

Minutes of IFCA Board Meeting _____
Wednesday, 9 November 2011, 16:00 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 11:02 EST, 16:02 GMT.
- There being no objections, the minutes of the previous meeting are approved.

Action items

- Ray has spoken to George about proceedings and workshop volumes. George is working with Springer.
- Ray continues to look into budget accommodations for Bonaire FC12.
- Ray continues to work on a comparison between Thailand and Okinawa as FC13 locations.
- Tyler has drafted a response to Fabian's reimbursement request. On agenda to discuss at this meeting.
- Tyler continues to work on the GC guidelines.
- Burt has put online the Budget Summary prepared by Ray. He will propose as new business comments concerning the summary.
- Burt has obtained a quote from ARC for FC12 event insurance. To be discussed.
- All directors continue their solicitations for sponsorships.
- *Moti joins at 11:12 EST*
- Moti continues PC guidelines
- Moti continues IFCA due diligence.
- *Action item:* Moti to give Ray last year's solicitation letter.

Report of director activities of this period

- Directors' activities were reported. See appendix below.

FC11 St. Lucia

- Progress of the final proceedings was discussed.
- Tyler has emailed to the directors a draft response to Fabian. He suggests a variant of the prior discussion to offer reimbursement for all fuel costs.
- Moti feels that fuel costs can be reimbursed if they occurred around the dates of the conference; all expenses must be evaluated against the interests of the conference and the governance of the board.
- The fuel receipts seem to be in the time frame of the conference.
- Tyler will redraft and send the response to Fabian.

FC12 Bonaire

- Burt has gotten a quote from ARC for event insurance. Ray asked why the price was substantially higher than last year.
- *Action item:* Burt to follow up on insurance quote, to find reason for price difference.
- *Action item:* Ray to circulate a draft budget, and the board to discuss by email.
- Ray proposes the same registration prices as previous years.
- Moti and Tyler opened the discussion on fee waivers, or other support for students.
- Tyler wants FC to be more affordable to students. Tyler would like a more publicly acknowledged policy of student stipends. Ray notes that IFCA has posted such policies in the past, although it has not been done consistently.
- Moti suggests putting the policy in the GC guidelines.
- Ray needs to clarify with Jean how they will handle the USEC workshop proceedings.
- Sven to decide in the next few days whether his workshop will go forward.
- Sven has found that people feel Bonaire is off the beaten path, and people are reluctant to come. Part of that, he feels, is that it is complicated to get around the Caribbean. This can be addressed by providing detail suggested itineraries.
- Tyler and Sven both suggest that in the future there be earlier and more specific travel information. At the present, the website should have detailed flight information by the FC notification date of Friday, November 18.

FC13

- Ray to discuss the choice between Thailand and Okinawa; the discussion was tabled for lack of time.

- Ray wishes to report on his exploratory visits to Taiwan and a previous visit to Malaysia. He will post information to the director's list.

FC14 Barbados

- Ray has asked Tyler for help in getting a response to his inquiries from the Barbados location. [Tyler was the GC at FC09 Barbados.]

Long-term Location Planning

- Ray proposes that FC locations are each third year outside the caribbean. FC15 would be in the the Caribbean.
- Locations proposed include: Martinique, Curacao, Aruba, Puerto Rico, or the Pacific coast of Mexico.

Copyright

- There are an increasing number of authors who refuse to participate in conferences that have certain copyright requirements.
- The PETS copyright model seems to be acceptable to this community of authors.
- Sven reports that WECSR authors were reluctant to sign the proposed copyright forms, and asks for a quick revision.
- *Action item:* Sven to check with Roger Dingleline whether the PETS model is indeed acceptable.
- *Action item:* Ray to pursue the copyright issue, with a firm goal of having the new copyright in place for FC12.
- *Action item:* Sven to circulate the PETS copyright agreement to the board.
- *Action item:* Ray to talk to Hoffman at Springer about implementing the PETS copy-right in our agreement.

Next meeting

- The next meeting is Monday 12 December, 15:00 GMT; 10:00 EST.

New and concluding business

- The chair, hearing no objection, adjourns the meeting at 12:21 EST.

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
 - draft response to Fabian Monroe
- FC12 Bonaire
 - budget
 - workshops
- FC13 Asia
 - Japan vs. Thailand
 - other possible (future) Asian destinations
- FC14 Barbados
- FC long-term location planning
- PC and GC guidelines
- copyright
- new and concluding business
 - next meeting date

Appendix: Open Action Items

1. Ray to research budget accommodations for FC12 Bonaire, and post advice to FC12 website.
2. Ray to give a detailed comparison between Thailand and Okinawa as FC13 locations.
3. Tyler to redraft a response to Fabian and send.
4. Moti to give Ray last year's solicitation letter.
5. Burt to follow up on insurance quote.
6. Ray to circulate a draft budget, and the board to discuss by email.
7. Tyler to write GC guidelines.
8. Ray to pursue the copyright issue, with a firm goal of having the new copyright in place for FC12.
9. Sven to circulate the PETS copyright agreement to the board.
10. Sven to check with Roger Dingledine whether the PETS model is indeed acceptable.

11. Ray to talk to Hoffman at Springer about implementing the PETS copyright in our agreement.
12. Moti to write PC guidelines.
13. Moti to send due diligence to C.E.G., or to Burt.
14. All directors to address sponsorship solicitations.

Appendix: Activities of Directors

1. Ray's activities:
 - (a) renewed IFCA ssl cert
 - (b) reviewed the billing detail of our registered office
 - (c) worked on budget summaries, and FC12 budget.
 - (d) usual Treasurer activities (expense declarations, payments, working with FC11 GC to close budget)
 - (e) usual Chair activities (scheduling meeting, preparing agenda)
2. Burt's activities:
 - (a) IFCA Minutes
 - (b) Worked with Ray on CEG billing.
 - (c) Dealt with event insurance.
 - (d) Update to the IFCA archive web site.
 - (e) Continued organization of public documents on IFCA archive web site.
 - (f) read and considered closed budget, budget summaries, and the issues concerning GC presentation of previous year's budget
3. Sven's activities:
 - (a) Sponsorship followup
4. Tyler's activities:
 - (a) Continued work on GC guidelines.
 - (b) Draft response to Fabian

End of Minutes
