FORCE11 Board of Directors Meeting

2018-06-25 1300 UTC (600 Pacific) ([Other timezones](#))

Present: Mandy, Violeta, Amye, Stephanie, Bianca, Jennifer

Apologies: Paul, (Dan probably at ELPUB, Cameron probably b/c time zone)

Agenda

1. **Unfortunately, this meeting was not recorded due to technical difficulties**
2. Adoption of Agenda
   a. Minutes - please check for any items to be anonymized/removed for public sharing
3. Items for Action
   a. Admin support (Stephanie/Amye/Bianca)
      Proposal to aim for shared admin support (classified as lab tech) at UCSD (22K instead of budgeted 15K) - approved by Amye, send as notification to the board
   b. Sponsoring - current status (double check budget for current aim: 80 K sponsorship and 50K grants; **Action**: Amye will do a budget overview for FORCE11 as a whole at the end of June) **Action:** Organize a separate call to contact sponsor candidates (action Stephanie/Violeta)
   c. Proposed action on lapsed recurring membership payments (Bianca):
      Contact people whose automatic payment has been suspended (most often due to changed/expired credit card details) and ask them to create a new automatic payment with their updated credit card details. We can then cancel their existing (inactive) order.
      Action: Mandy and Bianca to proceed.
4. Reports
   a. Force 2018 (John): schedule is ready: https://force2018.sched.com. Ready to do big promotion. Still need sponsors. Talking to Jennifer about comms plan on Wednesday. all board members… please register and make plans to be their for a board meetup on Oct 10.
      i. Ask John about plans for board meeting (time) and share some options for discussion over email **(Action: Bianca)**
      ii. General point about people being able to make it to BOD calls
         - sent out call reminders early **(action Secretariat)**
         - consider suitability of chosen dates/times
   b. FORCE 2019-2021 Framework (Jennifer, Gimena, Cameron, John, Bianca) - update now or later? **Action:** Jennifer to summarize findings, share with board subcomittee and subsequently with full board
   c. FSCI 2018 (Stephanie)
   d. Working Groups (Bianca)
      i. Drupal group site/presence for FORCE2018 committee(s)?
         Ditto Sponsor committee?
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 July 9 , 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:** 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. **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)

    i. **Action**: Dan/secretariat: Plan further discussion on audience, sponsorship and marketing in off-week call

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