

**Minutes of IFCA Board Meeting**  
**Monday, 12 December 2011, 15:00 GMT.**  
**By Conference Call**

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**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 10:02 EST, 15:02 GMT.
- Board sets next meeting date on Wednesday, December 21, 11:00 EST, 16:00 GMT.
- Approval of minutes tabled until next meeting.

**Action items**

- Ray continues to look into budget accommodations for Bonaire FC12.
- Ray continues to work on a comparison between Thailand and Okinawa as FC13 locations.
- Tyler has a redraft of the letter to Fabian.
- Ray has received the solicitation letter from Moti, and has sent a new letter based on it.
- Event insurance has been issued.  
*Action item:* Burt to follow up on billing of event insurance.
- Ray has sent a draft FC12 budget to the director's list.
- Tyler continues to work on the GC guidelines.
- Sven circulated PETS agreement to the board.
- Sven contacted Roger about the PETS agreement and will report on findings during this meeting.
- Ray will pursue copyright issue, depending on Sven's findings.
- Ray will pursue a discussion with Alfred Hofmann at Springer based on what was learned about the community's interests.
- Moti continues PC guidelines
- Moti continues IFCA due diligence.
- Sponsorship by all directors on-going.

## **Report of director activities of this period**

- Directors' activities were reported. See appendix below.

## **Due diligence**

- Moti to complete due diligence requirement.

## **FC11 St. Lucia**

- The board approves the letter responding to Fabian's reimbursement requests, and Tyler will send the letter to Fabian.
- *Action item:* Tyler to send Fabian the board's response to his reimbursement requests.
- Ray reports on progress in closing the FC11 budget. Invited speaker desired method-of-payment and ONR sponsorship amount are to be resolved.
- *Action item:* Ray to follow up with George about status of proceedings, both the conference and the workshop volumes.
- *Action item:* Ray to respond to Springer and inform them that the conference volume will be shipped by them to individual addresses, provided by our proceedings' mailing list [as done in previous years].
- *Action item:* Burt to prepare proceedings mailing list.
- Steven should transfer registration database to IFCA, probably Ray.
- George needs to provide Burt with PC addresses, for proceedings mailing list.

## **FC12 Bonaire**

- Ray had gotten a request from an individual wishing to conduct a research survey at FC12. There were no objections to the individual doing this provided that it was made clearly evident that the study was not part of IFCA, or endorsed by IFCA, and that this person was not a representative of either IFCA or the conference.
- Ray had sent the FC12 budget to the directors list earlier. He presented his budget.
- The draft budget had a surplus, and Ray suggested that the surplus be used to either reduce registration fees, or be put towards reserves, or fund a student stipend account.
- Registration fees were the same as last year. The reduction of fees, if the surplus were to go to fees, would be about \$50.
- The conference registration information page cannot be posted without a decision on registration fees. The board understands that posting this page is a top priority and must be done well before the December 28 hotel reservation deadline.

- Sven strongly supports student stipends, and has always advocated for such stipends.
- Past FC budgets booked the IFCA dues as expenses. Following the methodology of IFCA's auditor, this year's budget shows dues as an offset to revenue.
- This year's budget books complimentary rooms as a cash expense the tax and breakfast charges incurred, at \$35 a night
- Tyler asks about the accompanying person rate, and its benefits. Ray says he followed the ultimate result of last year's conference, and reduced the rate to \$250 and provided lunch each day. In fact, he has provided for accompanying persons all food benefits. He points out that this means that the registration is subsidized, as it is below cost.
- There was a discussion about the size of surplus as a function of attendance. Sven thinks that the contingencies should be analyzed at 60, 80 and 110 attendees.
- Burt encourages that a budget line item be created for student stipends. It can expand or contract according to the surplus.
- Ray decides that he will include a \$5,000 budget item for a student stipend fund.
- Ray has to work on the registration website code. It is noted that this might take time, and the posting of the registration fees should not wait for the registration site to be functional.
- Tyler asks for a paragraph advertising the student stipends to be placed on the website at the same time as the registration information.
- Ray asks for a critique about the program. He is still working on some of the activities, including the diving certification activity. He will not be pursuing the picnic to Klein Bonaire.
- Angelos emails agreement to program while the board was discussing this item.
- *Action item:* Ray to post information on budget accommodations, the registration (information) page, and the FC12 program, immediately.
- Workshops are discussed.
- Sven is considering his workshop. He asks for invited speaker support. Ray asks Sven to present request in writing.
- The strategic role of workshops was recapped. Workshops were to increase FC attendance, and Ray thinks that they have achieved this. The actual financial effect is hard to discern, and the budget does not segregate cash flows of the workshops and the conference. An analysis would also have to take into account that there is a single workshop fee entitling the participant to all workshops.
- *Action item:* Ray to get from Jean her workshop's program, including number of papers.

- Ray asks the board for help with soliciting sponsorship. The board members discussed their efforts and exchanged ideas for further efforts.

### **FC13**

- This agenda item was tabled.

### **Copyright**

- Sven spoke to Roger Dingledine about the PETS copyright agreement. Roger would not suggest the PETS agreement for IFCA.
- Roger would like that papers be available on the website before the start of the conference. The board found this hard to interpret since FC final papers are not available until after the conference, and in the past we have provided pre-proceedings on the website. Often the pre-proceedings were password protected in deference to authors who do not want to release non-final papers.
- Tyler feels that the issue of copyright should be brought to the membership at the general meeting. This revises the goal of having a new copyright agreement in place by FC12.
- Ray says that the position of the link to the pre-proceedings, and whether the link was public or not, was the decision of the GC.
- According to Ray, the current copyright agreement with Springer was to satisfy the author's demands that the copyright was held in friendly hands, and Springer's demand that they have a single point of contact with authority to give consent on future use of the papers.

### **PC and GC guidelines**

- This agenda item was tabled.

### **New and concluding business**

- Burt will post to the directors list a link to the Budget Summaries on the IFCA website archive, and asks for comments on whether that summary satisfies the transparency demanded by the membership.
- *Action item:* Burt and Ray to coordinate transfer of the miami/ifca website archive to the IFCA website archive.
- No further new business was proposed.
- The chair, hearing no objection, adjourns the meeting at 11:46 EST.

## Appendix: Agenda

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- minutes of previous meeting
- review of action items
- report of activities this period
- due diligence new directors
- FC11 St. Lucia wrap-up
  - draft response to Fabian Monroe
  - budget
  - proceedings
- FC12 Bonaire
  - panelist research survey
  - budget
    - registration fee
    - student stipends
  - program
  - workshops
  - registration
  - sponsorship
- FC13 Asia
  - Japan vs. Thailand
- copyright
- PC and GC guidelines
- new and concluding business
  - next meeting date

## Appendix: Open Action Items

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1. Ray to post information on budget accommodations, the registration (information) page, and the FC12 program, immediately.
2. Ray to give a detailed comparison between Thailand and Okinawa as FC13 locations.
3. Ray to get from Jean her workshop's program, including number of papers.
4. Ray to follow up with George about status of proceedings, both the conference and the workshop volumes.
5. Ray to respond to Springer and inform them that the conference volume will be shipped by them to individual addresses, provided by our proceedings' mailing list.
6. Burt and Ray to coordinate transfer of the miami/ifca website archive to the IFCA website archive.

7. Burt to prepare proceedings mailing list.
8. Burt to follow up on billing of event insurance.
9. Tyler to write GC guidelines.
10. Tyler to send Fabian the board's response to his reimbursement requests.
11. Moti to write PC guidelines.
12. Moti to send due diligence to C.E.G., or to Burt.
13. All directors to address sponsorship solicitations.

## **Appendix: Activities of Directors**

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1. Ray's activities:
  - (a) arranged discount for flight to conference on Continental.
  - (b) put booking and travel information on FC12 website.
  - (c) attended trade fair EIBTM in Barcelona, at a cost to IFCA of \$15.
  - (d) Prepared a draft FC12 budget.
  - (e) usual Treasurer activities (expense declarations, payments, working with FC11 GC to close budget)
  - (f) usual Chair activities (scheduling meeting, preparing agenda)
2. Moti's activities:
  - (a) prepared internal request for sponsorship
3. Tyler's activities:
  - (a) Continued work on GC guidelines.
  - (b) Re-drafted response to Fabian.
  - (c) Investigated the PETS copyright agreement.
  - (d) Discussed copyright issue with Stuart S.
  - (e) Emailed concerning sponsorship.
4. Sven's activities:
  - (a) Interfaced with Roger D. concerning PETS copyright.
  - (b) Sponsorship followup
  - (c) Researched travel options to Bonaire.
5. Burt's activities:
  - (a) Prepared IFCA Minutes

(b) Dealt with event insurance.

**End of Minutes** \_\_\_\_\_