

Minutes of IFCA Board Meeting _____
Wednesday, 26 October 2011, 14:00 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 14:04 GMT, 10:04 EDT.
- There being no objections, the minutes of the previous meeting are approved.

Action items

- Continuing action items for Moti
- Ray contacted workshop chairs.
- Ray arranged SkyTeam Global Meetings.
- Ray reached out by email to FSTC/BITS
- Sponsorship soliciting ongoing for all directors.

Report of director activities of this period

- Directors' activities were reported. See appendix below.
- [Returning to Review of Action Items] Tyler continues to look into RIM sponsorship.

FC11

- Ray is looking into the production of the final proceedings, as they seem to be behind schedule.
- Sven says that the workshop volume still needs proofing by authors; Tyler confirms this.
- *Action item:* Ray to confirm with George whether the conference volume is proceeding ahead of the workshop volume.
- Ray gives FC11 budget wrap-up: There has been no response from ONR over the \$2,000 gap between received funds and [in our opinion] pledged funds.
- Ray is waiting for the bank account information from the invited speaker.

- Fabian has submitted an invoice for his expenses. The board discussed the invoice.
- Invoice includes:
 - Three flights to St. Lucia: \$610.80 in June, \$418.40 in December, and \$863.81 in February. The third flight includes an additional \$150 in flight change fee.
 - Un-budgeted amounts for fuel expenses, thank-you gift expenses, and phone top-ups.
 - A hotel charge.
 - Per diem expenses.
 - Reimbursement for the excursion.
- Only one flight was budgeted at a rate of \$600. Ray responds to the flights saying that IFCA had in the past paid for a preliminary flight, but never two preliminary flights. In past cases, all flights were approved in advance of incurring the expense.
- Ray responds to the per diem saying that by IFCA rules per diems are not approved.
- Ray responds to the excursion that customarily these expenses are paid by participant regardless of their IFCA role.
- Ray proposes to allow the conference flight including change fee, the thank-you gifts, excursion fee, and \$100 each for fuel and top-ups. The hotel fee needs further investigation as to its nature.
- Burt proposed covering at least two of the flights. In Ray's experience with IFCA, two flights is a stretch, but three would be unprecedented, and would probably not have been allowed if they were discussed prior to incurring the expense.
- It was discussed why these charges were not put in the budget, and why a claim for reimbursement is being made so late, without prior discussion. There was a sense that originally the charges were incurred by Fabian for a mix of reasons and he intended to underwrite them personally, but later he regretted that intention.
- Tyler and Ray agree that three flights is excessive.
- Burt and Tyler support paying for a second flight, Burt on the theory that it is not impossible that the flight would have been approved if presented to the board in advance.
- Mention was made that the board, in considering reimbursement of these charges, might need to be sensitive to the good-will of the community.
- *Action item:* Tyler to draft a response to Fabian with the board's proposition to close this matter.

FC12

- Tyler would like a budget for FC12 be posted online as soon as possible. Ray responds that we don't yet have a budget.
- *Action item:* Burt to put Budget Summaries for FC11 and older FC's on line, in the public documents folder.
- Ray is working for quotes from the hotel for food.
- Ray asks the board to follow-up quickly on sponsorship solicitations.
- *Action item:* All directors to quickly address sponsorship solicitations.
- Ray had sent out a rough program by email. The directors are in agreement with the proposed program.
- Ray has arranged for a discount code through SkyTeam, and posted the code on the FC12 website. The booking is to be done through the SkyTeam website for the 10% discount. Continental is no longer a SkyTeam member, and their own program is not yet developed, but Ray will continue to pursue. KLM will honor the SkyTeam discount not only to Bonaire but also to Aruba and Curacao.
- Tyler and Ray discuss budget accommodations. Such accommodations had been noted, but there is no specific advice to participants at this time.
- *Action item:* Ray to research budget accommodation and post advice to FC12 website.

FC13

- Ray has sent to the director's list updated proposals for Thailand and Okinawa. The positives of a Japanese location include domestic participation, extremely good price, although relatively expensive, a motivated local GC; the negatives include fewer votes at the membership straw poll, and worse weather than Thailand. There also might be continued uneasiness about the nuclear reactor accident.
- In a detailed discussion of the proposal, Ray notes that the conference center will provide will provide a 50% discount if there are enough international attendees. For budget accommodations, there is a \$80 a night hotel 20 minutes by car, and the Prefecture would arrange transportation.
- If the location were Japan, FC would be either late March or the first week in April, where the first week of April has the advantage of being the official start of tourism in Okinawa. Else the beach will be opened only by special arrangement and there might be few amenities and vendors on the beach. If the location were Thailand, FC would be held the 2nd week of March. There was a discussion of reduced attendance if FC's were to shift its date.
- *Action item:* Ray to give a detailed comparison of the two locations.

- Ray is to meet in Barcelona with Okinawa representatives at the end of November.
- Tyler notes that sponsorship would be possible for an FC in Japan, however unlikely for an FC in Thailand.

Next meeting

- The next meeting is Wednesday, 9 November 11:00 EST, 16:00 GMT.

New and concluding business

- Ray asks Tyler to help in communications with the Barbados hotel.
- The chair, hearing no objection, adjourns the meeting at 11:28 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
 - final proceedings
 - expense declaration Fabian Monroe
- FC12 Bonaire
 - budget
 - sponsorship
 - other issues
- FC13 Asia
 - Japan vs. Thailand
 - other possible (future) Asian destinations
- FC14 Barbados
- FC long-term location planning
- PC and GC guidelines
- new and concluding business
 - next meeting date

Appendix: Open Action Items

1. Ray to confirm with George whether the conference volume is proceeding ahead of the workshop volume, and for a timeline on the conference volume.
2. Ray to research budget accommodations for FC12 Bonaire, and post advice to FC12 website.
3. Ray to give a detailed comparison between Thailand and Okinawa as FC13 locations.
4. Tyler to draft a response to Fabian with the board's proposition to close this matter.
5. Tyler to continue work on GC guidelines.
6. Burt to put Budget Summaries for FC11 and older FC's on line, in the IFCA public documents folder.
7. Burt to send event insurance form to ARC International.
8. Moti to continue work on PC guidelines.
9. Moti to send due diligence to C.E.G., or to Burt.
10. All directors to quickly address sponsorship solicitations.

Appendix: Activities of Directors

1. Ray's activities:
 - (a) contacted past workshop organizers about submitting proposals
 - (b) sent out notifications to FC12 workshop organizers
 - (c) arranged discount with SkyTeam Global Meetings
 - (d) applied for discount with Continental MeetingWorks
 - (e) moved ifca.ai zone to new DNS server
 - (f) sent follow-up email to Barbados re FC14
 - (g) met (in the Hague) with Divi Flamingo GM and Divi's Netherland rep to discuss arrangements for FC12 F&B and social program
 - (h) updated FC12 website (adding Travel and Accommodation pages)
 - (i) attended IT&CMA trade fair in Bangkok (cost to IFCA \$150)
 - (j) requested updated proposals for FC13 from Thailand hotels
 - (k) site inspection visit to Taiwan (cost to IFCA: flight from Bangkok, approved by President)
 - (l) contacted Kazue Sako re GC for FC13
 - (m) contacted George Danezis re FC11 final proceedings

(n) usual Treasurer activities (expense declarations, payments, working with FC11 GC to close budget)

(o) usual Chair activities (scheduling meeting, preparing agenda)

2. Burt's activities:

(a) IFCA Minutes

(b) Filed IFCA Annual Return.

(c) Worked with Ray on CEG billing.

(d) Dealt with event insurance.

(e) Update to the IFCA archive web site.

(f) Continued organization of public documents on IFCA archive web site.

(g) Confirmation of director and officer information to CEG.

3. Sven's activities:

(a) FC advocacy at USENIX.

(b) Arranged keynote speaker for FC12.

(c) Continued solicitation for FSTC/BITS involvement with IFCA,

4. Tyler's activities:

(a) Continued work on GC guidelines.

End of Minutes _____