

USENIX Association

Board of Directors Call

February 3, 2014

Minutes, 2/3/14

Attendance:

Board:

Carolyn Rowland

Margo Seltzer

David Blank-Edelman

Brian Noble - delayed 15 minutes for national leadership team for the Society of Hispanic Professional Engineers

John Arrasjid

Niels Provos

Dan Wallach

Sasha Fedorova

Staff:

Casey Henderson

Meeting called to order at 1:01 ET

This is the first gathering of the board with Casey Henderson as sole-ED.

Henderson: We are having weekly staff meetings. Each staff member speaks for about a minute. We also eat lunch together on Tuesday. It helps to get to know each other and raise issues before they become a problem. Previously we were doing monthly staff meetings and it was usually the EDs talking more than the rest of the staff. The new meetings are shorter because we are quick to take things off-line.

Two things to discuss:

The deputy ED position. Any questions or comments on the job description?

This position will have a great amount of autonomy over the areas which s/he will supervise (e.g. fundraising) and will directly supervise several people. The ED will continue to be the point-person for conferences.

The other item to mention is that the staff as a team has revised our communication practices. They discussed them as a group and came to a mutual agreement that would both streamline communication and give each person a greater ability to focus on tasks at hand for longer periods.

Judy Bausch is our new Conference Manager. She works remotely, which is challenging to some extent but manageable with Hangouts. She visited the office in January and works well with the team. The Board will meet her at conferences.

We are hiring a new administrative assistant to support five functional areas: conference, marketing, membership, production, and sponsorship/sales.

Discussed how to support our speakers with more travel allowances balancing our being a non-profit with limited vendor sponsorship. We are adding some on-site perks to demonstrate how much we appreciate our speakers and want them to have a positive conference experience.

USENIX is hiring a fundraising person to partner with BOD members and work on the fundraising. We are still working on the fundraising brochure.

We discussed the Evi Nemeth fund that we began at LISA and concluded that the money would be devoted to student conference attendance.

Discussed creating a disclosure policy for authors of papers where software vulnerabilities could be revealed by publication.

Meeting adjourned at 2:00pm ET