

Minutes of OASIS Board of Directors meeting, held 22-23 October 2013 at Saint Mary's University, Halifax, NS (Public)

Directors in Attendance:

- Jim Hughes, Chair
- Frederick Hirsch, Vice Chair
- Gershon Janssen, Secretary
- Mike DeNicola, Treasurer
- Peter Brown
- Martin Chapman
- Dave Ings
- Dawn Jutla
- Paul Lipton
- Sanjay Patil
- Zhexuan Song

Staff in Attendance:

- Laurent Liscia
- Scott McGrath

Others Joining by Teleconference:

- Jamie Clark
- Dieter Weidenbrueck
- Lofton Henderson
- Stuart Galt

DAY ONE

1. Welcome and Adoption of Agenda

Jim Hughes, Chair, presided at the meeting. Gershon Janssen, Secretary, took the minutes.

The Chair called the meeting to order and took roll call. With all members in attendance, the meeting was quorate.

The draft agenda was adopted.

2. Approval of Minutes

The minutes of the Board meeting of 17 September 2013 were approved.

3. Open Action Review

The following Action Items were scheduled for discussion in this agenda and **closed** at this meeting:

- #0062 Mike DeNicola (as chair of the Finance and Audit Committee) to present a proposal at the October 2013 meeting showing key assumption regarding balancing the budget in 2014, including alternate scenarios for possible small overspendings.

The following Action Items were scheduled for discussion in this agenda and **remain open**:

- #0061 Laurent Liscia / Jamie Clark to update the liaison web page with names, both showing incoming and outgoing liaisons. Notify all named individuals that their name will be published.

4. Executive Director's Report

Laurent Liscia, CEO and Executive Director, elaborated on the October 2013 Executive Director's Report, highlighting Sales (slow new revenue), a continuing trend in members joining at lower membership levels, our new partnerships strategy, European Multi-Stakeholder Platform activities, our Culture Survey, internal IT migrations and upcoming events.

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The Board thanked Laurent for the elaborate Executive Director's Report.

5. Culture Mapping Exercise

Laurent Liscia, CEO and Executive Director, led the discussion.

Based on Culture Surveys that involved Staff, Board and Members at large, a picture of the OASIS culture, strengths, weaknesses and genuine differentiators is beginning to emerge. Preliminary results of the data analysis were presented. The full analysis is expected to be ready by January 2014, and will be used to update the OASIS Business Strategy.

Laurent presented results from ongoing business development efforts through a presentation called 'the case for standardizing APIs', soliciting input from the Board through an open discussion.

6. Process Committee Report

Sanjay Patil, Chair of the Process Committee, provided the Board with a status update and led the discussion.

After the July 2013 Board meeting, the revised TC Process and Liaison Policy were successfully rolled out. Two topics are currently being addressed by Process Committee: (1) policy consistency around non-material comments in case of OASIS CS documents and (2) is a 60 day time period really needed for review of an OASIS standard.

During the follow-up discussions it was noted that the review period has no implications with respect to PAS submissions to ISO/IEC JTC 1 and that we probably need to consider balancing this period with EU requirements as well. This feedback will be taken back into Process Committee when further addressing these topics.

7. Member Sections Report

Jim Hughes, Chair, led the session.

- Report from CGM Member Section Steering Committee

Dieter Weidenbrueck (Chair of the CGM Member Section Steering Committee), Lofton Henderson (Secretary of the CGM Member Section Steering Committee) and Stuart Galt (WebCGM TC Chair) joined by teleconference.

Dieter gave a verbal report on the status of CGM Member Section, speaking to the document provided upfront, highlighting origin and history, work within OASIS, roadmap and perspectives on the Member Section budget. Lofton and Stuart elaborated on some aspects during the presentation.

The Steering Committee closed their report by requesting a transfer of Member Section funds to the CGM Open Foundation to support continuation of CGM's activities.

The Board thanked the Steering Committee for their report.

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- CGM Member Section Discussion

In Executive Session

In consideration of the request to transfer OASIS CGM Open Member Section funds to the CGM Open Foundation, the Board considered all the material in Executive session and the motion was defeated.

8. Board Brainstorm Session

Laurent Liscia, CEO and Executive Director, led a Board brainstorm session building on the preliminary results of the OASIS Culture Survey and early business development plans.

Seeds for the discussion were:

- Pursue new technologies, such as Cloud and Big Data, and put our efforts and resources there or stick with document standards such as Universal Citation?
- Partnership Program. Is it a good way forward?
- How to attract 'star' standardization projects?
- Should we be make changes to our process? What changes would be profitable?

Laurent suggests bringing back and talking about these follow-up brainstorm points in future Board meetings.

The meeting recessed for the day at 16.00.

DAY TWO

9. Welcome and Agenda Review

Jim Hughes, Chair, called the meeting to order at 09.00 hrs.

10. Finance Committee Report

Mike DeNicola, Treasurer, reported and led the discussion.

In Executive Session

11. OASIS Liaisons Report

Laurent Liscia, Executive Director, led the session.

Jamie Clark joined by teleconference.

- Quarterly Liaison Report

Jamie Clark discussed the Quarterly Liaison Report with the Board.

During the discussion the following items were noted:

- The 'class' column in the document is a combination of business interest, hours spend and staff input. A new column 'strategic relevance' has been added. Jamie solicited for a review and input on the descriptions in that column and to send suggestions for improvement to him.
- Since 2013 OASIS has an ANSI accreditation. There are no current pending specifications for submission to ANSI as American National Standards. Our members do like the fact that OASIS is ANSI accredited.
- It was noted that further discussion was needed on how liaison activities are removed from the list when 'sunset' times arrive.

The Board noted that this is a good and very informative report.

- Outcome of Action Item #0061: Update the liaison web page with names

The Board discussed the procedure for assigning individuals as liaisons and the difference between inbound and outgoing liaisons. Inbound liaisons are non-OASIS representatives from elsewhere. The Board expressed that it would like to see inbound liaisons to be added to the web page.

Action Item #0061 - Laurent Liscia / Jamie Clark to update the liaison web page with names, both showing incoming and outgoing liaisons. Notify all named individuals that their name will be published – will remain open until the next Board meeting.

There is confusion around the maintenance of existing PAS submissions to ISO JTC 1 from an OASIS perspective. The Board asked Laurent Liscia / Jamie Clark to look into this issue. (Action Item #0063).

There are issues around contributions that go into other organizations such as ISO/IEC JTC 1 and ITU-T, and the way in which we handle liaisons with those external organizations. The Board asked the Governance Committee to discuss and explore this issue. (Action Item #0064).

12. Board Brainstorm Follow-Up

See '8. Board Brainstorm Session'. This session was held on the second day to allow for discussions overnight. It was agreed to bring one new discussion topic to each of the next 2 board teleconferences, for further discussion.

13. IT Migration Plan Progress Update

Scott McGrath, COO, reported and led the discussion.

Scott McGrath updated the Board on the status and progress of the IT Migration plan:

- IT has moved into redundant new hardware, in effect phasing out the old hardware staff was concerned with. The migration was timely and completed before the contract was renewed. The migration was completed without service interruptions.
- Upcoming IT project is the JIRA upgrade. We are currently running on an unsupported version, which has security issues, etc. An expected outcome of the upgrade is also better integration with our member database.

14. Future IT at OASIS

Scott McGrath, COO, reported and led the discussion.

Scott presented a shortlist of future IT developments at OASIS:

- Chinese website, similar to the Japanese website, with content feed from Allison.
- Drupal upgrade and version consolidation.
- New part-time IT manager with focus on managing projects.
- 'Drupalization' of TC pages, so members can use TC homepages to post messages.
- Joint project with a university to build a metadata database model for our specifications. Outcome of this project might lead to more automation.

The following points were noted while discussing IT at OASIS:

- Kavi performance is often mentioned. Vendor Kavi is working on speed improvements, though, no confirmed dates yet.
- It might be useful to create a best practice document for TC chairs, which explains certain helpful aspects and tips, such as safely publishing TC call-in information, etc.

15. European Topic: Multi-stakeholder Platform

Martin Chapman reported and led the discussion.

Jamie Clark joined by teleconference.

Martin provided an update on the European Commission Multi-stakeholder Platform (MSP), explaining what the MSP does, work done up till now and its rolling work plan. Jamie provided some insights into some of the current topics scheduled for discussion.

Comments and input from Board members are welcome. Jamie will post an MSP document package to which Board members can provide comments before 1 November 2013.

The Board found the update useful and would like to receive future updates on this topic.

16. European Topic: Cloud Standards Coordination

Gershon Janssen reported and led the discussion.

Jamie Clark joined by teleconference.

Gershon provided the Board with an update on the Cloud Standards Coordination activities in Europe, for which ETSI leads the secretariat. Gershon participates in the Cloud Standards Coordination activities on behalf of OASIS.

The Board found the update useful and likes to receive the draft CSC report when it becomes available.

17. TAB Report

Zhexuan Song, Board TAB liaison, reported and led the discussion.

Zhexuan provided the Board with an update on TAB activities over the last period.

The Board took note of the information and thanked Zhexuan for the report.

Zhexuan reported that he more often works in China and following TAB activities is becoming difficult. For future F2F meetings it was suggested to invite the chair of the TAB to the Board meeting for a report.

18. IPR Committee Report

Frederick Hirsch, Chair IPR Committee, reported and led the discussion.

Jamie Clark joined by teleconference.

Frederick reported that the IPR Committee has not current work items. Board members confirmed there are no topics the IPR Committee should be addressing at this time.

19. TC spec language

Martin Chapman reported and led the discussion.

Jamie Clark joined by teleconference.

Martin explained that he would like to explore what the practical modalities are when creating specifications in languages other than English.

The current rules state that:

- The charter should be in the English language and it must specify the language in which the TC will conduct business.
- The summary of the specification is required to be in the English language.

There are no further rules to govern this topic, so:

- No language requirements with respect to the body text of a specification.
- No language requirements for TC minutes.
- No language requirements for input documents.

In practice this means that:

- Participating members cannot review input documents and further evaluate the scope of IPR obligations, if they are not conversant in the language used by the TC.
- Participation depends on if you can speak the language.

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- General practicalities to get approval votes from OASIS Members implies that some work must be done in English.
- It is difficult or not possible for TC Administrators to read and monitor minutes of TC proceedings.

The Board discussed the topic and noted that:

- Diversity is important and other languages should be allowed.
- Translation resources are not required at our current stage.
- For Technical Committee business development reasons a Technical Committee can decide to publish in English for reasons of world-wide adoption.

The Board concluded that we are probably engaged in premature discussion at this time, and for the time being we should address issues when they come up.

20. Any Other Business

Board members reviewed the meeting and suggested the following for future meetings:

- The brainstorm session went well: good discussions, passionate, right direction, good set of objections / weaknesses / strengths / pros, etc. Continue to schedule brainstorm sessions in future Board meetings, though, put seed questions out (through e.g. a one pager) some time before the session so members can have some thought about it upfront.
- For completeness, mention on the Board agenda what Board Sub Committees did not report or have nothing to report.

21. Upcoming OASIS Events

Laurent Liscia, Executive Director, walked through the list of upcoming OASIS Events highlighting that Board members are encouraged to attend or participate in OASIS organized or sponsored events. In particular, the RSA Conference in February 2014 was noted as an important OASIS event.

22. Schedule of Future Meetings

19 November 2013, Teleconference, 12:00-14:00 ET
17 December 2013, Teleconference, 12:00-14:00 ET
21-22 January 2014, Face-to-Face, US, Santa Clara, CA Huawei offices Day 1: 9:00-17:00, Day 2: 9:00-17:00 PT
18 March 2014, Teleconference, 13:00-15:00 ET
24-25 April 2014, Face-to-Face, US, New York, NY CA Technologies' offices Day 1: 9:00-17:00, Day 2: 9:00-17:00 ET

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03 June 2014, Teleconference, 13:00-15:00 ET
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30-31 July 2014, Face-to-Face, US, Burlington, MA (OASIS offices)

23. Organizational Health

In Executive Session

24. Board-Only Discussion

In Executive, Directors Only, Session

25. Adjourn

The Board thanked Saint Mary's University for providing the meeting facilities.

The meeting adjourned at 17.45.

Respectfully submitted, 2 November 2013

Gershon Janssen, OASIS Board Secretary

Approved Resolutions

RESOLUTION 2013-10-22.01

"Board resolves to approve minutes of the meeting held on 17 September 2013, available at:

Executive:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/50789>

Public:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/50790>"

Defeated Resolutions

RESOLUTION 2013-10-22.02

"The Board resolves to approve the transfer of the OASIS CGMO Member Section 2012 Available Funds balance of \$29,595 to the organization "CGMO Foundation" as requested by the CGM Open Steering Member Section Committee."