

Minutes of IFCA Board Meeting _____
Friday 20 August 2010, 16:00 GMT.
By Conference Call.

Present: Ray Hirschfeld, Director, Treasurer, Chair
Jon Callas, Director, Vice President
George Danezis, FC11 Program Chair
Sven Dietrich, Director
Fabian Monroe, FC11 Local Arrangements Chair
Steven Murdoch, FC11 General Chair
Andrew Patrick, Director, President
Burton Rosenberg, Director, Secretary

Minutes

- Meeting called to order 16:01 GMT/12:01 EDT.
- The agenda is discussed, it being decided to take up matters involving the conference chairs first, and then proceed to the board's own items.

FC11 St. Lucia

- Andrew would like to move that the three proposed workshops be accepted.
- There is a discussion about accommodations for three workshops. The Bay Gardens Hotel has three conference rooms, however one of the rooms is small and dark. Otherwise, the Bay Gardens Resort has two rooms, and the Royal St. Lucia, which is across from the resort, has one conference room. In summary, it was felt that the ability to move between workshops was the most important thing, so the workshops will be held at the Bay Gardens Hotel.
- Attendees will be asked to state a preference for the workshop they will attend when they register for the workshop program. It will be clear that the stated preference does not obligate the attendee to attend or not attend any specific workshop. This is done to determine proper assignment of workshop to conference room.
- *Resolved:* The chair calls consent; upon hearing no objection, it is resolved that the three workshop proposals are accepted and they will be held at the three conference rooms of the Bay Gardens Hotel.
- George has been asked by Kazue if papers can be submitted to both the conference and the workshop, simultaneously. Andrew feels that it is the PC's prerogative to decide. After discussion, it was thought best to arrange the deadlines such that papers rejected for the conference can be then submitted to the workshops. However, simultaneous submissions will not be permitted.

- *Action item:* On the behalf of the board, George will inform workshop chairs of the acceptance of their proposals. George will also respond to Kazue about the submission policy, and present the suggestion concerning submission dates.
- George reports that the paper submission software is working, and the committee will be ready to accept submissions as early as next week.
- George will send out two mailings in September to solicit papers for the conference.
- Steven reports that the FC11 web site is up.
- Steven gives a progress report on sponsorship. Various people are involved to help solicit for potential sponsors, including: Microsoft, Google, Gemalto, Office of Naval Research – Global, IBM, Juniper, Nokia, HP, Paypal, Cryptomathic. PGP, Apple and Thales.
- For ONR sponsorship, IFCA might need a NATO Commercial and Government Entity Number.
- Andrew asked for consideration of a dinner with the rump session, as often people arrive late to the rump session because of delays in finding a dinner unassociated with the conference.
- Fabian presents the social program as of now: the hotel sponsored rum punch party is the Sunday reception; Monday is the full welcome reception; Tuesday evening is the rump session; Wednesday the conference dinner, which is co-located with the hotel's Wednesday dinner for all guests, except FC11 will have separate seating at the beach.
- Fabian suggests to hold the rump session in the restaurant lounge, which is downstairs from the conference room. Ray inquires if the lounge would be a suitable location for the AGM.
- The on-site registration was discussed, and in particular who will do the on-site registration. Ray mentioned that in the past we budgeted to pay registration help; Steven felt a reasonable job could be done without without paid assistants. Fabian will also look if the hotel can provide help with the registration desk.
- *Action item:* Ray asks directors to provide support requests to Steven.
- Fabian has provided Steven with the least expensive menu choices. Steven will budget on this, modifying the choices according to sponsorship results. Hotel provided entertainment is very expensive.
- *Action item:* Ray to send Fabian contact from the St. Lucia Tourist Board for possible support for entertainment.
- Fabian has selected the hotel's on site excursion company, Cox and Company, to provide excursions. He will work out group rates on a 1/2 day excursion on Tuesday, and a full day tour on Saturday. There was a discussion of whether the excursion will

be in the budget or not. Ray thinks that it would be nice to include some excursion on the budget, and Sven recalls that we have had a mixed model of included and paid-for excursions.

- *Action item:* Steven to present a preliminary budget to the board by the next board meeting.
- Ray opens up the floor to question from the board to the chairs.
- Andrew would like to know about airport travel arrangements. Fabian says that there will be complimentary pickup by the hotel from the north airport. The hotel is no longer allowed to send vans to the south airport. The standard price for travel from the south airport is \$70. Fabian will provide information to Steven concerning recommended carriers for airport transfer. Fabian might be able to arrange some pickups, independent of the hotel, if there are a few specific arrival times.
- Ray asks about group rates with a preferred airline. There was a lack of enthusiasm for the promise of group rates.
- Ray opens the floor to questions from the chairs to the board.
- Fabian would like to make a deposit to the resort at this time. There was a discussion of the room block. Fabian has negotiated on a 50 room block with a break down by room class. Ray considers that it should be 60 rooms at run of house. There will be a hard deadline to release the blocked rooms on December 15. The deposit will prepay the rooms. When a room is booked or released, deposit money will be moved to the master account which settles the conference bill. Fabian will block 44 deluxe pool view rooms and 6 more rooms elsewhere in the hotel.
- *Action item:* Fabian to get the amount of deposit, and the address to which Ray will send a US check. This will be done by next week.

Board meeting

- Jon, Fabian, George and Steven leave the conference call at 13:24 EDT.
- The chair proposes to accept the minutes of the last meeting. The chair calls consent; upon hearing no objection, the minutes are accepted.

Review of Action Items

- C.E.G due diligence: all directors have now sent in due diligence. However C.E.G. has asked Andrew for a second letter of reference. This continues to be *in progress*.
- Andrew to report on creating IFCA PC/GC guidelines modeled after IACR PC/GC guidelines. This will be *tabled*.
- Andrew to write thank you letters to FC10 sponsors. Functionally moved over to FC11 sponsorship activities. *Done*.

- Ray to present final FC10 budget. Awaiting sponsor money from Everbank to close. *In progress.*
- Ray to encourage FC chairs to make more active use of the organizers mailing list and invite them to participate at the beginning of next months conference call. *Done.*
- Burt to look into commercial liability insurance. No progress. To complete by next board meeting. *In progress.*
- All directors to look at FSRTG 2010 briefing. On agenda for today's meeting.

FC10

- Ray has invoice from Springer for conference proceedings, but not the proceedings. He has the workshop proceedings but not the invoice for said proceedings.

FC12/FC13

- Ray to forward to director list letter from Kazue concerning FC12/FC13.

FSTC/BITS

- *Action item:* Andrew to contact Dan Schutzer and John Fricke of FSTC/BITS by next meeting.

New and concluding business

- Concerning the participation of chairs in the board meeting, Ray observed it was good but time consuming. There was discussion to either delimit the part of the meeting devoted to the chairs, or to have a separate meeting for the chairs.
- The next meeting is set for Thursday, September 23, 16:00 GMT/12:00 EDT.
- *Action item:* Ray to send check for deposit on FC11 contract by Friday, August 27, without fail.
- The chair hearing no objection adjourns meeting at 17:53 GMT/13:53 EDT.

Appendix: Agenda

1. FC11 St. Lucia
2. Accepting minutes of previous meetings
3. Review of action items
4. FC10 Tenerife
5. FC12/FC13
6. FSTC/BITS
7. New and concluding business

Appendix: Open Action Items

1. On the behalf of the board, George will inform workshop chairs of the acceptance of their proposals.
2. Steven to present a preliminary budget to the board by the next board meeting.
3. Fabian to get the amount of deposit, and the address to which Ray will send a US check.
4. Ray to send Fabian contact from the St. Lucia Tourist Board for possible support for entertainment.
5. Ray to send check for deposit on FC11 contract by Friday, August 27.
6. Directors to conclude due diligence to C.E.G. E.g. Andrew to submit a second letter of reference.
7. Directors to provide support requests to Steven.
8. Ray to present final FC10 budget.
9. Burt to look into commercial liability insurance.
10. Andrew to contact Dan Schutzer and John Fricke of FSTC/BITS by next meeting.

End of Minutes
