

# Minutes: 2 March 2016

## Minutes

### Formal Business of the BoD

- Acceptance of [previous minutes](#)
- Paper on approvals process and sign off - [Paper](#) - Cameron

### *Attendees*

- Laure
- Tim
- Dan
- Melissa
- Cameron
- Stephanie
- Cassie
- Ed
- Dave
- Leslie

### *Beginning of formal business*

- The meeting was formally opened by Cameron at 9:40 am Pacific Time

### *Acceptance of previous minutes*

- Dan motioned to accept the minutes.
  - Laure seconded this motion.
  - All were in favor.

### *Paper on approvals process and sign off - [Paper](#) - Cameron*

- Cameron modified this document. He proposed to change the bylaws to include this policy in place of the current approvals policy (replaces Section 1 of Article IX).
  - Dan suggested striking item 5. General Practice of Section 5.
  - Laure asked if this level of specificity is necessary for the approvals process?
  - Action: If there is any lack of clarity within the proposed approvals policy (not the bylaws change), please comment on it and we can revise it.
- Cameron proposed to approve the bylaws change.
  - Dan motioned to approve the bylaws change.
    - Tim seconded the motion.
    - All were in favor.
    - Opposed - none.
    - Abstentions - Melissa.
    - Action: Stephanie will make the change in the bylaws and include them in the Board formal documents.

### *End of formal business*

- There being no further business, the formal meeting of the FORCE11 Board was adjourned at 9:57 am Pacific Time.

### **Summary of Actions**

- Action: If there is any lack of clarity within the proposed approvals policy (not the bylaws change), please comment on it and we can revise it.
- Action: Stephanie will make the change in the bylaws and include them in the Board formal documents.

## Further Informal Business

### *Actions Arising from Previous Meeting*

- Action: Review and provide feedback on process and vision subgroup documents.
- Action: Convene a meeting of representatives of the Scholarly Commons group and of the Board to decide whether it is appropriate to seek follow on funding from Helmsley.
- Action: Convene a meeting on working groups.

### *Reports from Retreat Groups ([Retreat Notes](#) page 9-11, [Flip Chart Pictures](#), [Retreat BOD Folder](#))*

- [Sustainability](#) -Laure, Tim
  - Draft report spells out base level costs to run the organization (approximately \$22,000 per month). Current revenue runs out by August 31, 2016.
  - Report includes idea of looking for grants to create a sustainability plans/models (not only about FORCE11 but also similar organizations).
    - Melissa - we need to consider what FORCE11 provides to the community (for example, mechanism as an incubator) and how we can bring this to potential funders.
      1. Dave agreed with Melissa's point and liked the use of incubator as a description for FORCE11.
      2. Dan - it is difficult to maintain sustaining funds for this type of organization.
      3. Cameron - we need to be mindful of how the FORCE2016 sponsorship effort stands in relation to membership dues.
      4. Dan - it would be beneficial to have an outside perspective to inform us of how to take advantage of our current cash flow, how to maximize our revenue as a business. This would require paying someone as a consultant.
      5. Leslie - we could survey members to determine if we should pursue membership fees.
        - a. Laure - we have a deadline of Aug. 31. We need to figure out a broader means to raise funds as well.
        - b. Tim - FORCE11 began as a discussion forum for the community; now the incubator description applies to FORCE11 as members can apply for working groups. Agreed that membership fees are a good idea.
        - c. Dave agreed that it is worthwhile to pursue implementing membership fees.
        - d. Action: investigate pursuing membership fees and create a plan based upon this model.
- [Mission/Vision](#) - Ed, Dave
- Communications - Mailing lists
- Next steps

### *Discussion of Working Groups - [Paper](#) [CN] - [Paper](#) [Process Group]*

#### *FORCE2016 Report - Melissa*

- Item not discussed as Melissa had to leave the meeting early.

### *Outstanding items and other business*

- Regular Board Meetings
  - Cameron proposed two alternating meeting times - one would be around 7:00 am Pacific and the other would be around 10:00 am Pacific.
  - The next meeting is tentatively scheduled for Wednesday, April 6 at 7:00 am Pacific Time (one hour long).
- FORCE2016 Board Meeting
  - Saturday, April 16 at 4:00 pm
  - About half of the Board and Advisory Members are able to attend (Ed, Laure, and Tim are unable to attend).
  - Also includes time for interaction with students who received travel fellowships.
  - Action: Stephanie will send a notice to the Board and Advisory about the event.

### *Summary of Actions*

- Action: Review and provide feedback on process and vision subgroup documents.
- Action: convene a meeting of representatives of the Scholarly Commons group and of the board to decide whether it is appropriate to seek follow on funding from Helmsley.
- Action: Convene a meeting on working groups.
- Action: investigate pursuing membership fees and create a plan based upon this model.
- Action: Stephanie will send a notice to the Board and Advisory about the event.
- Action: If there is any lack of clarity within the policy (not the bylaws change), please comment on it and we can revise it.
- Action: Stephanie will make the change in the bylaws and include them in the Board formal documents.