

## **Minutes of IFCA Board Meeting**

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**Thursday, May 3, 2012, 13:00 GMT.**

**By Conference Call**

**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 9:13 EDT / 13:13 GMT.

### **Review of Action Items**

- Tyler to contact Sean Thorpe to discuss Jamaica for FC15 is in progress.
- Tyler to write GC guidelines is in progress.
- Moti to write PC guidelines is in progress.
- Moti to send due diligence to C.E.G., or to Burt, is in progress.
- Ray to give Kazue an example budget and to introduce her to the hotel staff is done.
- Burt to send Springer the workshop volume mailing list is done.
- Burt to get C.E.G. to quote a price for its services, including bills for past work is in progress.
- Burt to remove documents which give directors' addresses from the public archive is done.

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

- Directors activities were reported. See appendix below.
- In the future, directors activities will be sent to the secretary by email and recorded in the minutes without reporting during the board meeting.

### **FC11 St Lucia**

- The proceedings and workshop volumes have been sent out by Springer.
- Ray and Steven are working together to close the FC11 budget.
- All expenses have been paid, including those to Fabian. The budget is now being reconciled to close.

## **FC12 Bonaire**

- Sven reports that the workshop volume is nearly finished.
- Alfred to send Angelos copy editing information. Angelos is in progress to collect all papers.
- All FC12 revenue has been collected except from Jean Camp; all expenses have been paid with the exceptions of amounts due to Hinde and Ray
- Ray says that Hinde has asked that her payment be recategorized as time, rather than air fare. The board denies the request and will pay air fare on the submission of a receipt.

## **FC13 Okinawa**

- Ray reiterates the board's decision to have the workshops in the the same location as the conference.
- The board discusses whether registration fee should be in Yen or USD. Since expenses are in Yen, there was less currency risk to quoting registration fees in Yen.
- Sponsorships will be quoted in dollars.
- Ray will update the payment code to accept payment in Yen.
- *Action item:* Ray to ask Kazue about travel sponsorships offered by the Japanese for foreign researchers traveling to Japan for conferences.
- *Action item:* Ray to ask Kazue to apply for the ONRG grant.
- There was a discussion of sponsorships. It is important to ask early, in coordination with corporate budget cycles.
- Ray will ask Kazue to keep a fund for student stipends in the budget. Google will be asked to sponsor the stipends.
- Ray and Tyler would like to expand the program, and would be generous in undertaking this expense.
- We should begin to get FC13 onto event calendars and should send out a tentative CFP.

## **FC14 Barbados**

- Ray and Tyler will contact the hotel in Barbados.

## **FC16/20th anniversary edition**

- Discussion postponed until next meeting.

## **Copyright**

- *Action Item:* Ray to draft a new copyright form.

## **IFCA jurisdiction and structure**

- The board will have a proposal for new IFCA jurisdiction to be decided at the next general meeting.

## **Reserves**

- The board will review IFCA's reserve goals. Associated with that is a careful study of the insurance contracts that IFCA purchases for the FC event.

## **New and concluding business**

- There was a discussion of on-line proceedings and pre-proceedings. It was proposed that the pre-proceedings be posted to the web site as links on the conference program, and as final versions become available, links to the final versions replace the links to the pre-proceeding versions.
- In addition, the board considers revising the conference program web pages of previous FC's so that they also contain links to the proceedings version of the presented papers.
- *Action Item:* Tyler to study exactly how to organize the archival and referencing from the conference program page of the conference papers.
- Next meeting set for Tuesday, May 29-th, at 15:00 GMT.
- The chair, hearing no objection, adjourns the meeting at 10:16 EDT / 14:15 GMT.

## **Appendix: Agenda**

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- minutes of previous meeting(s)
- review of action items
- report of activities this period
- FC11 St. Lucia wrap-up
  - proceedings
  - budget
- FC12 Bonaire wrap-up
  - proceedings
  - budget
- FC13 Okinawa
  - workshops
  - currency
  - sponsorship
  - student stipends
- FC14 Barbados
  - proposal
  - calendars
- FC16 20th anniversary
- copyright
- IFCA jurisdiction and structure
- reserves
- new and concluding business
  - next meeting date

## **Appendix: Activities of Directors**

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- Ray's Activities:
  - Discussed copyright with Alfred Hoffman.
  - FC12 wrap up of payments and budget.
  - handled CCR Registration (needed for ONRG grant)
  - communicated with Google as being sponsor next year and to thank them for sponsorship for this year
  - put up preliminary websites for FC13 and FC14
  - updated mail aliases and mailing lists
  - in role of Site coordinator: visited Estonia, cost to IFCA \$11, and Northern Ireland, cost to IFCA \$17.
- Burt's Activities:

- normal duties of secretary including preparation of minutes.
- discussion with CEG over billing
- send Springer the workshop volume mailing list.
- Moti's Activities:
  - no activities
- Sven's Activities:
  - normal presidential duties, including soliciting interest in IFCA and FC13.
- Tyler's Activities:
  - Answered Jean's request for to implement a workshop outside of the usual FC but with FC support
  - Spoke to Nicholas Christian and formed a list of names to help with FC13. (Ray asks that Tyler would send him the list.)

#### **Appendix: Open Action Items** \_\_\_\_\_

1. Tyler to contact Sean Thorpe to discuss Jamaica for FC15.
2. Tyler to write GC guidelines.
3. Tyler to study exactly how to organize the archival and referencing from the conference program page of the conference papers.
4. Moti to write PC guidelines.
5. Moti to send due diligence to C.E.G., or to Burt.
6. Burt to get C.E.G. to quote a price for its services, including bills for past work.
7. Ray to draft a new copyright form.
8. Ray to ask Kazue about travel sponsorships offered by the Japanese for foreign researchers traveling to Japan for conferences.
9. Ray to ask Kazue to apply for the ONRG grant.

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