

## **Meeting Logistics**

### **Venue**

The meeting was conducted by teleconference at 13:00 ET.

### **Meeting Documents**

All meeting documents will be available to Board members in the Kavi Board Plus workspace.

## **Attendance**

### **Directors Present:**

- Martin Chapman
- Frederick Hirsch
- Dave Ings
- Gershon Janssen
- Dawn Jutla
- Paul Lipton
- Monica Palmirani
- Beth Pumo
- Bruce Rich

### **Staff Present:**

- Laurent Liscia
- Scott McGrath
- Jamie Clark

### **Apologies received:**

- Jenny Huang
- Richard Struse

## **Minutes**

### **1. Welcome, Agenda Review**

Gershon Janssen, Chair, presided at the meeting. Dave Ings, Secretary, took the minutes.

The Chair called the meeting to order and took roll call. With 9 of 11 members present, the meeting was quorate.

### **2. Executive Director's Report**

Laurent Liscia, Executive Director, reviewed his most recent report.

Laurent highlighted that membership renewals continue to be strong and so he is optimistic about full year results. He also discussed new opportunities that have arisen from our international standards engagement.

### **3. Foundation in a Box Proposal Review and Motions**

Laurent continued the review of this business proposal, from the June 12<sup>th</sup> special Board meeting. The discussion was held in executive session

After extensive discussion, the Board passed the first of three draft motions authorizing staff to create the administrative infrastructure required to implement the proposal. The motion was moved by Frederick and passed by unanimous consent.

The second and third draft motions and associated materials will be reviewed at the next Board meeting. Towards this review the following work schedule was agreed to:

- June 27 - Staff to reissue the package, including parts not yet approved, as a "clean" set.
- July 6 - Board comments due on that package.
- July 12 - Any staff replies or further responsive changes due.

### **4. Future Meetings Review**

Gershon Janssen, Chair, discussed F2F meeting logistics and confirmed that it will be 2.5 days long.

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| <b>July 18-20, 2018, Burlington, MA, USA, Face-to-Face</b> |
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