

Minutes of IFCA Board Meeting _____
Monday, July 31, 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
Ahmad-Reza Sadeghi, PC, FC13
Kazue Sako, GC, FC13

Minutes

- Meeting called to order 9:05 EDT / 13:05 GMT.

FC13 Okinawa

- The board has invited Ahmad and Kazue, the PC and GC of FC13 to the board meeting to discuss preparations for FC13
- The workshops are discussed. There has been a proposal for USEC at FC13; the board accepts the proposal. More workshops are hoped for, and Ahmad will try to solicit proposals before the deadline of August 15.
- It is proposed that the conference be held April 2 through 5, and the workshops on April 1-st. Presidential elections will be held in Japan, and the new president will take office on April 1-st. The Japanese fiscal year begins on April 1 and this is an important consideration in planning dates.
- There is room for at least three workshops, and it is considered best if there are three. Sven thinks that is a good number to allow people to go between workshops depending on interest.
- Airport transportation is considered. Arrangements will be made for a bus pickup at Naha airport, which is about 1 1/2 hours away from the conference site. Kazue suggests late arrivals stay at a hotel near the airport, for which there is a shuttle. There is also a shuttle between the Busena Terrace Beach Resort, the conference hotel, and the Naha Terrace hotel near the airport. Ray has asked the that the Okinawa Convention Bureau help with shuttles.
- General timetable is Monday reception; Tuesday start of conference; Wednesday half-day with afternoon excursion with the IFCA General Meeting and Rump Session in the evening.
- Discussion of the beach BBQ, or a tradition Okinawan buffet. Assistance with access to the beach and for the excursion can come from the JNTO (Japan National Tourist Office) and the OCVB (Okinawa Convention and Visitors Bureau).

- Friday afternoon excursion could drop off excursion participants at Naha airport.
- Process of reservations: Andy (former representative of the hotel) suggested that the organization collect the reservations; but FC's usually have participants reserve directly with the hotel.
- The JTB and the OCVB were helping to find lower-priced hotels for students, with transportation to the conference site.
- Tyler notes that information to participants about transportation needs to be finalized and posted by December 17-th.
- Advertisement of the conference and notification timeline is discussed. With the help of Moti, Ahmad wrote a letter to the committee members that introduced the field of Financial Cryptography, and that letter can be redistributed to get interest for submissions.
- Tyler requests that it be known early that there will be support for students, to help drive submissions that include student participation. Ray indicates that this year's student support will go beyond the traditional registration waivers and might include hotel and travel, given the high surplus from last years' conference.
- *Action item:* Ahmad to add an indication of student support to the FC13 CFP.
- A poster session is discussed. Several ideas were discussed, including whether it be during the day, during the reception, and whether rejected papers be suggested to the authors as posters.
- Sponsorship: the difficulty of getting sponsors was noted. It was thought to include an ONR person on the PC to continue the interest of ONR-G in the conference. Last year, Google agreed to provide the money for registration fee waivers for students, rather than an unspecified sponsorship of the conference.
- Budget: Kazue will try to present a budget in the next three weeks, depending upon how quickly she can get answers from the hotel. The board is interested in student sponsorship of about \$1,000 a student for travel, but any amount would be at the discretion of Kazue, as the conference GC.
- Invited speakers: As the customary role of the PC of an FC, Ahmad is invited to choose the invited speakers. Invited speakers are usually offered economy airfare, a room in the conference hotel, and registration. Several ideas were discussed, including how to appeal to the local audience.
- *Ahmad leaves the conference call.*
- The budget is to be denominated in Yen, with registration prices in Yen. Sponsorship prices will be proposed in both Yen and Dollars.
- *Kazue leaves the conference call at 10:20.*

General business

- Next meeting set for Thursday, 6 September at 11:00 EDT, 15:00 GMT.
- Chair tables acceptance of previous minutes.
- Ray to wrap up St. Lucia budget, with just some information from Steven outstanding. Tyler to contact Steven to remind him to provide said information.
- Ray wraps up the Bonaire proceedings, with the conference proceedings sent off to the printer. Exact progress on the workshop volume is unknown.

Review of Action Items

- Tyler contacted Sean Thorpe who is very interested to host an FC in Jamaica. A proposal from Ocho Rios was sent to Tyler. Although that location would not be suitable, Tyler will contact Sean with more information about FC's requirements.
- 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 invited Ahmad and Kazue at the next board meeting; done.
- Ray to contacted Accra for FC14; done.
- Ray to ask Kazue to include scholarships in budget, with amounts at her discretion; done.
- Ray to ask Kazue about travel sponsorships offered by the Japanese for foreign researchers traveling to Japan for conferences; done.
- Ray to ask Kazue to apply for the ONRG grant; done.
- Ray to send Kazue the approved final FC12 budget, to serve as template for FC13; done.

Report of director activities of this period

- Directors activities were reported; see appendix.

New and concluding business

- The chair asks for new business, and none proposed.
- The chair, hearing no objection, adjourns the meeting at 10:33 EDT / 14:33 GMT.

Appendix: Agenda

- FC13 Okinawa (with Ahmad and Kazue)
 - workshops
 - local arrangements
 - publicity
 - sponsorship
 - budget
- minutes of previous meeting(s)
- review of action items
- report of activities this period
- FC11 St. Lucia wrap-up
 - budget
- FC12 Bonaire wrap-up
 - proceedings
- new and concluding business
 - next meeting date

Appendix: Activities of Directors

- Ray's Activities:
 - Conference location scouting to Lake Louise, in Canada, for a winter ski destination. Cost to IFCA, \$10.
 - Interacted with World Pay in getting spurious fees refunded.
 - Intermediated between FC12 editors.
 - Communicated with the hotel of FC14, Barbados
 - Usual treasurer and chair duties.
- Sven's Activities:
 - Normal duties of president.
- Tyler's Activities:
 - Corresponded with Sean Thorp concerning hosting a future FC.
 - Word of mouth advertising for FC13 at WISE.

- Burt's Activities:
 - Annual edits needed on IFCA archives.
 - Normal duties of secretary including preparation of minutes.

Appendix: Open Action Items

1. Tyler to follow up with 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. Ahmad to add an indication of student support to the FC13 CFP.

End of Minutes
