

## **Minutes of IFCA Board Meeting**

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**Thursday, 2 June 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 15:01 GMT, 11:01 EDT.
- Rays moves to accept the minutes of the 3/22 and 4/21 meetings, with corrections; Moti seconds; motion carries by unanimous vote.

### **Action items**

- Moti continues to work on the PC Guidelines document.

### **Report of director activities of this period**

- Directors' activities were reported. See appendix below.

### **Due diligence**

- Tyler has sent off due diligence; Moti progresses towards completion of due diligence.

### **FC11**

- Steven has sent in some expenses, which Ray has paid. Ray is waiting and expecting some additional expenses.
- Ray is waiting for registration database, etc., from Steven.
- Aside from ONRG, all sponsors have paid.
- Ray is waiting for Steven to provide him with the improved registration and payment scripts for the FC website.
- George has collected all author papers for the proceedings. George will write the preface and then send the manuscript to Springer. Ray will ask George to ascertain that he has all the author copyright forms.

- George will collect the addresses of the PC members that did not register, and provide those addresses to Burt, for the proceedings mailing.
- Sven has all author copyright forms for WECSR, and will email them to Burt.

## FC12

- Ray has signed the contract and paid the deposit for the Divi Flamingo conference hotel in Bonaire. He was able to negotiate a third complimentary room and a removal of the attrition clause.
- Ray yet to negotiate for conference facilities and catering.
- Ray has posted a preliminary website for FC12.
- Ray asks the board's opinion on organizing a dive certification program in the weekend prior to the start of the conference. Board thought it interesting, and Ray will proceed to discuss this with the dive shop in the hotel, including Sven's advice to have participants take classroom work and pool dives before arrival in Bonaire.
- Sponsorship:
  - Moti will look into sponsorship by Google. Ray should send a letter of request to Moti.
  - Tyler will look into sponsorship by RIM. Ray to send Tyler the contact information of FC11 participants that work at RIM.
  - *Action item:* Ray will contact FSTC/BITS about cooperation with IFCA, including a request for sponsorship for FC12.
  - Moti will look into sponsorship by Microsoft Research and Qualcomm.
  - Sven to look into sponsorship by Paypal, HP and IBM.
- Ray says that Angelos intends to post the preliminary conference schedule in the weekend following the November 18-th notification date for paper acceptance. This should allow enough time for participants to book flights.

## FC13

- Ray met with the JNTO, the tourist board for Japan. They will investigate the following concerns for FC13, coordinating with OCVB, the Okinawa convention bureau:
  - Can the beaches be opened prior to the customary April 1-st date?
  - Are there budget conference accommodations nearby, perhaps arranging for a shuttle?
  - Can JAL or ANA offer free or discount domestic transfers if designated the official carriers for the conference?

## FC14

- Ray has asked Barbados for an FC14 quote. He has also asked for an FC13 quote, as a fallback plan for FC13.
- Ray invites the board to continue suggesting FC14 locations.

### **PC and GC Guidelines**

- Burt provides Tyler a list of comments.
- Ray suggests that the content of the IACR guidelines concerning location be removed from the PC guidelines and merged in with IFCA's existing location proposal guidelines.
- Comments of Tyler's draft will proceed round-robin, with Ray emailing comments to the director list to start the discussion.
- Ray and Tyler to discuss the financial structure of the conference, as it differs substantially from the IACR structure.

### **Next meeting**

- The next meeting is Wednesday, July 13, at 15:00 GMT, 11:00 EDT.
- Moti leaves the conference.

### **PC and GC Guidelines, continued**

- The board discusses making the papers available on-line before proceeding publication. Tyler argues that this provides access to the papers by researchers following the conference, but not present at the conference. Sven argues that the papers presented at the conference might only be drafts, and the author might not want wider distribution before the final version.
- IFCA allows for authors to always post their papers on their websites. Authors wishing early distribution of their results can post to their website. Authors wishing to withhold distribution until the final version will be supported by FC maintaining limited access to the pre-proceedings.
- It is agreed that authors are not sufficiently aware of IFCA's self-publication policy, and the board should address raising awareness. Tyler will include this in the PC guidelines.

### **FC13 PC**

- The board discussed various candidates for PC of FC13.

### **IFCA website**

- Ray has completed transferring the IFCA website to a new server.

- Ray asks if the board is happy with the current style and layout. The board is satisfied, and looks forward to a clear home for the archive of minutes.
- Tyler suggests canvassing feedback on the website from FC12 registrants.

### **New and concluding business**

- The directors are asked to propose new business. There was no further new business.
- The chair, hearing no objection, adjourns the meeting at 12:05 EDT.

### **Appendix: Agenda**

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- minutes of previous meetings
- review of action items
- report of activities this period
- due diligence new directors
- FC11 St. Lucia wrap-up
- FC12 Bonaire
- FC13 Okinawa/Hua Hin/Krabi/?
- FC14 Barbados/? and beyond
- PC and GC guidelines
- FC13 program chair
- website
- new and concluding business

### **Appendix: Open Action Items**

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1. Moti to present draft PC guidelines to board.
2. Ray will contact FSTC/BITS about cooperation with IFCA, including a request for sponsorship for FC12.
3. Moti, Sven and Tyler to look into various sponsorships.

### **Appendix: Activities of Directors**

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1. Ray's activities:
  - (a) moved website to new server;
  - (b) contract negotiations with Bonaire hotel;
  - (c) replied to Porto Alegre contract;
  - (d) conversed with FC12 chair concerning call of papers;

- (e) conversed with FC11 chair concerning proceedings;
  - (f) posted a preliminary FC12 website;
  - (g) attended IMEX trade fair in Frankfurt;
  - (h) contacted Barbados for FC14 proposal;
  - (i) contacted Steven on FC11 wrap-up;
  - (j) usual treasurer's work: preparing invoices and making payments;
  - (k) reviewed draft GC guidelines.
2. Sven's activities:
- (a) finished preparing WECSR workshop proceedings, and sent to George;
  - (b) coordinated with Kazue about the workshop volume.
3. Tyler's activities:
- (a) revised GC guidelines;
  - (b) received permission from Bart P. to adapt IACR guidelines;
4. Moti's activities:
- (a) contacted the FC12 chair, in preparation for PC guidelines.
5. Burt's activities:
- (a) reviewed draft GC guidelines;
  - (b) performed all work usual for a secretary during this period including minute preparation.

**End of Minutes** \_\_\_\_\_