

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)