

**Board of Directors Meeting, Thursday, January 30th 2003, at 3:15 PM at
La Creole Beach Hotel, Gosier, Guadeloupe, FWI**

Present Ray Hirschfeld, Director, partly President, partly Chair
Marc Briceno, Director, partly President
Nicko van Someren, Director, partly Chair
Paul Syverson, Director
Duncan Goldie-Scot, Director
Hinde ten Berge, Secretary
Phong Nguyen, co-General Chair (present for his report only)

Agenda

1. General Chair's report on FC03
2. Minutes of previous meetings (2002 + 2003 outgoing)
3. Select FC04 venue
4. Appoint FC04 Program Chair
5. Appoint FC04 General Chair
6. Officers' responsibilities and reporting structures
7. Elect officers
8. Reimbursement/waiver policy for directors/officers/chairs/PC members
9. Financial Statement 2002
10. Conference price structure
11. Conference content structure
12. Website development
13. Financial audit
14. Continue any business from the outgoing Board meeting
15. Any other business

1. General Chair's Report of FC03

In total, FC03 attracted 50 attendees, of which 15 corporate attendees had waivers. Phong urges the Board to think this over. There were six last-minute registrations.

The financial statement is discussed and commented on by Phong. There are still some unexpected costs to come; we did not receive the final bill from the hotel yet. Deficit will be around € 18,000.

As was decided by the Board in June 2002, the conference budget and final report have to be submitted no later than three months after the conference. Phong agrees to submit all documents within 1 month.

ACTION ITEMS:

20030228 Phong to finalize the financial statement and report

20030228 Phong to file financial statement and report with secretary

Marc calls for order and proposes to select a new chairman and nominates Nicko. Ray is willing to continue as chairman and nominates himself.

Call for Vote:

Nicko to be chairman: 4 in favor

Ray to be chairman: 1 abstain

Nicko is elected chairman.

2. Minutes of previous meetings (2002 + 2003 outgoing)

- Outgoing Board of Director's Meeting March 10th, 2002
All in favor: Minutes approved.
- General Meeting March 13th, 2002, after secretary's comment on proposed changes to IFCA Bylaws
All in favor: Minutes approved.
- Incoming Board of Director's Meeting March 13th 2002
All in favor: Minutes approved.
- Outgoing Board of Director's Meeting January 26th, 2003, secretary will make changes as discussed
All in favor: Minutes approved.

ACTION ITEM

No date set Hinde to revise minutes of the General Meeting held on March 13th, 2002, and of the Outgoing Board of Director's Meeting held January 26th, 2003, all as discussed.

3. Select FC04 venue

The Board looks into the figures of the poll taken at the General Meeting even though these figures are pre-selective. A discussion starts on the influence of nice, sunny venues. Duncan states that the issue is to get the conference correct, and not the location. We need to focus on a better image and gain more attraction: more marketing.

Marc opens the discussion whether IFCA wishes to continue to be in this business. Other possibilities are to give it to IETF or use the debit for stipends. The nature of the conference is further discussed. Structural questions are to be asked: in order to get answers to those, IFCA should send out a poll to all previous attendees and find out why they stopped coming, etcetera.

ACTION ITEM

20030216 Marc to write a poll to be sent out to all previous attendees.

Selection of venue is moved to email discussion because the Board does not have enough information to be able to decide on it.

ACTION ITEMS

20030214 Ray to report on his findings in Anguilla to the Board

20030214 Paul to check out the calendars of crypto and security conferences

20030214 Duncan to check out the calendars of bankers and financial conferences

20030214 Ray to look into Director's liability while in Anguilla

20030214 Hinde to look into Director's liability with Lyn Bell

11. Conference content structure (agenda item moved up)

Nicko suggests accepting other papers in addition to peer review papers, for example abstracts of talks. Not all academic papers have enough relevancy in the real world: we also need more application talks. Nicko proposes to accept 1-page proposals for talks. Marc proposes to increase the page limit for legal papers, to

which Paul replies that the Program Committee will be in trouble with long papers. Nicko is divisive to including different size limits for different areas.

The banking world has a different approach: people are invited to give a talk rather than having them to send in proposals. Keynote speakers are usually paid (the keynote speaker is a crucial part of marketing) and speakers' registration fee is covered.

Nicko suggests that we should aim for a 'personalization' of the Call for Papers. The Program Committee should have a targeted Call for Papers. Maybe the Program Chair should appoint a sub-committee for A4/US Letter size proposals.

Motion: To accept 1 A4/US Letter size proposals for talks.
All in favor

A tentative timetable is discussed: first the venue, Program Chair, General Chair and dates have to be set. Then the Program Committee is formed, after which the Call for Papers can be send out. Last, the Call for Participation is sent out.

Paul suggests to set the timetable for the next conference.

Motion: The Board of Directors will select the venue for the conference in the upcoming year by February 28th, 2003
All in favor

Motion: Send outcome of venue to member's mailing list by March 1st, 2003
All in favor

Motion: Solicit for proposals for the FC05 venue by September 1st, 2003
All in favor

Motion: Appoint Program Chair[s] by February 7th, 2003
All in favor

Motion: Direct Program Chair[s] to have the Program Committee by March 7th, 2003
All in favor

Motion: Direct Program Chair[s] to send out Call for Papers by March 14th, 2003
All in favor

4. Appoint FC04 Program Chair

Several candidates are discussed. Rebecca suggested to continue having a co-chair. Marc states that the Program Chair should be a non-cryptographer. Nicko thinks that a single non-crypto Chair has to be very well connected in the community; therefore it is better to choose for a co-chair.

Motion: To appoint Hal Varian and Ari Juels both co-Program Chair
4 in favor, 1 against

ACTION ITEMS

20030207 Paul to contact Hal Varian to see if he is willing to serve as co-Program Chair with Ari Juels

20030130 Ray to contact Ari Juels to see if he is willing to serve as co-Program Chair with Hal Varian

5. Appoint FC04 General Chair

Motion: To appoint Hinde ten Berge as General Chair unless a decision on a particular location comes with a General Chair.
All in favor

6. Officers' responsibilities and reporting structures

ACTION ITEM

20030228 President to write a discussion document on officers' responsibilities and reporting structures

Item dropped after agenda item 7. Elect Officers

7. Elect Officers

- Treasurer

Motion: To appoint Ben Cutler as acting treasurer for 1 month so he can meet his deadline. Marc to identify alternative candidates within that time and report his findings to the Board.

All in favor

- Secretary

Hinde ten Berge is nominated.

Motion: To appoint Hinde ten Berge as Secretary

All in favor

- Vice President

We have no candidates.

Motion: To find candidates and vote per email in two weeks time.

All in favor

- President

Marc Briceno and Ray Hirschfeld are nominated.

Motion: To appoint Marc Briceno as President.

4 in favor

ACTION ITEMS

20030228 Marc to identify alternative candidates for treasurer and report findings to the Board

20030214 Board to vote by email on Vice President

8. Reimbursement/waiver policy for directors/officers/chairs/PC members, and

10. Conference price structure

Ray suggests that Program Committee members receive a free membership of IFCA and not a waiver for registration fee. He also suggests that the normal rule should be that people within the IFCA organization should pay for themselves unless they cannot afford it due to unemployment or other relevant reasons. A discussion starts on the organizer's fee.

ACTION ITEM

20030214 Nicko to give suggestions for the conference price structure

9. Financial Statement 2002

ACTION ITEM

20030214 Marc or delegate to talk to Ben on status. Delegated to Ray.

12. Website Development

The Board is reluctant to continue with Kevin and should look for options to outsource the development and maintenance of the website & database. Item is postponed, to be continued by email.

ACTION ITEM

No date set Marc to obtain details and quotes for outsourcing the development and maintenance of the website & database from Adam

13. Financial Audit

ACTION ITEM

20030214 Ray to discuss the audit with Ben

14. Continue any business from the outgoing Board Meeting

- Ray has talked to Robyn about International Trademark and was going to receive a quote.
- Outstanding Guidelines
 - Privacy Policy -- Responsible: Adam
 - Membership Guidelines and Financial Guidelines -- Responsible: Ray
 - General Chair Guidelines -- Responsible: Ray and Hinde
 - Program Chair Guidelines -- Responsible: Paul

ACTION ITEMS:

20030207 Marc to remind Robyn of sending quote for International Trademark

No date set Nicko to circulate most updated versions on the Board mailing list

No date set Authors of Guidelines to send most updated versions to Nicko

20030207 Marc to determine the status of the General Chair Guidelines and Privacy Policy; obtain last versions from Adam

20030401 Ray and Hinde to obtain last version and write General Chair Guidelines

20030214 Nicko to call tourist offices for quotes venue FC04

20030207 Marc to contact Sandy Sandfort to resubmit proposal for Panama as venue FC04

15. Any other business

FYI: Ray says that there has been an attempted registration fraud.

ACTION ITEMS

- No date set** Hinde to send relevant documents to Duncan
No date set Ray to update board mailing list with board changes and give Hinde details on maintenance of mailing lists
20030130 Duncan to give Hinde his address information
No date set Hinde to update Hansa Bank with board changes

Meeting adjourned at 07:10 PM.

LIST OF ACTION ITEMS SORTED BY RESPONSIBLE PERSON AND DATE

General

- No date set Authors of Guidelines to send most updated versions to Nicko
20030214 Board to vote by email on Vice President

Nicko van Someren, Director, Chairman

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20030214 Nicko to give suggestions for the conference price structure
20030214 Nicko to call tourist offices for quotes venue FC04

Marc Briceno, Director, President

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20030228 Marc to identify alternative candidates for treasurer and report findings to the Board

Ray Hirschfeld, Director

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Paul Syverson, Director

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Duncan Goldie-Scot, Director

- 20030130 Duncan to give Hinde his address information
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Phong Nguyen, co-General Chair FC03

- 20030228 Phong to finalize the financial statement and report
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Hinde ten Berge, Secretary

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