

Minutes of IFCA Board Meeting

Thursday, March 14, 14:00 GMT.

By Conference Call

Present: Ray Hirschfeld, Director, Treasurer, Chair
Sven Dietrich, Director, President
Tyler Moore, Director, Vice President
Burton Rosenberg, Director, Secretary

Minutes

- Meeting called to order 10:00 EDT/14:00 GMT.

Review of Actions Items

- Sven and Kazue to write student support grant and submit to NSF. Completed.
- Sven to reach out to the people he knows in Korea for FC13 publicity. Completed.
- Tyler to write GC guidelines. In progress.
- Tyler to study exactly how to organize the archive of IFCA documents and the referencing from the conference program page of the conference papers. A proposed site is now available.
- Tyler to discuss with Sean dropping Jamaica as a candidate location for a future FC. In progress.
- Moti to write PC guidelines. In progress.
- Moti to send due diligence to C.E.G., or to Burt. In progress.
- Burt to provide Ray with FC demographics, in support of Google sponsorship. Closed.
- Ray to draft a new copyright form. In progress.
- Ray to draft IFCA bylaw amendments for presentation to membership at the next AGM. Completed.
- Board members to alpha test registration software. Closed.

Report of director activities of this period

- Directors activities were reported; see appendix.

FC13 Okinawa

- Registration status update: there are 87 registrations and 2 accompanying persons.
- There is about \$45,000 in registration fee income so far.

- The NSF proposal was not funded.
- Ray got an NCAGE code for IFCA as an Anguilla organization, so as to proceed with ONRG grant proposal. Jack Callahan in London is shepherding proposal and one hopes for a positive decision.
- Moti and Ray have landed Google sponsorship.
- Ray continues to pursue Everbank sponsorship.
- Kazue has landed considerable Japanese sponsorship: 1 gold and 3 silver, totaling 1.8 million yen in sponsorship.
- Ray proposes that the board allocate up to \$5000 of the IFCA dues collected to provide travel support of \$500 each for up to 10 students whose papers have at least 1 paid registration and that all 9 candidates for student fee waivers have their registration fee waived.
- The board discusses this proposal. While sponsorship is strong, expenses at the location are also above typical. Also, the original requirements for any student support was that the paper have at least one paid registration. However, there is strong board interest in student support, and all efforts will be made to meet support requests.
- The board will instruct Kazue to waive the registrations and, after a review of the budgetary impact, to offer if feasible \$750 support to each student where the paper has a paid registration and \$500 support to each student where the paper does not.
- Tyler remarks that the board has a lot to present at the AGM, and that the board's actions to support students should be highlighted.
- *Action Item:* Sven to coordinate the board's Power Point presentation, in soliciting input from board members, highlighting the board's actions to support student attendance.

FC14 Barbados

- Ray is working with the Barbados location as Local Arrangements Chair.
- Tyler to continue as General Chair.

FC15 Puerto Rico

- Ray has a draft contract from the Intercontinental San Juan and would like the board to look over the contract and be ready to respond by Monday, March 18.
- The proposal is 80 guaranteed rooms at \$199 per night room rate for 25 January through 31 January, with option to extend at that rate space available for 3 nights before and 3 nights after the date block.
- Reservation cut-off is 6 weeks, and IFCA is not responsible for the released rooms.

- The contract has a \$1,000 non-refundable deposit. Other deposit risks are a \$30,000 forfeit for cancellation between January 25, 2014 and September 27, 2014, after which a \$60,000 forfeit for cancellation.
- The proposed contract provides for 1 free room for each 20 rooms booked. The incentive to sign is that this is negotiated from 1 free room for 40 rooms booked. Delay might mean forfeit of possibly two free rooms.
- Sven and Tyler are reluctant to commit without member support solicited at the upcoming AGM in Okinawa.
- *Action Item:* Ray to talk to the Intercontinental and explain that IFCA location decision procedure, asking for time that the membership be informed before committing to the contract.
- *Action Item:* Board to review contract with the Intercontinental San Juan by March 18.

IFCA corporate/association business

- Ray moves:

To amend Article VI of the General Guidelines to remove "and members of the program committee" from the last sentence (and change "Directors or Officers" to "a Director or Officer").

Tyler seconds.

- Discussion: This would allow directors and officers to serve on the FC program committee (but not as program chair), as Tyler and Moti have proposed.
- Board votes unanimous in favor with no abstentions. The motion carries. The resolution has no effect until voted on and accepted by the membership.
- Ray introduces to the floor, Burt moves and Ray seconds: To waive FC registration fees for IFCA directors and officers who request it.
- There is hesitancy to propose this motion as it is contrary to the spirit of the floor motion of FC11, accepted by the membership and re-ratified by a subsequent board resolution, that officers and directors receive no compensation for services. However, the current rules makes it difficult for some officers and directors to receive any matching support for travel, as there is no demonstrable interest by the association itself for their attendance.
- The board is especially wary of introducing the motion at Okinawa, in anticipation of a situation where many of the customary members of FC, including those having attended the FC11 conference, will choose not to attend Okinawa because of travel considerations.

- Tyler amends the motion so that, if accepted now, it will be put before the membership at FC14 Barbados, and that the resolution will be noted at the FC13 AGM for consideration of the membership during the intervening year.

The board resolves to waive FC registration fees for IFCA directors and officers who request it; that the membership be informed of this resolution at the next AGM (FC13); and that the membership is to vote on the resolution at the following AGM (FC14).

The board votes unanimously for the amended motion, none abstaining. The resolution has no effect until voted on and accepted by the membership.

- Ray moves: To, pending approval of the membership, transfer the assets of IFCA to a newly formed Dutch foundation that will organize future FC's.
- The board discusses the motion without second.
- Tyler requests that Ray collect from the email thread that proposes and modifies the proposal for a Dutch foundation the exact proposal to be considered.
- *Action Item:* Ray to collect the current proposal for new governance for IFCA, and distribute to directors.
- A summary of the proposed governance:
 - A foundation be formed that separates foundation officers from steering committee.
 - That current membership control be expressed through the steering committee.
 - All conference attendees form a selection committee, which elects the steering committee.
 - The steering committee is constituted along similar lines as the current board with 3 year limited and staggered terms, elected by the selection committee, at a meeting of attendees held during the conference.
 - As was the board's custom, the outgoing steering committee could choose to nominate candidates for the incoming steering committee.

New and concluding business

- Sven asks that the addresses for Tyler and Moti be updated with Graham in the next annual return.
- *Action Item:* Burt to update addresses for Tyler and Moti in the next annual return.
- Next meeting Sunday, 31 March in Okinawa. Time and place to be arranged.
- The chair hearing no objection, the meeting is adjourned at 11:30 EDT/15:30 GMT.

Appendix: Agenda

- minutes of previous meeting(s)
- review of action items
- report of activities this period
- FC13 Okinawa
 - registration status update
 - sponsorship and grants
 - minimum registration per paper
 - student stipends
- FC14 Barbados
 - status update
- FC15 Puerto Rico?
 - proposal/contract from InterContinental San Juan
- IFCA corporate/association business
 - proposed resolutions
- new and concluding business
 - next meeting date

Appendix: Activities of Directors

* Tyler's Activities

- Developed prototype website for hosting proceedings of past conferences at <http://lyle.smu.edu/~tylerm/fcpub/>
- Reviewed Ray's governance proposals

* Ray's Activities:

- contacted Stephen about FC11 final budget
- further updates to online registration system
- completed and submitted Google sponsorship form
- followed up with ANA and JNTO concerning airfares to Okinawa
- resolved DUNS and NCAGE issues and completed SAM registration
- attended MICE Place Mediterranean workshop in Marseille (cost to IFCA:\ \$12)
- obtained revised event insurance quote and arranged policy for FC13
- dug up old (pre)proceedings for placement on website
- contract negotiations with InterContinental San Juan for FC15
- followed up with Accra Beach Hotel for FC14
- contacted Springer about FC13 final proceedings formal acceptance
- usual treasurer and chair duties

* Sven

- Normal duties of president
- Work with Kazue towards the NSF grant propose
- Went to Anguilla and met with Graham Crabtree
- Picked up mail from Graham, bank statements, went to Scotia Bank to reconcile statements.
- Visited the Viceroy hotel, for FC16.
- Met with Martin Kipping of the Viceroy
- Met with Jackie at Ripples to explore activities for FC 16 if in Anguilla
- Collected FC07 proceedings, and will deliver to Ray in Amsterdam for scan/upload.

* Burt

- Normal duties of secretary
- Investigated and requested from registered office statement of fact certificate
- Worked with Ray to get requote of event insurance

Appendix: Open Action Items _____

1. Tyler to discuss with Sean dropping Jamaica as a candidate location for a future FC.
2. Moti to write PC guidelines.
3. Moti to send due diligence to C.E.G., or to Burt.
4. Ray to draft a new copyright form.
5. Ray to collect the current proposal for new governance for IFCA, and distribute to directors.
6. Ray to talk to the Intercontinental and explain that IFCA location decision procedure, asking for time that the membership be informed before committing to the contract.
7. Sven to coordinate the board's Power Point presentation, in soliciting input from board members, highlighting the board's actions to support student attendance.
8. Burt to update addresses for Tyler and Moti in the next annual return.
9. Board to review contract with the Intercontinental San Juan by March 18.

End of Minutes _____