

Minutes of IFCA Board Meeting

Friday, 3 February 2012, 16:15 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 11:17 EST, 16:17 GMT.

IFCA jurisdiction and structure

- Ray has sent to the director's list an overview of his proposal to create a Dutch Foundation for the running of IFCA, in its financial aspects, and the creation of a Steering Committee of that Foundation, to oversee the academic and research aspects. He has also sent to the director's list draft Guidelines for said Steering Committee.
- Ray proposes establishing such a foundation with himself as president and Hinde ten Berge as secretary/treasurer, and with the current IFCA directors as initial steering committee, and transferring the assets of IFCA to the foundation.
- To summarize the reasons:
 - *Expense and complication of being an Anguillan corporation, and we are never fully in compliance with our legal obligations:* being an Anguillan corporation is difficult. We work through a registered office in Anguilla with which we have little working relationship and it is increasingly expensive and cumbersome. The due diligence requirements are considered onerous by the board members, but are absolutely necessary, and it is a constant irritation to our registered office that we do not comply to their or the Anguillan government's satisfaction. It also requires a trustee to hold all member shares, and this is a complication which is in fact simply glossed over.
 - *Board of directors bear financial risk:* The members of the board, whose interests might be purely academic, are also exposed to financial risk, as director's of a corporation. The proposed structure transfers all financial risk and responsibility to the foundation, leaving all academic responsibilities to the Steering Committee.

- *Harmony of processes and purpose:* The approach of the foundation is also more in line with other conferences, and the current IFCA structure is unusual. The foundation better reflects how things do work at IFCA. It provides for continuity as business entity while the membership attends or not according to various interdisciplinary interests.
- Ray introduces Hinde to be board, reminding that she has a long association with IFCA, beginning with the second FC, and is involved with several such foundations in areas related to that of FC.
- Tyler recognizes that the board now has both financial and academic roles. In the separation of these roles, he asks for a discussion about which tasks are the sole domain of each. Ray summarizes the the Foundation has the financial responsibility to make sure the conference continues to exist. The Steering Committee would organize the conference, the topics of the conference, and would assign or approve the PC and GC. Location choice is a grey area, and might be a joint decision, because of its impact on finances.
- Tyler asked about Foundation oversight. Ray says that the bylaws and an Advisory Board provide oversight and the rules for the spending of Foundation money.
- Tyler and Ray discuss the issue of community voice. Ray explains that in his proposal, there are no members. The Steering Committee elects themselves, and that the Steering Committee does not select or voice preference in the selection of Foundation members.
- The bylaws were sent to the directors, in Dutch, and Ray will have them translated to English and sent to the directors list.
- The presentation of these changes to the membership was discussed. The need for a voice of the IFCA membership in understanding the change, and future voice in the organization was discussed. In particular, any diminishing of community voice, however good intentioned the reorganization is for the organization, might be interpreted badly by the community.
- Ray is eager to amend the proposal to address concerns voiced and proposes a special meeting to discuss ideas in two weeks time.
- Moti leaves the conference at 12:02 EST and agenda item discussion is closed.
- *Action item:* Ray to translate Foundation Bylaws and send to the directors list.
- *Action item:* All directors to consider the bylaws, guidelines, and overview and discuss in two weeks.

Minutes of previous meetings

- There being no objections, the minutes of the previous two meetings are accepted.

Action items

- Ray to post budget accommodations information to the FC12 website, is done.
- Ray to give a detailed comparison between Thailand and Okinawa as FC13 locations, is ongoing.
- Ray to get from Jean her workshop's program, including number of papers. Ray has program.
- Ray to follow up with George about status of proceedings, etc, is done.
- Ray to respond to Springer and inform them that the conference volume will be shipped by them to individual addresses, etc, is done.
- Burt and Ray to coordinate transfer of the miami/ifca website archive to the IFCA website archive, is ongoing.
- Burt to prepare proceedings mailing list, is done.
- *Action item:* Burt to prepare workshop mailing list.
- Burt to follow up on billing of event insurance, is done.
- Tyler to write GC guidelines, is ongoing.
- Tyler to send Fabian the board's response to his reimbursement requests, is done.
- Moti to write PC guidelines, is ongoing.
- Moti to send due diligence to C.E.G., or to Burt, is ongoing.
- All directors to address sponsorship solicitations, is moot.
- Ray to submit ONRG grant proposal, is done.
- Ray to send out further conference calls for participation, is done.
- Ray to update FC12 webpage with new recommendations for travel, is done.
- Ray to clarify with hotel and reservation network the room block cut-off date, is done.
- Ray is to redraft budget on assumption of 80 and 60 attendees, is done.
- Tyler to draft letter of explanation to authors of the FC12 plans for distributing pre-proceeding papers, and send to directors list, is on today's agenda.
- Moti to pursue Google sponsorship, is done.

Report of director activities of this period

- Directors' activities were reported. See appendix below.

FC12 Bonaire

- *Budget* —
- Ray has provided a budget. IFCA staff costs on budget provide for Hinde to travel to FC12. The provided budget assumes two sponsors: Google and ONRG. We currently have 85 attendees with 6 stipends and the budget is black.
- A local bank will cover a coffee break and entertainment (\$700) in exchange for one attendance at some sessions.
- Chair calls consensus on the budget and the budget is approved.
- *Student stipends* —
- Google has funded a student award specifying that \$500 of its sponsorship money be used for it; in fact the full amount of the Google sponsorship was used for student awards.
- A discussion of student stipends leads to a policy wherein a professor going full fare is encouraged to bring his/her students, because of the reduced registration rate.
- *Workshop invited speaker* —
- Sven asks the board to fund travel and hotel for Jody Westby to be the workshop invited speaker. For two nights and round trip from DC, \$1,200 is requested. Jean Camp has been asked to coordinate so that the invited talk would address both WECSR and USEC.
- Sven is trying for NSF to fund travel, and asks IFCA support only in default of that.
- Tyler runs some calculations and it looks that workshop registration has sufficient margin to accommodate this additional cost.
- The board indicates agreement to fund, if NSF cannot, and if USEC agrees to coordinate.
- *Online pre-proceedings* —
- There is a letter to the authors providing opt-out for any author not wishing his paper to be public. Public papers will be linked from the FC12 website. All papers will be available in a password protected tar ball available from the FC12 website.
- *Action item:* Ray to ask Angelos to distribute letter to FC12 authors.
- *Action item:* Sven to distribute letter to WECSR authors.
- *Action item:* Ray to ask Jean and Jim to distribute letter to USEC authors.
- *General meeting prep* —
- *Action item:* Agenda and supporting documents for General Meeting to be posted by the first FC12 session.
- *Action item:* Ray to put on agenda nominations for board elections.

FC13 Asia

- Ray compares two locations proposals for FC13, Okinawa, Japan and Krabi, Thailand.
- Pros for Japan: As a destination Japan has credibility. We have a person committed to being GC if the location were Japan. A Japanese conference will get a large number of Japanese attendees. There might be additional cost savings as the Okinawa Convention Bureau will hand over responsibilities for the conference center to the hotel on April 1.
- Cons for Japan: It is not possible to coordinate with related conferences that will be held in Japan, and this might lower participation as possible attendees will have to choose between conferences. Participants might continue to shy away from Japan due to the tsunami and its consequences. The weather will not be as nice as it is for most FC's, although we will move the conference to beginning April. Okinawa airport is far from conference venue. One organizer even suggests spending one night in town before traveling to conference site.
- Pros for Thailand: More exotic, with the customary FC feel. Thailand was preferred by attendees in the straw poll. Everyone has an excitement or Thailand. The particular hotel is built into the face of a cliff and only accessible by water, except at low tide.
- Cons for Thailand: There would be a perception problem, even more so than with Caribbean locations. It is also difficult to get to. We do not have a GC as yet.
- Sven notes that a consistent complaint against FC's is they are hard to get too. Tyler notes that a promise of Japanese attendees makes the Japan location lower risk for our first foray into Asia.
- The board proposes that FC13 be held in Okinawa and FC14 be held in Barbados, assuming no problems arise in working out the details.

FC14 Barbados; FC15 Caribbean; FC16 EMEA

- *Action item:* Tyler to contact Sean Thorpe to discuss Jamaica for FC15.

Availability of IFCA documents

- *Action item:* Burt to transfer IFCA archive documents from Department of Computer Science, University of Miami, server to IFCA server.
- *Action item:* Burt to reorganize IFCA documents according to Ray's suggestions.

New and concluding business

- Special meeting date set for Friday, 17 February, at 11:30 AM EST.

- Next regular board meeting date was set for Sunday, 26 February, at 2 PM in Bonaire.
- The chair, hearing no objection, adjourns the meeting at 1:18 EST.

Appendix: Agenda

- * minutes of previous meetings
- * review of action items
- * report of activities this period
- * IFCA jurisdiction and structure
- * FC12 Bonaire
 - budget
 - student stipends
 - workshop invited speaker
 - online pre-proceedings
 - general meeting prep
- * FC13 Asia
 - Japan vs. Thailand
- * FC14 Barbados
- * FC15 Caribbean
- * FC16 EMEA
- * availability of IFCA documents
- * new and concluding business
 - next meeting date

Appendix: Activities of Directors

1. Ray's activities:

- Submitted ONRG grant proposal
- Attended CONVENTA in Ljubljana, Slovenia and post-tour to Dubrovnik, Croatia, at cost of \$10 to IFCA
- Established the Google Student Award, working with Google to support 6 students
- Updated registration page for late registration pricing.
- Ordered T-shirts; used last year's unused design, working with the artist to update for this year.
- Coordinated with the Hotel for activities: The Thursday excursion will be included in the registration price. The Saturday excursion will not be included in the workshop price, and instead created a Friday Paranda Party Bus activity included in workshop price.

- Sent out additional Calls for Participation
- Migrated IFCA mail server to new machine.
- Prepared and sent out a revised FC12 budget
- Prepared a proposal for a Foundation, the Foundation bylaws, its Steering Committee guidelines, and an overview of the foundation.
- Set up space for IFCA archives on IFCA web-server
- Followed up with registered office in Anguilla concerning amounts due.
- Coordinated with Springer for FC11 proceedings.

2. Sven's activities:

- Worked with Ray preparing Foundation documents.
- Solicited sponsorship.
- Participated on wrapping up the workshop volume, working with George and Kazue.
- Researched travel information to Bonaire.
- *Action item:* Sven to send travel tips to Ray.
- *Action item:* Ray to post Sven's travel tips to web-site.

3. Burt's activities:

- Preparation of Minutes
- Preparing archives on Miami server for migration to IFCA server.
- Prepared Proceedings mailing list.

4. Tyler activities:

- Set up and provided Ray with a Google document to facilitate room sharing among FC12 attendees.
- Provided expertise on the registration system to Ray, to aid in the setting up of the system.

Appendix: Open Action Items _____

1. All directors to consider the bylaws, guidelines, and overview and discuss in two weeks.
2. Sven to distribute letter to WECSR authors.
3. Sven to send travel tips to Ray.
4. Ray to put on agenda nominations for board elections.

5. Agenda and supporting documents for General Meeting to be posted by the first FC12 session.
6. Ray to translate Foundation Bylaws and send to the directors list.
7. Ray to post Sven's travel tips to web-site.
8. Ray to ask Jean and Jim to distribute letter to USEC authors.
9. Ray to ask Angelos to distribute letter to FC12 authors.
10. Tyler to contact Sean Thorpe to discuss Jamaica for FC15.
11. Tyler to write GC guidelines..
12. Burt to transfer IFCA archive documents from Department of Computer Science, University of Miami, server to IFCA server.
13. Burt to reorganize IFCA documents according to Ray's suggestions.
14. Burt to prepare workshop mailing list.
15. Moti to write PC guidelines.
16. Moti to send due diligence to C.E.G., or to Burt.

End of Minutes _____