

Minutes of IFCA Board Meeting _____
Thursday, 21 April 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 15:03 GMT, 11:03 EDT.
- Acceptance of minutes postponed until the next meeting.

Action items

- Ray has finished much of the move to the new server, and the transfer of the IFCA minutes archive to the new server. Ray will work with Burt to finish this.
- Moti continues work on the PC Guidelines document.
- Tyler has sent a draft of the GC Guidelines to the director list.
- The press release action item is closed: with the exception of Fabian handling local press releases, the FC11 conference is old news. Press release strategies are to focus on FC12.

Report of director activities of this period

- Directors' activities were reported. See appendix below.

Due diligence

- Tyler and Moti progress towards completion of due diligence.

FC11

- Ray does not have final budget numbers yet. He has communicated to Steven budget numbers that required conversion from E.C. An invoice has been sent to ONR Global for their sponsorship of \$8,000. Sven's hotel room was omitted from the hotel bill, but was corrected, with Ray negotiating a 50% reduction as a compromise.
- Tyler did not think optimal having the workshops offsite.

- Sven felt the workshop rooms were too distant from each other, creating too much isolation between workshops.
- Tyler passes on the complaint from the conference participants that the airport was far from the hotel.
- Sven recalls that participants to the Tenerife FC had the same complaint.

FC12

- Ray has sent to the directors list a quote for FC12 at the Divi Flamingo, February 27 through March 2, 2012.
- The date is discussed.
- The conference facilities at the Divi is discussed. The conference will be held at the hotel, and three workshops can be accommodated at the hotel. The three possible workshop rooms include the conference room itself and two smaller rooms. By Ray's estimation, the larger of these two can accommodate 30–35 participants and the smaller about a dozen participants.
- Ray points out that there are very few sand beaches on Bonaire, rather it is mostly a rocky coast. There is a little island, Klein Bonaire, that does have a beach. It is accessible by water taxi from the dock outside the hotel. He is looking into having a conference picnic on that island.
- The airport and the city are very close by.
- Flight accessibility of Bonaire is discussed. European accessibility is by frequent flights on KLM from Amsterdam. Various non-stops from the United States are available but only on a weekly basis. Short flights from Bonaire to Curacao and Aruba give additional flight options.
- Sven and Moti stress that the FC website must provide more timely information on flights than it has in the past.
- Concerning the received quote, Ray continues to negotiate for a third complimentary room and for the removal of the attrition clause.
- Alternative hotels for participants include a nearby four star hotel. The reputation of the island is that it is quiet; the expectation is that FC will enjoy an atmosphere where participants will naturally find each other during the day for smaller group discussions.
- The directors voice approval, without formal motion, for the proposed date and location.

FC13 and FC14

- Ray has contacted Okinawa about postponing the FC at that location until FC13. They have responded that the quotes provided for 2012 are valid for 2013.

- We will continue to consider Thailand as a location for FC13.
- The Convention Bureau of Porto Alegre in Brazil has contacted Ray to interest him in holding FC at Porto Alegre. The board expressed interest, as long as the World Cup as well as the lead up to the World Cup is avoided.
- Ray asks if interest in an Hawaii location is so meager as to forgo an upcoming trade fair in Hawaii. Moti suggests that the Hawaii location be suggested to the membership at the next AGM, but to postpone further investigations until then.
- Tyler thinks that the straw poll of future locations at the AGM should be prefaced by enough information about the locations so that the membership can consider more rationally their location preferences.

PC and GC Guidelines

- Moti continues to work on the PC guidelines.
- Tyler has sent to the director list a draft of the GC guidelines. The directors are not now prepared to discuss the draft, but Tyler has a number of questions for the board concerning the guidelines.
- Tyler points out that IACR does accounting differently than IFCA. IACR ask that the GC of the conference set up a bank account for the conference, which the IACR then links and funds. This provides greater access to funds for the GC. Ray says that this had been done at the Key West FC but reconciliation of the accounts afterwards was difficult. As a possible alternative, the GC could be given an advance, out which to deduct expenses.
- The complications between the GC, the board and the treasurer were discussed. In the worst case, this causes the GC annoyance and delay as expenses filter through both the board and the treasurer. However, in theory it is supposed to be simple: the GC proposes a budget; the board negotiates with the GC over the budget and the budget is approved; the Treasurer cuts checks as expenses are to be paid. Out of pocket GC expenses are usually handled by the GC submitting requests for reimbursement. Tyler says that Steven found the arrangement unsatisfactory.
- Several problems in the system occurred this FC which made the arrangements more stressful: the budget was late — approved in November. This meant that some bills had to be paid before the budget was approved.
- It was recalled that the FC12 budget was delayed by a round of drastic registration fee reductions to the proposed budget. The fee reductions, along with slow early registration, caused additional budget modifications. Finally when registration number recovered, the board tried to signal to Steven to resume according to the original, optimistic plan.

- Tyler points out that this general cycle of panic and recovery — in which early registrations sag, the budget gets curtailed, only to be reconsidered a second time as registration targets are achieved later — can be avoided by better information about registration numbers.
- Tyler notes that the IACR has a “GC Terms of Reference”, a signed document of responsibilities of the GC to the board and the board to the GC. This is seen by this board as being too formal, with Sven warning of lost collegiality if such a document were implemented.
- Further discussion is tabled for a later meeting.

New and concluding business

- The next meeting is Thursday, June 2, at 15:00 GMT, 11:00 EDT.
- The directors are asked in turn to propose new business.
- Sven thanks Tyler and others for taking notes at the workshops and making the notes available to the community through various publications.
- Tyler suggests advertising the conferences acceptance rates on the IFCA website. Moti expands this suggestion to include an easily found summary of past panel subjects, and so forth. Burt suggests that this can be considered as part of the merge of the archive of minutes into the main website.
- Ray asks the board to consider names for the FC13 PC, assuming FC13 will be in Okinawa.
- The chair, hearing no objection, adjourns the meeting at 12:17 EDT.

Appendix: Agenda _____

- minutes of previous meeting
- review of action items
- report of activities this period
- due diligence new directors
- FC11 St. Lucia wrap-up
- FC12 dates and location
- FC13, FC14, and beyond
- PC and GC guidelines
- new and concluding business

Appendix: Open Action Items _____

1. Moti to present draft PC guidelines to board.

Appendix: Activities of Directors

1. Ray's activities:
 - (a) contacted Bonaire concerning FC12;
 - (b) contacted Okinawa to postpone location until FC13;
 - (c) moved IFCA website to new server;
 - (d) contacted Paul Van Oorschot about workshop proceedings;
 - (e) contacted Steven about FC11 budget wrap-up.
 - (f) maintained contacts for various possible future destinations.
2. Burt's activities:
 - (a) performed all work usual for a secretary during this period including minute preparation.
3. Tyler's activities:
 - (a) prepared GC guidelines;
 - (b) emailed Bart P. for permission to adapt IACR guidelines;
 - (c) considered IFCA's PR strategy, including engagement with the blogging community;
 - (d) researched availability of flights to Bonaire.
4. Sven's activities:
 - (a) researched availability of flights to Bonaire;
 - (b) prepared the workshop proceedings.
5. Moti's activities:
 - (a) researched PC guidelines and press release procedures.

End of Minutes
