

**Minutes of the OASIS Governing Board, held by Teleconference  
on Wednesday, 3 October 2001**

**Attendees:**

**Directors**

**Position**

|                  |                                    |
|------------------|------------------------------------|
| Colin Evans      | Director and Board Chair           |
| Norbert Mikula   | Director and Board Vice-Chair      |
| Patrick Gannon   | Director and interim President/CEO |
| Jim Hughes       | Director and Secretary/Treasurer   |
| Una Kearns       | Director                           |
| Christopher Kurt | Director                           |
| Simon Nicholson  | Director                           |
| Michael Weiner   | Director                           |

**Others Present**

|                  |  |
|------------------|--|
| Loftin Henderson | CGM Open                               |
| Karl Best        | OASIS Director of Technical Operations |

**1. Opening and Agenda Approval.** Colin Evans called the meeting to order at 10:05 am. An agenda was presented and approved.

**2. Previous Minutes, Action Items, Secretary Comments.** Minutes of the 20 September and 25 September were distributed before the meeting, but board members did not have sufficient time to review them; approval is deferred to the next board meeting.

An open Action Item list was distributed by email prior to the meeting and is summarized below. Only the last two items will be addressed in this meeting.

- a) AI 010809-01 – IPR Discussion – sending specs to other bodies [TAC].
- b) AI 010823-02 – Schedule PAC topic for F2F – tabled from F2F meeting.
- c) AI 010830-01 – ebXML AC Report to Board – charter discussion.
- d) AI 010920-01 - Administaff process for hiring [Patrick].
- e) AI 010920-02 - Open legal items [Exec Committee].
- f) AI 010920-03 - AGM Plans [TAC, Karl, Carol].
- g) AI 010920-04 - OASIS work with other tech bodies [Karl].
- h) AI 010925-01 - TAC Charter to board for (re)approval [Una].
- i) AI 010925-02 - "guidance" committee rewrite [TAC].
- j) AI 010925-03 - complete Mission Statement rewrite [Strategy].
- k) AI 010925-04 - marketing recommendations [Simon, Colin, Carol].
- l) AI 010925-05 - GCA Report [Patrick].

- m) AI 010925-06 - Financial Planning [Patrick, Jim] – discussion today.
- n) AI 010925-07 - Cash Flow Forecast [Patrick] – discussion today.

**3. Presentation and Discussion of August Financial Report.** Patrick presented the financial report that was sent to the Board shortly before the meeting. It was noted that although expenses (97%) were a higher percentage of budget than income (82%) in August, both expenses and income were at 89% of budget for YTD. The board had a detailed discussion of revenue and cash flow forecasts, along with analysis of contributions made by each of the OASIS business units. A revised 9/28/01 forecast that achieves approximately the same year-end net income goal as the initial budget was presented and discussed.

Patrick was asked to provide more details to substantiate cash flow through the rest of the year:

- a) two realistic, pragmatic cash flow projections, one based on the 9/28 Forecast as it is today, and one based on the 9/28 Forecast with the additional assumption of no further XML.org revenue for the remainder of the year. Provided to the board by 10/5.
- b) A prioritized list of cash expenditure items that could be deferred until 2002, their impact on the overall plan, and a statement of which items will actually be deferred. Provided within the week.
- c) Further details on the Portals business for 4Q, relating cash flow from Portals business to normal Membership business.

The board is invited to attend the next Finance Committee telephone meeting at 1:30-3:00 pm PDT on Friday, 10 October. In addition to the regular board teleconference now proposed for 8:00-10:00 am PDT on 18 October, it was agreed to hold a board teleconference on 31 October at 11:00 am PDT.

**4. Closing.** With no time remaining for further items, the Chair closed the meeting at 11:10 am.



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Jim Hughes  
Secretary