FORCE11 Board of Directors Meeting

2018-02-16 1400 UTC (0600 Pacific) (Other timezones)

Present: Amye, Cameron, Gimena Violeta, Leslie, Stephanie, John, Bianca, Tim, Mandy

Apologies: Paul Groth, Jen McLennan

Agenda

1. Adoption of Agenda
2. Minutes
3. Items for Action/Discussion
   a. Secretary position - Bianca/Mandy appointed as co-secretary
   b. Website costs plan (approval needed), (Amye and Paul)
      i. Proposal accepted: For 2018 only do security updates
      ii. Continue research into future of website (Paul and others)
   c. Budget 2018 approval (Amye)
      i. Proposal accepted: approve as high-level framework
      ii. Actions for further detailing:
         1. re-evaluate donations/sponsorship
         2. add FSCI budget
         3. for 2019: budget Stephanie’s salary
   d. Sponsorship responsibilities and planning (Amye, Violeta, Stephanie, John)
      i. Sponsorship document (Violeta)
         1. continue work on this, contact past sponsors with brief notification (Violeta, John, Stephanie, Amye)
      ii. Master list of past and potential sponsors (Note the Violeta working draft tab)
   e. Advisory board members (see email Stephanie Feb 15)
      i. carry out as suggested (Bianca/Mandy)
      ii. contact advisory board members - draft email (Bianca/Mandy)
   f. Volunteers for membership? (Dan)
      i. Violeta; continue offline, move to next meeting
      ii. include communications committee
4. Reports
   a. Force 2018 (John)
   b. FSCI (Cameron/Stephanie/Dan)
   c. Working Groups
      i. Joint expert group (Tim) -> move to next meeting
   d. Force 2017 (Martin/Violeta, Bianca)
      i. Short report on lessons learnt (Martin)
      ii. Diversity/inclusivity report pending (Bianca/Violeta/Katie)
   e. Force 2019 and 2020 (Dan)
      i. move to next meeting
5. Officers and Committees
   a. Chair (Dan)
   b. Secretary
      i. Board meeting minutes
   c. Treasurer (Amye)
   d. Web (Paul/Stephanie)
e. Operations
   i. Report on review of duties (Bianca, Mandy, Violeta, Dan)
   ii. Student hire progress (Stephanie)
   iii. Membership (??)

f. Communications (Gimena/Jen)
   i. We have a working timeline to help prepare for upcoming communications and manage responsibility for different channels (such as Twitter or the website) feedback welcome! And thanks, Stephanie :)
   ii. We need help. Charlie Rapple has been great and we aim to recruit more like her through the creation of a communications working group. Recommendations welcome (to Jen or Gimena). If the board has any concerns about this, please alert us right away!
   iii. Starting to get involved in F18 communications, with great steers from John

6. Other business

7. Next meeting: Monday 2018-02-26 1400 UTC (0600 Pacific)