

1 **Minutes of the OASIS Board of Directors**

2 **June 28, 2006**

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4
5 Held via teleconference

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7 ***Directors in Attendance***

8 Patrick Gannon, OASIS President and CEO

9 Ed Cobb, Vice Chairman

10 Eduardo Gutentag, Chairman

11 Mike DeNicola, Treasurer

12 Chris Kurt, Secretary

13 Bob Glushko

14 Frederick Hirsch

15 John Jackson

16 Jeff Mischkinsky

17 Michael Winters

18 Claus von Riegen

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20 ***Staff in Attendance***

21 Scott McGrath

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24 **1. Welcome, Goals and Agenda Review**

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26 Eduardo Gutentag convened the meeting at 9:06 a.m. Pacific Time. All directors except Claus von Riegen
27 were in attendance.

28
29 The meeting agenda was reviewed and discussed. A discussion of TC Conference call bridge status was
30 requested by Patrick Gannon, and added by unanimous agreement. The infrastructure status report was not
31 available for this meeting.

32
33 Michael Winters requested a status update on the elections. It was reported that there were no ties in the
34 election, so the Board needed to take no action during this meeting.

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36 **2. Review & Approval of Minutes & Action Items from 11 May Board meeting.**

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38 Chris Kurt presented the minutes of the May 11, 2006 Board meeting for review and approval.

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40 **RESOLUTION 2006-06-28.01:** RESOLVED, that the Board approves the minutes of the May 11,
41 2006 Board of Directors meeting. Motion passed unanimously.

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43 **3. Status of Open Action Items**

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45 Chris Kurt reviewed the open action items. The status for each open action item is reported below.

46
47 ***ACTION ITEM 2005-07-27.05:*** Executive Committee to review Liaison Policy for consistency
48 with convergence goals of the organization.

49 *[Status: Open. Convergence issues being worked by TC Process committee.]*

50
51 ***ACTION ITEM 2006-01-25.02:*** Patrick Gannon to track the IT issues list and import into IT
52 tracking tools when they are available.

53 *[Status: Open. Ongoing.]*

54

55 **ACTION ITEM 2006-01-25.03:** The TAB to distribute the current AIR draft for public review,
56 process any comments, and provide an updated version to the Board for approval at its March
57 meeting.
58 [Status: Open. Robin C. has provided initial draft of Naming Guidelines (ASIS) Issues on 1 June.
59 Review is still in progress.]

60
61 **ACTION ITEM 2006-01-25.04:** The Strategy Committee to report at the May meeting with
62 options for alignment of membership categories.
63 [Status: Closed. Membership categories reviewed on 11 May. Further proposal submitted on 22
64 June.]

65
66 **RESOLUTION 2006-01-25.06:** RESOLVED that OASIS staff is directed to investigate and
67 provide conference call bridge hosting, funded through the use of current reserve funds, with the
68 operational plan subject to Board approval at the March meeting. Passed unanimously.
69 [Status: Open. Staff surveyed TCs for more detailed needs of conference calls. A proposal has
70 been submitted the Board on June 26.]

71
72 **ACTION ITEM 2006-02-24.02:** Ed Cobb to schedule an outreach committee meeting and develop
73 a policy communication plan proposal.
74 [Status: Open. The Outreach Team met on 15 March. Another meeting will be scheduled by Ed
75 before the July meeting.]

76
77 **ACTION ITEM 2006-05-12.02:** Scott McGrath to provide a summary of Member Section roles to
78 the Board. Due before the June Board meeting.
79 [Status: Open. Scott has prepared for Board review.]

80
81 **ACTION ITEM 2006-05-12.03:** Staff to look at the mechanism for members to designate dues
82 allocation to Member Sections and report options back to the Finance Committee and Board. Due
83 before the June Board meeting.
84 [Status: Open. Included in MS Policy.]

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86 **ACTION ITEM 2006-05-12.04:** The outreach team to draft a document on open source use of
87 OASIS work.
88 [Status: Closed. Patrick submitted draft to Outreach team for review.]

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90 **ACTION ITEM 2006-05-12.05:** Patrick Gannon to include the list of TCs that have not made IPR
91 mode transition plans to next month's Operations report.
92 [Status: Closed. Included in May Operations Report.]

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94 **ACTION ITEM 2006-05-12.06:** Patrick Gannon and staff to create the list of TCs and their
95 current IPR transition status as a new page on the OASIS member site, and notify the TC Chairs
96 of where the page is posted.
97 [Status: Open. The new webpage request underway.]

98 99 **4. Strategy Committee Review**

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101 Frederick Hirsch presented an update on the work of the Strategy Committee.

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103 Four areas were discussed by the Board:

- 104 - Governmental Membership
- 105 - Membership Categories and Pricing
- 106 - Transition Plan for Categories
- 107 - Additional Considerations

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109 Feedback from the Board was taken by the Strategy Committee and will be incorporated into an updated
110 proposal.

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5. Member Section Policy Committee Review

Patrick Gannon reported on the status of the Member Section policy development work. Comments on the current draft have been provided by various Board members and will be discussed within the committee.

The roles of Member Section members were also discussed.

6. Finance Committee Status

Patrick Gannon presented the report of the Finance Committee, and both the April and May Operations Reports. Overall financial performance, membership, and other metrics were reviewed.

7. Infrastructure Updates Status

Patrick Gannon reported on internal infrastructure activity.

A new system admin has been hired into the team. The position for a senior web developer has not been filled due to a lack of qualified candidates.

Equipment upgrades and improvements are in progress. This includes additional storage for email archives, and to support new features such as archive searches. The updated document management approach is still under development.

Scott McGrath reported on the status of the conference call hosting project. This project was discussed and next steps were identified.

ACTION ITEM 2006-06-28.01: Scott McGrath to start a three month trial of the proposed conference call hosting project and to provide monthly progress/usage reports to the Board.

8. Review of Topics for the August Board Meeting

Eduardo Gutentag led a discussion of topics for the August Board meeting agenda. The topics identified include:

- Review and approval of Strategy committee proposal for member categories and dues [A Item]
- Review and approval of draft Member Section Policy for member review [A Item]
- Financial/Operations report
- Quarterly financial reforecast
- TAB review and new member introductions
- Infrastructure project status
- TC Process update
- Staff departmental reports
- Staffing committee chair/team roundtable report
- General organizational health review
- Officer and Chair selection
- Staffing Committee report

The Board meeting will be held at the Meeting House in Billerica. For those arriving early, a staff dinner is scheduled for Tuesday evening. Eduardo and Michael were asked to attend the staff meeting Tuesday afternoon. The meeting will be all day Wednesday, and will adjourn 2:00 p.m. on Thursday.

9. Wrap-Up and Adjourn

The meeting adjourned at 11:06 a.m. Pacific time.

Respectfully Submitted,

167 Christopher Kurt
168 Secretary