

Minutes of IFCA Board Meeting
Wednesday, 4 January 2012, 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 10:54 EST, 15:54 GMT.
- Board approves the minutes of the November 9 meeting.

Action items

- Ray has posted FC12 program and registration pages; accommodation information is on-going.
- Ray continues to work on a comparison between Thailand and Okinawa as FC13 locations.
- Ray continues discussions with Jean on the workshop.
- Ray has followed up with George concerning FC11 conference volume.
- Ray has communicated with Springer concerning the FC11 conference volume.
- Ray to transfer IFCA archives to IFCA server is on-going.
- Burt continues to create conference proceedings mailing list.
- Event insurance item is completed.
- Tyler continues to work on GC guidelines.
- Tyler has sent Fabian the board's response and the board awaits his reply.
- Moti continues to work on PC guidelines, and has consulted Angelos.

Report of director activities of this period

- Directors' activities were reported. See appendix below.

Due diligence

- Moti to complete due diligence requirement.

FC10 Tenerife

- Ray has worked with Everbank and received payment of its FC10 sponsorship.
- FC10 budget is reconciled per line items; dollar figures to be reconciled with expenses as paid in Euros.

FC11 St. Lucia

- Tyler has sent Fabian the board's response to his expense request; and the board awaits Fabian's response.
- Ray needs to transfer reimbursement to FC11 invited speaker Jolyon Clulow. Payment details are being obtained and payment should be made soon.
- Ray has moved FC11 event insurance cost onto the FC11 budget.
- Conference proceedings are at the printer, and an order should be placed. Burt to get the addresses of PC members from George, and the registration database, and create the mailing list for Springer. Ray notes that he has renewed Springer's promise of 65 free volumes for both conference and workshop volumes.
- *Action item:* Burt to create FC11 conference proceedings mailing list, and send to Springer.

FC12 Bonaire

- Ray discusses concern that room take-up is low — 60 rooms are blocked, only 37 reserved at this moment.
- *Action item:* Ray to send out further conference calls for participation.
- *Action item:* Ray is to redraft budget on assumption of 80 and 60 attendees.
- Although January 6 was the agreed upon cut-off for the hotel room block, the reservation system has blocked the rooms until 26 January.
- *Action item:* Ray to clarify with hotel and reservation network whether this later date can be announced to participants.
- The difficulty of flights to Bonaire was addressed, with the observation, to be advertised widely to participants, to consider a separate booking between Bonaire and either Curacao or Aruba.
- *Action item:* Ray to update FC12 webpage with new recommendations for travel.
- Ray reports that the registration is now open, and he is working on an ONRG grant proposal to sponsor FC12.
- *Action item:* Ray to submit ONRG grant proposal.

- Ray is in contact with hotel and dive shop about activities. Ray proposes that for the dive activities, people contact him. The current options are a full certification course beginning on Thursday, or just the open water dives for the certification on Saturday or Sunday, or Discover Scuba dives sometime during the week. Ray is also investigating other activities, including kayaking and a water taxi to Klein Bonaire.
- There have been about 5 inquires for student stipends. Tyler recommends discussion after the revised budget is available.
- Ray is working on the registration code. Code has a long history of hackage and Ray will discuss with Tyler.
- Sponsorship was discussed. At this point, the only sponsors are Google and ONRG.
- *Action item:* Moti to pursue Google sponsorship.
- Ray reports on the issue of copyright. The result of discussions with community members is inconclusive. Ray considers the issue to be on-going and long-term. [However, see below for accessibility of papers during the conference.]
- An author submitting to FC12 has crossed out the language on the IFCA copyright form substituting a claim that his work is in the public domain. The board sees this as completely acceptable for the pre-proceedings. The board cannot know whether Springer will accept this statement as sufficient for its purposes. Springer should be contacted to discuss this matter.
- Tyler proposes to post on the FC12 conference website, contemporaneously with the conference, URL's to pre-proceeding papers. This directly addresses the copyright concerns of some authors. Ray directs the board's attention to <http://fc05.ifca.ai>, where this was done.
- The board discusses the mechanism of opt-out for authors who would object to public distribution of their pre-proceeding papers. Tyler will draft a letter of explanation to be sent to authors. The draft will be sent to the directors list for discussion at the next meeting.
- *Action item:* Tyler to draft letter of explanation to authors of the FC12 plans for distributing pre-proceeding papers, and send to directors list.

New and concluding business

- Next meeting is set for January 11 at 11:00 EST, 16:00 GMT.
- The chair asked for new business from the board. No further new business was proposed.
- The chair, hearing no objection, adjourns the meeting at 12:02 EST.

Appendix: Agenda

- minutes of previous meetings
- review of action items
- report of activities this period
- due diligence new directors
- FC10 Tenerife wrap-up
 - Everbank sponsorship
- FC11 St. Lucia wrap-up
 - expenses Fabian Monroe
 - reimbursement Jolyon Clulow
 - conference proceedings LNCS 7035
 - workshop proceedings LNCS 7126
- FC12 Bonaire
 - room takeup
 - budget
 - activities
 - student stipends
 - registration
 - sponsorship
 - copyright
- new and concluding business
 - next meeting date

Appendix: Open Action Items

1. Ray to post budget accommodations information to the FC12 website.
2. Ray to give a detailed comparison between Thailand and Okinawa as FC13 locations.
3. Ray to get from Jean her workshop's program, including number of papers.
4. Ray to submit ONRG grant proposal.
5. Ray to send out further conference calls for participation.
6. Ray to update FC12 webpage with new recommendations for travel.
7. Ray to clarify with hotel and reservation network the room block cut-off date.
8. Ray is to redraft budget on assumption of 80 and 60 attendees.
9. Burt and Ray to coordinate transfer of the miami/ifca website archive to the IFCA website archive.
10. Burt to create FC11 conference proceedings mailing list, and send to Springer.

11. Tyler to write GC guidelines.
12. Tyler to draft letter of explanation to authors of the FC12 plans for distributing pre-proceeding papers, and send to directors list.
13. Moti to write PC guidelines.
14. Moti to send due diligence to C.E.G., or to Burt.
15. Moti to pursue Google sponsorship.
16. All directors to address sponsorship solicitations.

Appendix: Activities of Directors

1. Ray's activities:
 - (a) worked with volume editor at Springer to resolve pressing issues
 - (b) update of FC12 website: conference program and registration information
 - (c) succeed in getting Everbank sponsorship payment
 - (d) obtained DUNS number, for purposes of grant/sponsorship
 - (e) intense activity on ONRG grant proposal
 - (f) discussions with hotel concerning food, dive and excursions
 - (g) sent out calls for participation
 - (h) hacked registration code
 - (i) researched travel options to Bonaire
 - (j) researched budget accommodations in Bonaire
 - (k) usual Chair activities (scheduling meeting, preparing agenda)
2. Moti's activities:
 - (a) prepared internal request for sponsorship
 - (b) research alternative accommodation options for FC12
 - (c) continued work on PC guidelines
3. Tyler's activities:
 - (a) continued work on GC guidelines.
 - (b) talked to Jolyon Clulow regarding reimbursement, contact
 - (c) emailed concerning sponsorship.
4. Sven's activities:
 - (a) preparation of workshop proceedings
 - (b) sponsorship

(c) researched travel options to Bonaire.

5. Burt's activities:

- (a) prepared IFCA Minutes
- (b) mailing list for proceedings
- (c) sponsorship solicitations

End of Minutes _____