ISCRAM Board Meeting

Elected Binding Board Meeting

Board Members:

Present: Caroline Rizza, Kees Boersma, Anne-Marie Barthe-Delanoë, Raj Prasanna, Rob Grace; Stephen Fortier, Kathleen Moore,

Apologies: Hans Jochen Scholl, Hossein Baharmand

Agenda & Minutes

1. **Board and Management**
2. **Budget**
   a. Quartier Latin is late processing information for the ISCRAM physical address
      i. *Ann-Marie and Caroline will follow-up with the company*
   b. Budget approval for 3-year website renewal: 3 options
      i. Domain Name Renewal for ISCRAM.ORG
         Private Registration for Domain Name
         Web Forwarding for Domain Name
         The cost for one year renewal is : $38, $14, Free = $52
         The cost for two-year renewal is: $76, $26, Free = $102
         The cost for three-year renewal is: $111, $36, Free = $147
         1. <u>Board votes for 3-year renewal.</u>
         2. *Stephen will forward login/password to Ann-Marie to pay for the website renewal*
3. **Communications Committee**
   a. Website updates from Stephen
      i. We need:
   b. Solve problem by disassociating membership tool- we just need a "members only area" (but the password problem)
   c. Privacy Policy
      i. <u>Board approves privacy policy with the additions that make it conform to U.S. (including California) and European privacy laws.</u>
      ii. *Stephen will forward the amended, approved policy to D3.*
   d. ISCRAM email accounts
      i. Stephen will get email from google org for:
         1. President
         2. Vice President
         3. Membership
         4. Secretary

          5. Webmaster

      ii. *Rob will forward list of requested email addresses to Stephen*

  e. "Back office" development:

      i. Voting tool

         1. We will use an independent tool (not integrated in the website).

      ii. *Caroline and Stephen will meet to finalize the back office of the website.*

4. **Events Committee**
   a. Reaffirm need to hold an annual conference in some form: traditional, hybrid, or virtual
      i. Possibility of hosting simultaneous American (Virginia) and European (possibly in Brussels) events for the annual conference

5. **Membership Committee**
   a. Find an existing tool that will process membership and payments
      i. Requirements:
         1. Links to website (perhaps just a link)
         2. Process payments (can process payments in a way that is compatible with ISCRAM's paypal compatible)
         3. Managing 3-year memberships
         4. Automatic renewal emails
   b. Additional consideration:
      i. How to coordinate membership lists between tool and website?
      ii. How to coordinate membership lists between tool and conference registration?
   c. *Kathleen will research commercial tools to handle membership, payments, and reminder emails and bring options to the working group including Stephen, Ann-Marie, and Caroline.*
      i. *Working group will meet October 26th @ 15:00 CET (3pm)*

6. **Next meeting**
   a. Next meeting: November 12th @ 21:00 CET

7. **Future agenda items**
   a. Update on membership tool/process
   b. Update on website