

Minutes of IFCA Board Meeting _____
Monday, June 18, 2012, 15:00 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 11:07 EDT / 15:07 GMT.
- Board approves minutes of February 26, February 28, March 1 and May 3 meetings.

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.
- Tyler to study exactly how to organize the archival and referencing from the conference program page of the conference papers, 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.
- Burt to get C.E.G. to quote a price for its services, including bills for past work, is in progress.
- Ray to draft a new copyright form, is in progress.
- Ray to ask Kazue about travel sponsorships offered by the Japanese for foreign researchers traveling to Japan for conferences, is in progress.
- Ray to ask Kazue to apply for the ONRG grant, is in progress.

Report of director activities of this period

- Directors activities were reported. See appendix below.

FC11 St Lucia

- The conference proceedings have been sent out, and paid for; the workshop proceedings have been sent out, but are to be paid.
- Final reconciliation of budget is awaiting action by Steven.

- *Action item:* Tyler to contact Steven concerning FC11 budget reconciliation.

FC12 Bonaire

- Volume numbers have been assigned to both conference and workshop proceedings. Angelos to move forward.
- Budget has been wrapped up.
- Ray notes that IFCA dues are now booked in the top section as a reduction in revenue.
- Burt moves to accept the presented document as the finalized FC12 budget, Sven seconds; all are in favor, the resolution passes.

FC13 Okinawa

- Ray will send the FC12 budget to Kazue as a template for the FC13 budget.
- The PC is complete, and Ahmad will soon finish the Call for Papers.
- *Action item:* Ray to invite Ahmad and Kazue to participate in the next board meeting.
- Tyler believes a more aggressive scholarship program is necessary and appropriate to encourage participation in FC13, given the distance. He proposes that scholarships include hotel and travel as well as registration; and that these scholarships be advertised soon, to have impact on paper submission.
- Sven strongly supports expanded student scholarships and ask to significantly increase the amount, given the anticipated costs of attending FC13 Okinawa.
- *Action item:* Ray to ask Kazue to include scholarships in budget, with amounts at her discretion.
- Ray met with the Japanese National Travel Office when he was in Frankfurt, and they are working towards airfares from the US of hopefully under \$1,100.

Future FC planning

- *Action item:* Ray to contact Accra for FC14.
- Ray is looking into Puerto Rico for an FC15 location.
- The board would like to form a committee for FC16/20-th anniversary edition of FC.
- Anguilla would be the preferred location for FC16.

IFCA corporate/association business

- Burt and Ray are still discussing back bills with C.E.G. C.E.G. seems not to care.
- Ray and Hinde to make a proposal to the board outlining IFCA as a Dutch foundation.

- Moti and Tyler ask that the General Guidelines be amended to allow board members to serve on the PC, but not as Program Chair. Discussion tabled.
- Ray would like to reconsider how IFCA membership is handled. The original idea would have a voting membership that was familiar with IFCA and the conference, but as it is, voting members are often first year attendees. Discussion tabled.

New and concluding business

- Next meeting will be set for either Monday, July 30, or Tuesday, July 31, depending on the availability of Ahmad and Kazue, who will be invited to attend.
- The chair, hearing no objection, adjourns the meeting at 12:13 EDT / 16:13 GMT.

Appendix: Agenda

- 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
- Future FC planning
 - FC14 Barbados
 - FC15 Caribbean
 - FC16 20th anniversary
- IFCA corporate/association business
 - registered office
 - Dutch foundation
 - proposed guideline amendments
 - program committee
 - membership
- new and concluding business
- next meeting date

Appendix: Activities of Directors

- Ray's Activities:

- in role of Site coordinator: visited Florence, Italy, cost to IFCA \$5, and Frankfurt trade fair, cost to IFCA \$5.
 - Called Alfred Hofmann to follow up on proceedings.
 - Reconciled and made payments for the FC12 budget wrap-up.
 - Usual treasurer and chair duties.
- Burt's Activities:
 - normal duties of secretary including preparation of minutes.
- Tyler's Activities:
 - Corresponded with Ahmad about PC recommendations for FC13.
 - Worked on GC guidelines.
 - Word of mouth advertising for FC13 at conferences.
- Moti's Activities:
 - Met with Ahmad to help with FC13 program planning.
 - Will distribute flyers when in Singapore, if they can be made available.
- Sven's Activities:
 - Word of mouth advertising for FC13 at conferences.
 - Contacted potential FC13 sponsors.

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. Tyler to contact Steven concerning FC11 budget reconciliation.
5. Moti to write PC guidelines.
6. Moti to send due diligence to C.E.G., or to Burt.
7. Burt to get C.E.G. to quote a price for its services, including bills for past work.
8. Ray to draft a new copyright form.
9. Ray to invite Ahmad and Kazue at the next board meeting.
10. Ray to contact Accra for FC14.

11. Ray to ask Kazue to include scholarships in budget, with amounts at her discretion.
12. Ray to ask Kazue about travel sponsorships offered by the Japanese for foreign researchers traveling to Japan for conferences.
13. Ray to ask Kazue to apply for the ONRG grant.
14. Ray to send Kazue the approved final FC12 budget, to serve as template for FC13.

End of Minutes _____