

**Minutes of IFCA Board Meeting**  
**Thursday, January 28, 2016, 11:00 EST.**  
**By Conference Call**

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**Present:** Ray Hirschfeld, Director, Treasurer, Chair  
Yvo Desmedt, Director, Vice President  
Burton Rosenberg, Director, Secretary  
Matthew Smith, Director  
Moti Yung, Director, President

**Opening**

- Meeting called to order 11:04 EST.
- Moti to join later; Matthew to leave early.
- Cancellation policy for Zika virus. Unanimous consent that for concerned participants the registration will be refunded and the cancellation fee waived.
- Minutes of previous meeting approved.

**Review of Actions Items**

- Ray to pursue ONRG funding for FC16. Ongoing.
- Moti to speak with Google about anniversary special sponsorship for FC16. Done
- Yvo to collect the names of all past FC speakers. Ongoing.
- Yvo to contact Rainer to encourage progress on the IET Special Issue. Done.

**Report of director activities of this period**

- Directors activities were reported; see appendix.

**FC16 Barbados:**

- Matthew reports on progress of paper archive. There are several missing years.
- The FC16 budget is approved.
- With ONRG funding the budget will certainly be in the black; without it will be tight.
- At the moment, about 118 registrations.
- A discussion is given to the wording that describes our association with the research institute Crossing. The approved wordings are "cooperation" or "collaboration", but to avoid "co-organizer".

- Policy is there must be at least one full registration associated with each presented paper, but there are currently cases where all associated registrations are student. It is decided to allow this if the budget is in the black, but if not, then to speak to the paper authors during the conference.
- *Matt leaves around 11:30.*
- Ray asks about the BBQ event, and whether it should be held at the beach house of a sponsor.
- *Action Item:* Moti to finalize a press release.

#### **New and concluding business:**

- *Moti joins at 11:42 EST.*
- Next meeting set for 21 February, 14:00 AST.
- Yvo to ask Program Chairs about editing the special issue. There was a discussion about possibilities for finding special issue editors.
- Hearing no objection the chair adjourns the meeting about 12:00 EST.

#### **Appendix: Agenda** \_\_\_\_\_

- minutes of previous meeting(s)
- review of action items
- report of activities this period
- FC16 Barbados
  - status report (registration, sponsorship, program, arrangements)
  - budget approval
  - press release
  - academic rate policy
  - cancellation fee policy
  - co-organizer designation
- new and concluding business
  - next meeting date 21 February

#### **Appendix: Activities of Directors** \_\_\_\_\_

##### \* Ray's Activities:

- followed up with sponsorship (closing and billing)
- prepared, discussed, and revised draft FC16 budget
- posted registration info (including pricing) on FC16 website

- evaluated and granted student stipends (NSF stipends in cooperation with Burt)
- initialized FC16 registration database and opened registration
- posted list of accepted papers on FC16 website
- prepared and submitted ONRG grant proposal
- followed up on hotel event contract
- handled registration/visa fraud attempts
- arranged with freelancer to obtain sponsorship on commission basis
- posted preliminary program on FC16 website
- sent out first and second calls for participation
- requested abstracts, bios and travel dates from keynote speakers, arranged hotel accommodation
- discussed offsite arrangements with local sponsor
- arranged in-kind sponsorship with KPMG Barbados for projector
- sent attendee invitation letters and assisted with visa issues
- resolved attendee registration and payment problems
- updated prices after early registration deadline
- discussed foundation planning with Hinde
- made arrangements for T-shirt design
- usual treasurer and chair duties

\* Burt's Activities:

- normal duties of secretary

\* Moti's Activities:

- normal duties of a director.

\* Yvo's Activities:

- normal duties of a director.

\* Matt's Activities:

- normal duties of a director.

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

1. Ray to pursue ONRG funding for FC16.
2. Yvo to collect the names of all past FC speakers.
3. Moti to finalize a press release.

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