

Minutes of IFCA Board Meeting
Wednesday, 13 July 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

Minutes

- Meeting called to order 15:02 GMT, 11:02 EDT.
- There being no objections, the minutes of the previous meeting are approved.
- Sven joins conference call at 15:05 GMT.

Action items

- Sven is waiting for a response from prospective sponsors for FC12.
- Ray to send Tyler contact information to help Tyler contact prospective sponsors for FC12.
- Tyler to contact prospective sponsors for FC12.

Report of director activities of this period

- Directors' activities were reported. See appendix below.

Due diligence

- Postponed until Moti is present.

FC11

- Ray has a close-to-final budget from Steven. At the moment, the conference had a \$15,000 surplus. We continue to wait for Fabian's expenses, and for a resolution on the ONR-Global sponsorship.
- George will soon send the front-matter for the conference proceedings.

FC12

- Ray to work on catering. The room contract is signed. Ray has received from the hotel their instructions for on-line booking, and he will post to the website. Ray continues to plan the program.

- Board discusses how actively it should encourage workshop proposals. Ray will contact prior workshop chairs.
- Ray to look into Sky Team Global Meetings for flight arrangements to Bonaire.

PC and GC Guidelines

- Ray has provided comments to Tyler by email. Discussion is postponed until next meeting. Board members are encouraged to add their comments.

Next meeting

- A special meeting to discuss workshop proposals will be held Tuesday, August 23, at 16:00 GMT, 11:00 EDT.
- The next meeting is Wednesday, September 21, at 15:00 GMT, 11:00 EDT.

New and concluding business

- No new business was proposed.
- The chair, hearing no objection, adjourns the meeting at 11:31 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 Bonaire
- PC and GC guidelines
- new and concluding business

Appendix: Open Action Items

1. Moti to present draft PC guidelines to board.
2. Ray will contact prior workshop chairs to discuss how to encourage workshop proposals.
3. Ray to look into Sky Team Global Meetings for flight arrangements to Bonaire.
4. Ray will contact FSTC/BITS about cooperation with IFCA, including a request for sponsorship for FC12.
5. Moti, Sven and Tyler to look into various sponsorships.

Appendix: Activities of Directors

1. Ray's activities:

- (a) worked with FC11 GC to reconcile budget;
- (b) monitored progress of FC11 proceedings;
- (c) arranged on-line room booking with FC12 hotel;
- (d) contacted Okinawa, Thailand and Barbados for FC13/FC14;
- (e) attended the BTC trade fair in Rimini, at cost to IFCA of 4 Euros;
- (f) attended the MEEDEX trade fair in Paris, at cost to IFCA of 29 Euros;
- (g) reviewed the draft GC guidelines;
- (h) CFP for FC12 proof-reading and editing;
- (i) usual treasurer's work: preparing invoices and making payments.

2. Sven's activities:

- (a) solicitation of sponsors

3. Tyler's activities:

- (a) worked with FC12 PC on Call for Papers;
- (b) spoke with bankers about participation in FC12.

4. 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
