

ILTER Fundraising and Marketing Committee

Inaugural Meeting August 18, 2006 Gobabeb.

Attendees: Jorge Jimenez, Steve Hamburg, Holly Kaufman, Frade Nyodo, Elli Groner, Joh Henschel, Johan Pauw, Norbert Jurgens, Hen-biau King (part)

Generic operating arrangements developed in the morning session –

Action: Source from Holly and develop a summary document of operating procedures

Election of Office Bearers:

General discussion on who could take on the roles of chair, vice chair and secretary.

Decision:

Chair: Jorge

Vice Chair: Joh

Secretary: Tim

F&MC Objectives

Charter

Purpose: Fundraising
Marketing

Mechanics -> Strategic Role, not just an operational role; however, need to have strong operational focus in the first period until ILTER staffing etc established.

Question? Who operationalizes into the future

Decision: Focus of the committee shall be on the funds required to deal with the international level LTER issues

Need a treasurer -> not yet appointed

Decision: Treasurer will sit on this F&MC in ex-officio basis

Mechanics

Need a high frequency of meetings in the first period

Decision: At least monthly meetings to begin within – 1 hour Maximum duration

Discussion regarding alternating timing of meetings to deal with different time zones – desirable but needs to fit in with support staff requirements at central office level

Reporting – minutes to the website after each meeting

**Action: TC to organise a local sub for Secretary Position
Sec – Minutes to Chair and Send to participants / post on web
after Chair accepts minutes.**

Sub-Committees

Decision: No ad-hoc sub-committees at this stage -> may be required later

Actions

Decision: Focus of funding the Executive position in the first instance

Strategic Plan Actions for F&MC

Action 1 Follow up pledges

Currently ~ \$US 116K pledged
How do we secure these pledged funds?

Money Handling -> to be determined based on the legal operating framework established by ILTER

Suggested the general issue of money handling be deferred to the Treasure once established – Generally supported but recognised that actions needed to occur in the interim.

Fund Seeking Arrangements

Action: Steve to do a first draft of funding contribution document – to be circulated prior to next meeting (tele-conference)

Clarifying the pledges in Regional Networks

Action: F&MC members to clarify the appropriate entry point for each country in their region to forward the funding request/"suggestion" letter to

Decision: Letter to be come from the Chair of the EC

Cash contributions required for Personnel and travel costs of the office and travel of developing country delegates for ILTER activities.

Material/Support/Promotion

Any material produced needs to be in multiple languages -> will require support from network reps

Option of PDF production for local printing and distribution needs to be considered.

Need to clarify what materials are required for individual countries.

ILTER formerly produced a video – this may be still useful as a promotion tool.

Action: Steve to do the first draft of the brochure and circulate to F&MC reps.

General discussion regarding the need for a high profile sponsor/champion and /or a group to fulfil such a role.

Decision: Longer term issue.

Fund seeking Collaborations

Existing funding opportunities identified:

- **Taiwan** **Action: Hen to follow up**
- **NSF USA** **Action: Steve to follow up**
- **CR USA** **Action Jorge to follow up**
- **NEPAD** **Action: Johan to follow up**

Other potential funding opportunities

Action: All reps to explore what opportunities exist in their region.

Other Action Items

Refer to Ling Ling's list

Action: Sec to maintain an active action list for meetings using Ling Ling document as the first cut for next meeting

Next Meeting: Chair and Sec to arrange meeting in one month's time via email and inform committee members

Meeting Closed.

Action Summary

Action: Source from Holly and develop a summary document of operating procedures

Action: TC to organise a local sub for Secretary Position; Sec -> Minutes to Chair and Send to participants / post on web after Chair accepts minutes.

Action: Steve to do a first draft of funding contribution document – to be circulated prior to next meeting (tele-conference)

Action: F&MC members to clarify the appropriate entry point for each country in their region to forward the funding request/"suggestion" letter to

Action: Steve to do the first draft of the brochure and circulate to F&MC reps.

Action: Existing funding opportunities identified:

- *Taiwan - Hen to follow up*
- *NSF USA - Steve to follow up*
- *CR USA - Jorge to follow up*
- *NEPAD - Johan to follow up*

Action: All reps to explore what opportunities exist in their region.

Action: Sec to maintain an active action list for meetings using Ling Ling document as the first cut for next meeting