

FORCE11 Board of Directors Meeting

2018-03-26 1400 UTC (0600 Pacific) ([Other timezones](#))

Present: Dan, Violeta, Amye, Laure

Apologies: Bianca, Mandy (regrets afterwards b/c traffic)

Agenda

1. Adoption of Agenda
2. Minutes - please check for any items to be anonymized/removed for public sharing.
3. Items for Action
 - a. Report from Bianca, Jennifer, Gimena, Cameron, John on 2019/2020 FORCE meetings
 - **Strategy to follow. Action:** Jennifer/Bianca/Cameron/Gimena/John to share framework for future FORCE conference organisers. **Action:** Amye to send Jennifer past conference costs and revenues.
 - i. From Stephanie: The organizations for Conference resources, specifically ADA. Meeting Professional International: www.mpiweb.org/. American Society for Association Executives: <https://www.asaecenter.org/>
 - ii. Stephanie has raised how the committees will archive their discussion and work. **Action:** Dan to ask Bianca and Mandy about this. Need a group email for every committee. Discuss with Mandy and Bianca possibility of 1 page document on what to do when you've set up a committee with instructions around this.
 - b. Membership committee (Dan)
 - i. Need someone to lead on Memberships but no one has the capacity. The student coming on board will be able to help. **Action:** Dan and Stephanie to contact people from the Board candidates and ask if they would like to come on board specifically to lead this.
 - c. Advisory Board (Dan)
 - i. **Action:** Dan to renew memberships for people whose time has lapsed.
4. Reports
 - a. Force 2018 (John)
 - i. Action Item: all Board Members, please let us know if you plan to attend
 - ii. Planning continues.
 - iii. **Action:** ALL to PUSH ON SPONSORSHIP.
 - iv. **Action:** ALL Contact Violeta if you do not want to be the contact. Please let Violeta know if you have already contacted the person for sponsorship by Friday 30 March.
 - v. **Action:** John and Stephanie to coordinate on discussions with Sloan and Moore.
 - vi. **Action:** Dan to look into Canadian funding.
 - vii. **Action:** Dan to consider us reaching out to Advisory Board. Amye is happy to help here.
 - b. FSCI (Cameron/Stephanie/Dan)
 - i. NSF has agreed to fund some travel fellowships. Have first registrants.
5. Officers and Committees
 - a. Treasurer (Amye). **Action:** Amye to finalise Q1 reporting for board.
 - b. Web (Paul/Stephanie)

- c. Operations (Mandy/Bianca/Violeta)
 - d. Communications (Gimena/Jennifer)
 - e. Chair (Dan)
 - f. Secretary (Mandy/Bianca)
 - g. Working Groups
 - h. Partnership Grant (Dan)
6. Other business
 7. Summary and Conclusion
 8. Next meeting: Monday 9 April, 1100 Pacific (1900 UTC)

Slack! The slack url is <https://force11.slack.com/> It looks like everyone on the board has accounts. But if you can't get in, let John know. (Also, for slack newbies, it is always best to use the desktop/mobile slack app. The slack website interface is subpar.)

Action items outstanding

- a. Action Item: Check bylaws about: 2 secretarial positions, past-president, terms, official yearly meeting minutes (for all: review and prepare proposal for next meeting): Dan, Mandy/Bianca, Stephanie
- b. Action item: Tim will circulate a proposal on Joint Expert Group
- c. Action Item: Violeta / Dan, involving secretariat
Find more details on the past thinking on membership in F11:BOD/Membership
 - i. Started (2018-03-12)
- d. Action item: Jennifer, Gimena, Cameron, John , Bianca - convene Board subcommittee on FORCE2019-2020 (report back by March 26)
 - i. Started (2018-03-08)
- e. **Action** Jen: finalize and enact Twitter proposal
- f. **Action** Stephanie: look up survey for advisory board members from few years back
- g. **Action** Dan: contact current/lapsed advisory board members to ask them about term (where appropriate) and invite them to a quarterly meeting. Circulate proposal first.
- h. **Action:** Dan to renew advisory board memberships for people whose time has lapsed.
- i. **Action:** Jennifer/Bianca/Cameron/Gimena/John to share framework for future FORCE conference organisers.
- j. **Action:** Amye to send Jennifer past conference costs and revenues.
- k. **Action:** Dan to ask Bianca and Mandy about organizing Drupal/GDrive workflow for BOD subcommittees
- l. **Action:** Dan and Stephanie to contact people from the Board candidates and ask if they would like to come on board specifically to lead membership revenue activities.
- m. **Action:** ALL to PUSH ON SPONSORSHIP
- n. **Action:** ALL Contact Violeta if you do not want to be the contact for sponsorship. Please let Violeta know if you have already contacted the person for sponsorship by Friday 30 March.
- o. **Action:** John and Stephanie to coordinate on discussions with Sloan and Moore.
- p. **Action:** Dan to look into Canadian funding.
- q. **Action:** Dan to consider us reaching out to Advisory Board. Amye is happy to help here.
- r. **Action:** Amye to finalise Q1 reporting for board.
- s.