

FORCE11 Board of Directors Meeting

2018-04-23 1300 UTC (600 Pacific) ([Other timezones](#))

Present: Violeta. Jennifer. Dan, John, Dave (leaving 1330 UTC), Paul, Bianca

Apologies:

Agenda

1. Adoption of Agenda
2. Minutes - please check for any items to be anonymized/removed for public sharing
3. Items for Action **DONE**
 - a. (Bianca) organization of BOD/FORCE11 committees (see proposal)
 - i. committees to use GDrive and Google group email list (set up by admin)
 - ii. discuss Drupal presence (can be private) for committees
 - iii. **Proposal accepted: organize this at least for committees that go beyond BOD subcommittees - Action Bianca/Mandy/Stephanie/Eleanor to enact - Bianca will coordinate**
 - b. (Amye) GDPR compliance
(<https://www.simplybusiness.co.uk/knowledge/articles/2017/11/what-is-gdpr-for-small-business/>)
Paul: majority of personal data we collect falls under consent. Maybe we need to put out a note on what we do with data (clear statement). Other issue is how to handle any breach, as we have no infrastructure for that on the site.
Action: Paul to draft a statement/blogpost outlining how we use personal data and giving people an option to opt out (can reuse to include in applications, and mail out).
 - c. Paul on the website
Paul: consider switching service providers, longer term consider adapting complexity of the website, including switching host providers (Pantheon) and even platform (move away from Drupal)
Action: Paul to draft a short-term proposal and outline options/criteria/needs assessment for long term - Jennifer interested to contribute.
 - d. Membership (Stephanie) -
 - e. Sponsor (Violeta)
- **Action: Violeta/Jennifer (?): Push for communication around sponsorship using membership body - we have a MailChimp mailing list (many, but not all members) and the FORCE11 discussion forum (secretariat/Eleanor can help access)**
- **Action: Dan/secretariat: Plan further discussion on audience, sponsorship and marketing in off-week call**
 - f. FSCI (Dan/Cameron/Stephanie)
4. Reports
 - a. Force 2018 (John)
 - i. Submissions!!! **Action: all Please promote the May 1 deadline for submitting talks (Jennifer sent out copy)**
 - ii. FORCE2018 Program Committee is planning keynotes. Hoping for 3-5 total. Our goal is to have a subset isolated asap to help drive registrations. So, far we have confirmed these keynotes:
 1. Kristen Ratan (Coko): <https://www.linkedin.com/in/kristenratan/>
 2. Vincent Lariviere (Univ of Montreal): <http://crc.ebsi.umontreal.ca/en/vincent-lariviere/biographie/>

3. Working on confirming others. But we want to leave slots open for regular submissions to bubble up.
 - iii. Force 2019-2020 (Jen) - We are creating an event planning framework to guide all future meetings and have made great progress on principles and objectives. We'll now tackle the topic of location for 2019 and 2010 and have the goal of announcing 2019 if not both in Montreal. (Bianca) We plan to share the framework in draft during the next BOD call
 - b. FSCI (Cameron/Stephanie/Dan)
 - c. Working Groups
 5. Officers and Committees
 - a. Chair (Dan)
 - i. Laurel Haak has asked to resign
 - b. Secretary (Mandy/Bianca)
 - i. Eleanor (student hire) will be supporting admin tasks
 - ii. To organize: new member mailing, Paypal issues
 - c. Treasurer (Amye)
 - d. Web (Paul/Stephanie)
 - i. Update on potential other options
 - e. Operations (Mandy/Bianca/Violeta)
 - f. Communications (Jen)
 - i. We have regular promotional deadlines for F18 and FSCI and aim to build longer lead times/take a bigger view of what needs to be done
 - ii. We have drafted terms of engagement for committee volunteers, to help us identify strong contributors. These are under discussion among us at the moment, but will share when complete. Feedback always welcome
 - iii. Martin Sugden, Senior Marketing Manager, Authors & Researchers, Taylor & Francis, is our first new member
 6. Other business
 7. Summary and Conclusion
 8. Next meeting: Monday 14 May, 1100 Pacific (1800 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. UdeM decided not to do it~~
- 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.
i. started

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:** Need projections on when money is coming in **Action:** Dan, Violeta, John, Stephanie - inform Amye on projections on when money is coming in.

Working groups:

- s. **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