

Minutes of IFCA Board Meeting _____
Tuesday, 22 March 2011, 15:00 GMT.
By Conference Call

Present: Ray Hirschfeld, Director, Treasurer, Chair
Sven Dietrich, Director, President
Tyler Moore, Director, Vice President
Burton Rosenberg, Director, Secretary
Moti Yung, Director

Minutes

- Meeting called to order 15:00 GMT, 11:00 EDT.
- A motion is made to accept the minutes of the four previous meetings, as revised by the suggested changes; there being no objection the minutes are approved.

Action items

- Ray declares the FC10 budget closed, bringing to the bottom line as cash the \$5,000 pledged by Everbank but not received. For cash reconciliation purposes it will be carried as a debt that can be written down in the future.
- Jon has talked to Chris about copyright concerns. Issue resolved.
- Ray has contacted Alfred Hofmann by email concerning copyright, and will report back when he receives a response.
- Ray to make space on the IFCA web server for the archive of minutes. Ray is moving the IFCA server, and will make space for the archive of minutes as part of the server migration.
- Ray has created a summary budget for FC09 and FC10 following the transparency guidelines. The budgets were distributed to the directors. By general assent, discussion is tabled until the next meeting.
- Moti to write PC guidelines, in progress. Moti proposes to start with IACR guidelines, and to work with the FC12 PC when drafting the guidelines.
- Tyler has sent a draft of GC guidelines to the directors. *Action item:* Tyler to send out revised draft of GC guidelines.
- Moti to develop a strategy for press releases, in progress. Moti will send a link to an article outlining the process of a press release. Press releases will include FC11 news old or new, including information regarding the proceedings. Moti emphasizes that local press release would serve as a thank you to local sponsors. Ray suggests Fabian be charged with FC11 press releases to the local press.

- Ray takes on the action item of interfacing with FSTC. He will talk to Dan Schutzer. Sven will continue to talk to BITS.
- Burt researched the minutes for language concerning whether board members can submit papers to the conference. Burt found no mention in the minutes of board members submitting or not submitting papers in the conference. Ray says that his interest in this matter was to represent the members who work in industry and who are very strongly against directors submitting papers, such as Jon Callas was. It was decided have leave this the prerogative of the PC, and otherwise not note it in the PC guidelines. As for PC members submitting papers, Moti will look at the PC guidelines of other organizations for usual practice.

Report of director activities of this period

- Directors' activities were reported. See appendix below.
- There was a brief discussion of the best implementation for this agenda item.

Due diligence

- Tyler and Moti are waiting on their reference letters. Burt asks them to send him their addresses so as to file corporation information with the Anguillian government.

FC11

- Sven needs more cooperation from George for the preparation of FC11 proceedings.
- Ray said that Springer will use a second volume for all the workshops this year if there are more than 150 pages of content. As the previous year's arrangement, the editorship of the conference volume will be George, and the editorship of the workshop volume will be George and each workshop chair. The spine of the workshop volume will read Danezis et al.
- Tyler thinks the PC chair should be tasked to seek out workshops. Sven comments that workshop chairs have not been integrated properly into the conference planning communications. Ray will add workshop chairs to the mailing list alongside the other chairs.
- Sven emphasizes the need for improved interaction between workshop chairs and the GC. Tyler will incorporate this requirement into the GC guidelines.

FC12

- Ray suggests Bonaire for 2012, Japan for 2013 and Barbados for 2014. There is general assent that this is a good plan. While first choice for 2012 was Okinawa, Japan, given the situation traveling through Tokyo might be difficult and a possible economic slump might dampen local attendance and local sponsorship.

- Barbados, which was considered for 2012 as well, will be the fallback if Bonaire does not work out.
- Ray volunteers as GC for FC12. The board is unanimously supportive of this suggestion.
- Kazue would be GC for FC13, if held in Japan. Tyler had mentioned a strong candidate for GC for Barbados, who would be considered again in 2014.
- The board should research flights to Bonaire, to discuss at the next meeting.

Long term location planning

- As a long term plan, Ray suggests that FC's could alternate between locations in and outside the Caribbean, or as Tyler suggested, every third FC would be outside the Caribbean.
- Possible future Caribbean locations are Jamaica and Martinique. Possible future European time zone locations include Mauritius and the Seychelles. Moti suggests Madeira and the Azores. Tyler suggests Cape Town.
- Ray thinks that every third FC outside the Caribbean is a conservative first step, even if ultimately every other FC is outside the Caribbean.
- Moti mentions that one should distinguish between locations that do have a local crypto/security community and those that do not.
- Brazil is mentioned, after the World Cup and Olympics are over. Hawaii is mentioned but was considered too tainted as a boondoggle.
- Tyler suggests Puerto Rico. Ray recapped for Tyler the board's location research of Puerto Rico. Tyler brings up that it is easier to fund research travel to Puerto Rico as it is a US destination. Sven mentions that St. Croix, St. Thomas and St. John would have the same advantage. Moti thinks Puerto Rico would be good, with a hotel on the beach near the airport, and old San Juan nearby. Ray has also researched the island of Culebra, Puerto Rico, but it doesn't appear to have adequate conference facilities.

New and concluding business

- The directors are asked in turn to propose new business. No new business is proposed.
- The chair, hearing no objection, adjourns the meeting at 11:56 EDT.

Next meeting

- After close of the meeting, the date of the next meeting is discussed by email. The next meeting is Thursday, April 21 at 15:00 GMT.

Appendix: Agenda

- minutes of previous meeting(s)
- review of action items
- report of activities this period
- due diligence new directors
- FC11 St. Lucia wrap-up
- FC12 location
- FC12 General Chair
- FC13 location
- FC13 General Chair
- FC long-term location planning
- new and concluding business

Appendix: Open Action Items

1. Ray to make space on the IFCA web server for the archive of minutes.
2. Moti to draft PC guidelines.
3. Tyler to revise draft GC guidelines.
4. Moti to develop a strategy for press releases.

Appendix: Activities of Directors

1. Ray's activities:
 - (a) updated IFCA mailing lists
 - (b) updated IFCA aliases and website
 - (c) contacted Springer re FC11 proceedings
 - (d) contacted Bonaire hotel and agency re proposal update
 - (e) attended workshop Spotlight on Africa to investigate Indian Ocean destinations;
cost to IFCA: \$0
 - (f) contacted Okinawa CVB and hotel re proposal update
 - (g) contacted Springer re copyright
 - (h) contacted FSTC/BITS re cooperation and participation as affiliate member
 - (i) performed all work usual for a treasurer during this period
2. Tyler's activities:
 - (a) prepared GC guidelines;

- (b) debriefed Steven for approximately one and a half hours while in St. Lucia on his experience as GC.
- 3. Sven's activities:
 - (a) researched overhead numbers for other organizations, noted that IEEE has a 20% overhead.
 - (b) Debriefed Fabian about his experience as local arrangements chair.
- 4. Moti's activities:
 - (a) researched PC guidelines and press release procedures.
- 5. Burt's activities:
 - (a) performed all work usual for a secretary during this period including minute preparation.

End of Minutes _____