - Status proceedings: Moti said that all revised papers are in, including signed copyright forms apart from Giovanni Di Crescenzo's paper. We will use the version of the pre-proceedings as we do have a signed copyright form for that version. (?? Jean, did they sign??)
- Jean - In process of discussing sponsorship from Microsoft with the chair of academic relations.
- Jean - Will send out a model of the agenda for the annual meeting immediately after this meeting.
- Hinde - Needs to send another email to Lyn to discuss bylaw suggestions. Also needs to update Hansa with new directors.
- Ray - Will approach Patrick McDaniel after talking to Avi, who is not available until this Tuesday.
- Ray - Ray gives a report on his trip to Frankfurt. Quite interesting but not enough time to receive full details on registration systems which he should receive later by email. He does have contacts for hotels in Jamaica, Bahamas, Martinique and others.
- Gemplus and France Telecom have not paid their sponsorship fee yet. Gemplus requested a faxed copy of the invoice, which Ray faxed. France Telecom is requesting a SWIFT code while our bank does not have such a code. Possibility to let them wire the amount to Ray's personal account so he can transfer it to IFCA - only if there is no other option.
- Stuart - Today the survey for FC'05 will go out.
- Registration system: Stuart has found a student who is willing to program a system for \$1,000 - \$2,000. We should have a proposal with functional specifications and service commitment. Stuart to obtain a proposal by May 9<sup>th</sup>.

## **ACTION ITEMS**

20050425 Jean to send out a model of the agenda for the annual meeting  
No date set Hinde to contact Lyn with suggestions for bylaw changes  
No date set Hinde to update Hansa with new directors  
No date set Ray to contact Avi and then Patrick about possible FC'06 General Chair  
No date set Stuart to send out the FC'05 survey  
20050509 Stuart to obtain proposal for registration system with functional specifications and service commitment

### **3. Agenda for annual meeting including voting, volunteers for PC, GC and program committee**

See agenda item 2.

### **4. Advisory Board**

We want to include past and current Directors and Program Chairs to think about the direction of IFCA and our policy. We will invite them to take part in a discussion mailing list. Later on we can also invite other influential persons.

#### **ACTION ITEM**

No date set Ray to put together a list with past and current Directors and Program Chairs and send it to the Directors.  
No date set All to identify at least one person who could be part of the Advisory Board.

### **5. FC06 General Chair**

See agenda item 2.

### **6. Status of proceedings**

See agenda item 2.

### **7. Costs of payment and registration system**

See agenda item 2. Stonekeep cost us \$817. If they take care of the registration system for FC'06 as well it should cost less than that.

### **8. By-law update**

See agenda item 2.

### **9. Ian Grigg and the discussion list**

Ian Grigg had some critical remarks on the transparency of IFCA and would like to have an open mailing list for everyone.

#### **ACTION ITEM**

No date set Ray to talk to Ian Grigg and ask him if he wants to be moderator of an open discussion mailing list.

### **10. Clarification of action items from this meeting**

See below.

## **11. 2005 budget approval**

Deferred until the next conference call.

## **12. Any other business**

Duncan is chasing Interactive Investor. For other sponsorship possibilities he needs information about attendees of prior conferences.

### **ACTION ITEM**

No date set Hinde to find information about prior conference attendees (names, affiliation, email addresses) and send to Duncan. If the records are not complete Ray can look for the information in the original databases.

Open sponsorships: Gemplus, France Telecom, Interactive Investor. Deferred until the next conference call.

### **ACTION ITEM**

No date set All to send receipts for travel reimbursement to Ray as soon as possible so that the FC'05 books can be closed.

**Meeting adjourned at 3:10 PM GMT.**

## **LIST OF ACTION ITEMS SORTED BY RESPONSIBLE PERSON AND DATE**

### **Jean Camp, Director, President, Chair**

20050425 Jean to send out a model of the agenda for the annual meeting  
No date set All to identify at least one person who could be part of the Advisory Board.  
No date set All to send receipts for travel reimbursement to Ray as soon as possible so that the FC'05 books can be closed.

### **Duncan Goldie-Scot, Director, Vice-President**

No date set All to identify at least one person who could be part of the Advisory Board.  
No date set All to send receipts for travel reimbursement to Ray as soon as possible so that the FC'05 books can be closed.

### **Ray Hirschfeld, Director, Treasurer**

No date set Ray to contact Avi and then Patrick about possible FC'06 General Chair  
No date set Ray to put together a list with past and current Directors and Program Chairs and send it to the Directors.  
No date set Ray to talk to Ian Grigg and ask him if he wants to be moderator of an open discussion mailing list.  
No date set All to identify at least one person who could be part of the Advisory Board.  
No date set All to send receipts for travel reimbursement to Ray as soon as possible so that the FC'05 books can be closed.

### **Stuart Schechter, Director**

No date set Stuart to send out the FC'05 survey  
20050509 Stuart to obtain proposal for registration system with functional specifications and service commitment  
No date set All to identify at least one person who could be part of the Advisory Board.  
No date set All to send receipts for travel reimbursement to Ray as soon as possible so that the FC'05 books can be closed.

**Hinde ten Berge, Director, Secretary**

- No date set Hinde to contact Lyn with suggestions for bylaw changes
- No date set Hinde to update Hansa with new directors
- No date set Hinde to find information about prior conference attendees (names, affiliation, email addresses) and send to Duncan. If the records are not complete Ray can look for the information in the original databases.
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