

**Minutes of IFCA Board Meeting**  
**Wednesday, March 30, 2016, 11:00 EDT.**  
**By Conference Call**

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**Present:** Ray Hirschfeld, Director, Treasurer, Chair  
Burton Rosenberg, Director, Secretary  
Matthew Smith, Director, Vice-President Elect  
Moti Yung, Director, President

**Opening**

- Meeting called to order, 11:05 EDT.
- Moti to join later; Matthew to leave early.
- Review of previous minutes deferred.

**Review of Action Items**

- Moti to write press release: The action item is now to implement a mechanism for handling press releases.

**Report of director activities of this period**

- Directors activities were reported; see appendix.

**FC16 Barbados:**

- Ray reports that the final budget will have a profit of \$50,000. The budget plan was to break even. Ray discusses the reasons for so high a profit. The ONRG grant arrived late, as well as additional sponsors. Meanwhile, Ray had economized, not expecting additional revenue, nor the strong attendance.
- There are several attendees that could not attend because of visa trouble. IFCA requires timely cancellations so that costs, such as catering costs, are not incurred on behalf of the non-attendee. However, visa's are often granted or definitively denied in the last few days before a conference.
- Partial refunds will be offered when costs were not incurred.
- If however there was a benefit, such as a poster included in the proceedings, or the presentation was made via Skype, the attendee should be considered as having attended the conference.
- The proceedings have been assigned volume numbers. The conference is LNCS 9603, and the workshop is LNCS 9604. Bart is the contact editor of the conference volume; and Sarah is the contact editor of the workshops volume.

**FC17:**

- Ray is going to visit Sicily next week and Malta the week after.
- Ray has informed Iceland that their location has not been chosen for FC17.
- The board's location preference shall be Malta, in accordance with membership preference as expressed in the straw poll take during the AGM.
- *Action Item: The board shall discuss the FC17 PC by email.*

**FC18 Caribbean:**

- According to the IFCA location plan, FC18 is planned to be in the Caribbean.
- Cuba is a possibility if travel restrictions are lifted.
- Other locations include Curacao, St. Vincent and Grenadines, or Granada.

**FC19 location ideas and long-term planning:**

- For FC19 the locations Roatan in Honduras will be considered.
- For FC20 in Asia, Thailand, Hong Kong, Penang, Taiwan and Vietnam will be considered.

**Childcare:**

- IFCA encourages conference attendees to bring their families. The board considers such family-supportive features at the venue as a Kids Club, but hasn't looked specifically at childcare. Matt is concerned about money, having been given by, for instance, the German government, for the purposes of research, being used instead for this sort of support.
- Ray to ask about childcare when arranging locations.

**New IFCA Committees:**

- IFCA has the following new committees:
  - The PC Guidelines Committee, chaired by Bart P.
  - The GC Guidelines Committee, chaired by Tyler M.
  - The Fellows and Awards Committee, chaired by Yvo D.
  - The Special Journals Committee, chaired by Yvo D.
- *Action Item: Moti to contact committee chairs for progress updates.*

**IFCA corporate/association business:**

- *Action Item: Burt to assist Joe for due diligence paperwork.*

- Mark Holland has proposed to aid in collecting hotel commissions.
- The discussion of the foundation transition is tabled until the full board is present.

*At 11:56 AM Moti joins conference. Ray reviewed the meeting for Moti. Moti's reaction to already recorded agenda items have been included with the original recording, above.*

**New and concluding business:**

- Next meeting Tuesday, 17 May 17, 11:00 EDT.
- There is no new business from the floor.
- Meeting adjourned at 12:10 PM EDT

**Appendix: Agenda**

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- minutes of previous meeting(s)
- review of action items
- report of activities this period
- FC16 Barbados
  - budget
  - proceedings
- FC17 Malta/Sicily
  - location
  - program chair(s)
  - general chair
- FC18 Caribbean
  - location
  - chairs
- FC19 location ideas and long-term planning
- childcare
- new IFCA committees
  - PC guidelines
  - GC guidelines
  - fellows/awards
  - journal
- IFCA corporate/association business
  - directors due diligence
  - hotel commission proposal
  - foundation transition
- new and concluding business
  - next meeting date

## **Appendix: Activities of Directors**

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### **\* Ray's Activities:**

- updated directors mailing list
- updated directors/officers web page
- updated officers mail aliases
- followed up with sponsors regarding payment
- attended C&IT Association Forum London (cost to IFCA: \$185)
- met with Mark Holland
- contacted Springer to start FC16 proceedings process
- attended ACE of MICE trade fair Istanbul (cost to IFCA: \$48)
- investigated refund issue with WorldPay
- usual treasurer and chair duties

### **\* Burt's Activities:**

- normal duties of secretary

### **\* Matt's Activities:**

- normal duties of a director.

## **Appendix: Open Action Items**

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1. Moti to contact committee chairs for progress updates.
2. Burt to assist Joe for due diligence paperwork.
3. Moti to propose a mechanism for handling press releases.
4. The board shall discuss the FC17 PC by email.

## **End of Minutes**

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