

FINAL

Final Minutes of the OASIS Board of Directors, held in London, UK on Tuesday, 6 May 2003

Attendees:

Directors

Colin Evans

Jim Hughes (joined at #5)

Chris Kurt

Patrick Gannon

Ed Cobb

Simon Nicholson (joined at #3)

Laura Walker

Michael Weiner

Position

Chairman

Treasurer

Secretary

OASIS President and CEO

Others Present

Karl Best

OASIS Vice President

Carol Geyer (item #9 only)

- 1. Opening and Agenda Approval.** Colin Evans called the meeting to order at 8:38 am GMT. The meeting agenda was reviewed and approved. Additional agenda items for consideration included the following:
 - Board of Directors Meeting Schedule (Colin Evans)
 - Election Schedule and Process (Colin Evans)
 - Liaison Activity Update (Michael Weiner)
- 2. Approval of Previous Minutes.**

Previous meeting minutes were presented for review and approval.

Resolution 2003-05-06.01: Resolved, that the minutes of the April 3, 2003 Board of Directors meeting are approved. Passed unanimously.

Resolution 2003-05-06.02: Resolved, that the minutes of the February 12, 2003 Board of Directors are approved as modified below.

Modification: Fix title listed for Patrick Gannon (OASIS President and CEO) and Jim Hughes (Treasurer) to match their positions.

Resolution 2003-05-06.03: Resolved, that the minutes of the January 27, 2003 Board of Directors as modified in the February 12 meeting minutes are approved by the Board of Directors. Passed unanimously.

3. IPR Policy. Michael Weiner opened a discussion on the OASIS IPR policy status.

Simon Nicholson joined the meeting at this time.

Draft proposals have been distributed by OASIS staff (Jamie Clark and Karl Best) and by Michael Weiner.

The process for review and approval of potential IPR policy changes was discussed in Executive Session.

4. TC Process Document.

Karl Best presented a proposal for updates to the OASIS TC policy. The Board discussed items in the proposal and provided feedback to be incorporated into later drafts.

The staff will schedule a follow-up call with interested Board members for further discussion.

5. Liaison Policy.

Patrick Gannon proposed the draft Liaison Policy document for approval. Not all of the Directors had access to the document, so this topic is tabled for the next Board of Directors meeting.

6. March Finance Report.

Patrick Gannon presented the March 2003 Finance report. Revenue and income for the 1st quarter are both ahead of plan, by 125% and 108% respectively. Expenses are below budget at 83% of plan.

Portals revenue was significantly higher than forecast. Portals have received 100% renewals.

A net increase of 41 members was seen in the first quarter. The Contributor <10 and Liaison member category each had a net loss of members, but this was offset by increases in other categories.

Current cash on hand is 98% of the target of 3 months operating expenses.

7. FY2003 Forecast Review.

Patrick Gannon presented the updated 2003 Forecast. Some of the spending deferred from Q1 is being moved to Q2. An additional hire in Q3 for IT systems support is being requested. A job description for this role will be submitted to the staffing committee.

Additional business development resources are planned for both Europe and Asia.

RESOLUTION 2003-05-06.04: The Board approves the revised 2003 Forecast (April 30 version), pending the resolution of the 2003 Q2 Revenue forecast (forecast cell G45), which has a potential \$138.4K error to be investigated. Passed unanimously.

8. Strategy Committee Report.

Ed Cobb presented a draft strategy plan document and outline for review (Revision 04: May 5, 2003).

The growth plan and alternative mechanisms to for vertical activities were discussed. Vision and strategy for verticals, international work, supporting PR, etc. were identified as areas for further discussion.

9. Delphi Research Project Proposal.

Carol Geyer presented a proposal for a research project with Delphi.

The details of the proposal were discussed and feedback was provided.

10. Board Election Process.

The election process has been released, and nominations are open. In the event of the tie, the Board will resolve the tie.

It was proposed that the IETF tiebreaking algorithm be used in the event of a tie.

ACTION ITEM 2003-05-06.01: Simon Nicholson to forward a link to the IETF tiebreaking algorithm prior to the next meeting.

11. Liaison Update.

Patrick Gannon reported on discussions with other organizations.

A call was held with the W3C team last week. It was proposed that a joint meeting be held for both W3C and OASIS committees to meet. Questions on whether IPR

and other respective technical policies were raised to be addressed prior to such a meeting.

A MoU is being developed with RosettaNet. They have joined OASIS and are participating in the Procurement TC.

CommerceNet has asked OASIS to participate in a workshop and pilot. The first project is DeviceNet (Mobile devices in the healthcare industry).

Discussions have also been held with CEFACT.

OMA and WS-I discussions are ongoing.

12. Meeting Brainstorming.

The board brainstormed approaches to improve meeting productivity processes.

13. Adjournment.

The meeting adjourned at 5:35 p.m. GST. The next OASIS Board meeting is scheduled for June 19, 2003 from 8:00 a.m. to 10:00 am PDT.

Respectfully Submitted,

Christopher Kurt, Secretary