

## **Internet Governance Forum Support Association (IGFSA)**

### **3rd meeting of the Executive Committee**

22 October 2014

#### *Summary Record*

1. The Executive Committee held its third meeting on 22 October by electronic means. The following members and staff were able to take part in the call:

Raúl Echeberría, Chair; Virat Bhatia, Marilyn Cade, Subi Chaturvedi, Avri Doria, Tarek Kamel, Cheryl Miller; Markus Kummer, Kyle Shulman.

2. The meeting noted that there was a majority of the Executive Committee members taking part in the call and that therefore, as required by the Articles of Association, there was a quorum for holding a regular meeting.

3. The following agenda had been circulated prior to the call:

- a) Adoption of the Agenda
- b) Approval of the Summary Record of the 23 September call of the Executive Committee
- c) Information about the informal meeting held in Los Angeles.
- d) Membership of Fundraising and Communication and Outreach Committees)
- e) Fundraising and outreach activities
- f) Terms of Reference for the Secretary of the Association to be agreed upon with the Internet Society
- g) Organization of the next physical and virtual meetings, as necessary
- h) Any Other Business

The agenda was adopted as proposed.

4. The Executive Committee approved the Summary Record of the 23 September call.

5. The Executive Committee reviewed the summary record of the informal meeting held in Los Angeles on 15 October in the margins of the ICANN meeting. The note summarizing the discussions is attached to this Summary Record. The Executive Committee focused on the need to create a brochure and mandated Marilyn Cade and Edmon Chong with this task. In this context, the point was made that it will be important to highlight that IGFSA is not competing with the UN IGF Trust Fund. It was also agreed to hold webinars to promote the Association.

6. The Executive Committee decided that each Executive Committee Member should select one of the two sub-committees, either Fundraising or Communications and Outreach. The two Sub-Committees were formed as follows:

- Outreach and Communications Sub-Committee – Lead: Marilyn Cade and Subi Chaturvedi; Raúl Echeberría.
- Fundraising Sub-Committee – Lead: Cheryl Miller; Virat Bhatia, Tarek Kamel,

It was agreed that once the two sub-committees had established an outline for their activities they would reach out to the broader community inviting volunteers to serve on them.

7. Among the fundraising and outreach activities discussed were the following:
    - Placing a note of acknowledgement of the IGFSa on IGF website;
    - Starting work on the brochure;
    - Launching communications initiatives to engage the community once the payment mechanism is fully operational;
    - Preparing webinars for different time zones;
    - Creating high level topical messaging for consistency, with regional specificities;
    - Informing the IGFSa Members list that we are ready to accept contributions;
    - Creating a list of target organizations/corporations to seek donations.
  8. In accordance with Article 18 of the Articles of Association, the Executive Committee agreed on the Terms of Reference between the Association and the Internet Society for the Secretary of the Association. Also in accordance with the same Article it appointed Markus Kummer as Secretary of the Association.
  9. While it had been agreed that the next face-to-face meeting will be held in Geneva in the margins of the next MAG meeting/open IGF consultations on 2 December at 1845 in the ISOC offices, it was also felt that there would be need for another call beforehand to provide updates on the progress achieved by the sub-committees. A doodle poll will be sent out to find a time slot during the week starting on 17 November.
  10. Under Any Other Business, the Secretariat was asked to prepare a report on the donations/membership dues received so far and ask all Members who had paid their dues whether they needed a receipt for their payments.
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