

Minutes of IFCA Board Meeting _____
Monday 29 November 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 Monrose, FC11 Local Arrangements Chair
Steven Murdoch, FC11 General Chair
Andrew Patrick, Director, President
Burton Rosenberg, Director, Secretary

Minutes

- Meeting called to order 16:05 GMT/11:05 EST.
- The agenda is arranged to first handle matters involving conference chairs.

FC11 St. Lucia

- Fabian reports that local arrangements are mostly done.
- Airport transfers for UVF on Saturday and Sunday are being arranged. The hotel runs a shuttle for the closer airport, SLU. It was noted that in previous FC's the participant was responsible for the cost of the shuttle.
- Fabian is in discussion with Cox, the excursion company, for Tuesday or Thursday half day excursions, and a full day Saturday excursion.
- Fabian will check with the managing director of the conference hotel to request an additional week before room block expiration. Current date of release of the room block is December 15.
- Preliminary program is presented and discussed.
- Ideas for two invited speakers and an additional panel were discussed. Andrew, George and Steven will continue discussions with invited speakers.
- Social program is finalized: cash bar on Sunday, upgrading to a free event if budget permits; Rum Punch event Monday; Rump session Tuesday; Beach barbecue Wednesday; and a Thursday half day excursion.
- Changes were incorporated into the preliminary schedule and it was posted to the web site.
- Conference budget is presented and discussed.

- Ray and Andrew have already looked over the budget. Fabian asks about workshop costs. Registration fees are waived for invited workshop participants, but there are no funds available for honorarium or any other support.
- Steve talks about cost cutting measures, which focus on the cost of lunches and coffee breaks. Ray suggests removing the paid Beach barbecue, instead participating in the manager's special held that same evening. Andrew suggest changing the proposed Thursday night dinner to a reception.
- Kazue's workshop has a December 8-th deadline for papers, and a program for the workshop will be available after that date.
- The on-line registration system to be addressed.
- The conference fees were discussed.
- *Resolved:* Andrew moves that the fees as presented in the not-yet approved budget be approved; Ray seconds; the vote is unanimous in favor and the resolution passes.
- Publicity is discussed, including Facebook and Twitter. Andrew proposes to use Google Ads, and it was decided to put the cost of this on the IFCA budget. The cost is expected to be less that \$500.
- The conference chairs leave the conference call at 12:04 EST.

Board members continue meeting

- Postpone to next meeting accepting the minutes of the prior meeting.
- *Resolved:* Andrew moves to accept the proposed FC11 budget; Jon seconds; Ray abstains, other board members are in favor; the motion passes.

Review of Action Items

- Ray has worked with the FC11 chairs about fees and expenses.
- Ray to close FC10 budget.
- Ray has circulated to board information for future FC locations.
- Ray believed he had action item to talk to George and Steven about publicity, and this was done.
- C.E.G. due diligence has been concluded.
- Burt still to get competing quote for insurance. Ray will talk to insurance representatives at Barcelona meeting.
- Andrew is moving ahead with Google Ads to promote FC11.
- Andrew will continue discussion with FSTC/BITS once FC11 schedule is posted.
- Sven has emailed BITS in October and will now follow up by phone.

New and concluding business

- *Resolved:* Ray moves that Andrew and Jon be the board nominations at the director elections to be held at the upcoming IFCA AGM; Andrew abstains, all other are in favor; the resolution passes.
- *Action Item:* The secretary will prepare to run the elections at the next AGM, as the vice-president will be running for election.
- Next meeting is set for Tuesday, December 28, 17:00 GMT/12:00 EST/9:00 PST.
- The chair hearing no objection adjourns meeting at 17:22 GMT/12:22 EST.

Appendix: Agenda

1. FC11 St Lucia
2. Review of action items
3. New and concluding business

Appendix: Open Action Items

1. Ray to close FC10 budget.
2. Burt to re-quote insurance, and get a competing quote.
3. Andrew to follow up on his contact with Dan Schutzer and John Fricke of FSTC/BITS.
4. Sven to contact BITS.
5. Burt to prepare to run IFCA elections at the next AGM.

End of Minutes
