

FORCE11 Board of Directors Meeting

2018-04-09 1900 UTC (1100 Pacific) ([Other timezones](#))

Present: Dan, Mandy, Violeta, Paul, Dave, Bianca, John, Stephanie, Amye

Apologies: Jen

Agenda

1. Adoption of Agenda
2. Minutes - please check for any items to be anonymized/removed for public sharing (links will always be removed for public sharing).
 - c. was the March 26 meeting recorded ? **Answer: no**
3. Items for Action
 - c. see Action list
 - d. **John: set up onboarding Erik Mitchell (head librarian UCSD); discuss relationship of FORCE11 with UCSD. Proposal: subcommittee with current BOD-members and past/advisory BOD-members (UCSD: Maryann, Stefan). Stephanie: there is a (beginning of) a proposal started by Dan.**
Action: Set up meeting w/ Dan, John, Paul, Stephanie, Maryann [please add] and take it from there.
4. Reports
 - c. FSCI (Cameron/Stephanie/Dan)
 - i. **Promotion and sponsorship have been delegated to Force11 communications and sponsorship committees**
 - ii. **Need more promotion, only in it's 2nd year, not self-sustainable yet.**
 - iii. **Partnership programme: 150 USD discount for all members of an organization in return of internal promotion within partner institution. Goal: 5 partner institutions. Current: building brand (e.g. institutions will sponsor 2 pp attendance, might consider partnership next year. Needs: personalized attention, entrance connections. Contact Stephanie about email templates etc.**
 - iv. **Needs more PR. E.g. contact institutions, spread promotional material at meetings,**
 - v. **Involve board members, advisory board members**
 1. **John volunteers to print postcards and hand them out at SSP (if someone can design it), promoted through the UC librarian networks, and to get PLOS to post a blog (if someone will write it).**
 2. **Action: Other board members to volunteer their promotion ideas!!! (per email to Stephanie)**
 - d. **Force 2018 (John)**
 - i. **Had first local organizing committee meeting, pursue local funding**
 - e. **Force2019-20 and beyond**
 - i. **Re: future conference planning and overall events strategy: Jen is away this week (April 6 - 13) and will resume drafting when I return**
 - f. **Working Groups**
 - g. **Sponsorship (Violeta) We need a big marketing push and need all the help we can get (no sponsors have signed up yet). Violeta, Stephanie, and John worked on writing the grant proposal for Sloan and need to wrap it up. Grant proposal is ready, missing few supplementary forms. (Stephanie: will be sending out this**

week, with help from student hire). Deadline for free custom opportunities is May 25th.

Action: Record when you contact sponsors.

Write an article about the sponsorship two deadlines (May 25th and August 4th when they get free items.) See the force11 page about sponsorship opportunities: <https://www.force11.org/meetings/force11-2018-sponsorship-prospectus>

5. Officers and Committees

- c. Chair (Dan)
- d. Secretary (Mandy/Bianca)
 - i. plan to contact new members to complete profile
 - ii. future discussion on update of automatic message to new members (involve comms and paid membership planning)
 - iii. organize how BOD committees archive their discussions and work - see document with options and aspects to consider
Action: all: read for April 23 BOD call
 - iv. work with Stephanie to get Eleanor (student hire) started on admin tasks
- e. Treasurer (Amye)
 - i. Q1 treasury summary (see also Final Budget 2018)
Need projections on when money is coming in.
Action: Dan, Violeta, John, Stephanie [please correct names :-)]
 - ii. work with Stephanie, Eleanor and secretariat to contact paying members whose payments are suspended
- f. Web (Paul/Stephanie)
- g. Operations (Mandy/Bianca/Violeta)
- h. Communications (Gimena)

6. Other business

7. Summary and Conclusion

8. Next meeting: Monday 23 April, 600 Pacific (1300 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

Future conferences:

- a. **Action:** Jennifer/Bianca/Cameron/Gimena/John to share framework for future FORCE conference organisers. ONGOING
- b. **Action:** Amye to send Jennifer past conference costs and revenues.

FSCI:

- c. **Action:** All board members to volunteer their promotion ideas for FSCI attendance and institutional partnerships (per email to Stephanie)

Sponsorship:

- d. **Action:** ALL to PUSH ON SPONSORSHIP
- e. **Action:** ALL Record when you contact sponsors here.
- f. ~~**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.~~
- g. **Action:** John and Stephanie to coordinate on discussions with Sloan and Moore.
- h. **Action:** Dan to look into Canadian funding.
- i. **Action:** Dan to consider us reaching out to Advisory Board. Amye is happy to help here.

Membership revenue:

- j. **Action:** Violeta / Dan, involving secretariat
Find more details on the past thinking on membership in F11:BOD/Membership
 - i. Started (2018-03-12)
- k. **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.

Advisory Board:

- l. **Action** Stephanie: look up survey for advisory board members from few years back
- m. **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.
- n. **Action:** Dan to renew advisory board memberships for people whose time has lapsed.

Secretariat:

- o. **Action:** 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 PLANNED
- p. **Action:** Dan to ask Bianca and Mandy about organizing Drupal/GDrive workflow for BOD subcommittees - STARTED
- q. **Action:** all read options and aspects to consider in organizing how BOD committees archive their discussions and work

Financial:

- ~~r. **Action:** Amye to finalise Q1 reporting for board. DONE~~
- ~~s. **Action:** Dan, Violeta, John, Stephanie - inform Amye on projections on when money is coming in.~~

Working groups:

- t. **Action** item: Tim will circulate a proposal on Joint Expert Group

Miscellaneous

- r. **Action:** Discuss relation FORCE11 w/ UCSD: set up meeting w/ Dan, John, Paul, Stephanie, Maryann and take it from there