ISCRAM Board Meeting

Elected Binding Board Meeting

Board Members:

Present: Caroline Rizza, Kees Boersma, Hans Jochen Scholl, Anne-Marie Barthe-Delanoë, Raj Prasanna, Rob Grace; Stephen Fortier, Hossein Baharmand

Apologies: Kathleen Moore

Agenda & Minutes

Executive Committee

- Introduced meeting agenda

Budget

- Anne-Marie detailed expenses for August and projected expenses for September.

Communications Committee

- N/A

Communities Committee

- Raj & Kees detailed plan for a monthly webinar series in which ISCRAM members will present their research. The webinars will hopefully encourage community-building among members and advertise ISCRAM to other academics and practitioners.
    - Webinar action items are detailed below.
- Rob detailed conversations with members from EENA and PSCE. Will continue outreach process and develop engagement plan for bridging academic-practitioner organizations.

Events Committee

- Rob provided an update on ISCRAM 2021: call for track proposals completed, call for papers will be published in two weeks.
- Kees & Raj provided an update on the feasibility and initial planning for a future ISCRAM Asia-Pacific conference

Membership Committee

- Board recognized the importance of finalizing a process for people to become ISCRAM members and members to renew their membership. Stephan will complete a workflow for this process. See action items.

Publications Committee

- Hossein updated the board on conversations with journals on the prospective inclusion of an ISCRAM publication section. Search remains ongoing.
- Board decided against archiving ISCRAM papers with the tib.eu archive.

Action items

- All Board members please take a hard look at the ISCRAM website and provide comments back to Stephen via email (sfortier@gwmail.gwu.edu) for edits/changes by early next week. (**All**).
- Complete short description of the Webinar series and prepare a list of potential speakers. Board members will help prepare a list of potential speakers to discuss at next meeting. (**Kees and Raj**)
- Forward journal editor contact information to Caroline for meeting to discuss inclusion of ISCRAM section. (**Hossein**)
- Research the cost of annual, three-year and five-year domain registration with Register.com. (**Fortier**)
- Ensure that the PayPal payment system is working correctly. (**Fortier**)
- Check the availability and cost of five or six dedicated ISCRAM email addresses. (**Fortier**)
- Develop a draft workflow for the membership process within the website back office. (**Fortier, Kathleen, and others**).
    o Workflow will detail the processing of new memberships and renewals via the ISCRAM website. The workflow will explain the roles of the membership and treasurer chairs.
- Definition of the ISCRAM website "back office." (**Caroline and others**)
- Define a "News" or other function for the intro page of the website. (**Caroline**)
- Define which "Blogs" and/or "Webinar" functions that need to be supported by the website. (**Kees and Caroline**)
- Define what areas of the website are managed by which individual Board members. (**Caroline**).
- Write up for the new Board Members. (**Caroline**)
- Review and approve the Privacy Policy. ISCRAM Privacy Policy is attached. (**Executive Committee**).

Next meeting and future agenda items

- Next meeting: October 15th @ 21:00 CET