# FORCE11 Board of Directors Meeting

*2018-0-28 300 UTC (600 Pacific) ([Other timezones](#))*

***The May 14 BOD meeting was canceled***

Present: Cameron, Bianca, Dan, Violeta, Gimena (mic not working),

Apologies: John, Amye, Jen, Paul …,  [Memorial Day in US, Bank holiday in UK]

## Agenda
1. Adoption of Agenda
2. Minutes - please check for any items to be anonymized/removed for public sharing
3. Items for Action
    a. GDPR: privacy policy, cookie policy, mailing lists (Paul, Jennifer)
        i. Privacy policy, EU cookie policy added
        ii. Mailing lists checked: opt-in/legitimate interest: no action needed; new (Mailchimp) email list of non-FORCE members generated from conference mailing lists - non-FORCE members asked for permission.
        iii. Do we need to send out an email highlighting the privacy policy? Decide not to, better to include:
            1. in a more general news/update mail
            2. in email footers (Mailchimp, F11 discussion list)
        iv. **Action Paul: add "read our… to footer privacy policy" + add Privacy policy in list under 'About FORCE11'**
        v. Not time sensitive: adapt privacy statement to move away a bit from e-commerce business ;-) **Action Paul/Bianca**
        vi. Huge thanks to Jennifer for organizing the mailing lists! +1
        vii. Paid Josh to update website
    b. FSCI advertising (Dan, Stephanie)
        i. Currently 32 registrants
        ii. Channels:
            1. Conferences (postcards! - email Stephanie/John?):
            2. Twitter
            3. Facebook
            4. Disciplinary mailing lists
        iii. ~~Dan will send around template text(s)~~
        iv. **Action [ask Jen]: send more from F11 Twitter account + use Mailchimp list**
        v. **Action everyone: hit all the channels! Master List Serve - check and send to the ones you are subscribed to:**
    c. Membership demographics  -continuing effort (Bianca, Mandy)
    d. CASRAI (Dan) - previous touch point was [CRediT taxonomy](#) and [Attribution](#) Working Group.
4. Reports
    a. Force 2018 (John)
        i. Progress report
        ii. Force 2019-2020 Framework  - report next call (subgroup: Jen, Cameron, Gimena, John, Bianca)
    b. FSCI (Cameron/Stephanie/Dan)

      c.   Working Groups
         i.   We have created a Drupal site, GDrive folder and mailing list for the Communications group (Bianca). Any other groups that need this?
            1.  Missing: Sponsorship **(create; action Bianca)**, FORCE2018 organization [decision needed?]
        ii.  Discuss WG and relation to FORCE11 more broadly in future? [also include in discussion towards F2019-2020]

5. Officers and Committees
   a. Chair (Dan)
   b. Secretary (Mandy/Bianca)
   c. Treasurer (Amye)
   d. Web (Paul/Stephanie)
   e. Operations (Mandy/Bianca/Violeta)
   f. Communications (Jennifer)
6. Other business
7. Summary and Conclusion
8. Next meeting: Monday 11 June, 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. <span style="color:red">**Action:** All board members to volunteer their promotion ideas for FSCI attendance and institutional partnerships (per email to Stephanie)</span>

Sponsorship:

    d. **Action**: ALL to PUSH ON SPONSORSHIP

    e. <span style="color:red">Action: ALL Record when you contact sponsors here.</span>

    f. **Action:** John and Stephanie to coordinate on discussions with Sloan and Moore.

    g. **Action:** Dan to consider us reaching out to Advisory Board. Amye is happy to help here.

    h. <span style="color:red">**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)</span>

    i. <span style="color:red">**Action**: Dan/secretariat: Plan further discussion on audience, sponsorship and marketing in off-week call</span>

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** Organize Drupal group, GDrive folder and Google mailing list for FORCE11 committees - Bianca/Mandy/ DONE FOR COMMS

Financial:

q. ~~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:

r. **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
s. **Action:** GDPR: 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).
t. **Action:** WEBSITE: Paul to draft a short-term proposal and outline options/criteria/needs assessment  for long term - Jennifer interested to contribute.
u.

FORCE11 membership demographics (partial analysis)

## Geographical distribution FORCE11 members (May 2018)
885 of 2538 members included country information in their profile



- US & Canada — 45.0%
- Western Europe — 30.6%
- Asia — 9.5%
- Africa — 3.8%
- Latin America & Caribbean — 3.8%
- Australia & New Zealand — 3.7%
- Eastern Europe
- Middle East