

# FINAL

## Minutes of the OASIS Board of Directors, held via teleconference on Wednesday, 21 August 2002

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### Attendees:

#### Directors

Colin Evans  
Simon Nicholson  
Patrick Gannon  
Jim Hughes  
Christopher Kurt  
Ed Cobb  
Laura Walker  
Michael Weiner

#### Position

Director and Board Chair  
Director and Vice-Chairman  
Director and President/CEO  
Director and Treasurer  
Director and Secretary  
Director  
Director  
Director

#### Others Present

Karl Best OASIS Staff  
Carol Geyer OASIS Staff

2 1. **Opening and Agenda Approval.** Colin Evans called the meeting to order at 8:00  
3 am PST, and the published agenda was approved, with modifications to remove  
4 discussions of new member section Rules of Procedure and the 2001 Annual  
5 Report.

6 **Action Item 020821-01:** Patrick Gannon to provide the OASIS 2001 Annual  
7 Report for review at the next board meeting.

8 2. **Previous Minutes.** The board voted to approve minutes:

9 **Resolution 020821-01:** By unanimous vote, the minutes of the 31 July 2002  
10 board meeting, with a minor amendment to remove an erroneous page header,  
11 is approved.

12 3. **Review and Approval of Portals Sponsorship Plan.** Patrick Gannon introduced  
13 the updated Portals sponsorship plan. The Board discussed the channel benefits  
14 program, and clarifications to the benefits list. Questions were raised on the  
15 press release schedule, submissions and review of papers submitted, and the  
16 overall editorial process.

17 **Action Item 020821-02:** Carol Geyer to develop an editorial policy for content  
18 submission to XML.org and the Cover Pages to support the Portal sponsorship  
19 plan.

20 **Action Item 020821-03:** Carol Geyer to provide additional clarifications on the  
21 benefits provided as a part of the Portal plan.

22 **Resolution 020821-02:** By unanimous vote, the Information Channels plan, in  
23 terms of structure and pricing, is approved with clarifications to sponsorship  
24 benefits.

25 **4. Review and Approval of Employee Policies Handbook.** The board discussed the  
26 AdminiStaff staff handbook and amendments made for OASIS policies on credit  
27 cards, time off, travel, and vacation.

28 **Action Item 020821-04:** Staffing Committee to provide additional input and  
29 review of the employee handbook, and to report back to the board at the next  
30 meeting.

31 **Action Item 020821-05:** Michael Weiner to update the Staffing Committee  
32 charter to include approval of the employee handbook and employee policies.

33 **5. Member Fee Change Proposal.** Patrick Gannon opened a discussion on the  
34 possible need to update OASIS membership dues. Issues include continued  
35 negative net equity, staffing, and other resource needs. The revenue from a  
36 dues increase would be applied to each of these areas.

37 Options around alternate member structures and comparative organizations were  
38 discussed. Patrick Gannon asserted that W3C and OAGI are organizations that  
39 should be most closely compared to OASIS. Alternative structures, such as  
40 revenue-based dues were discussed. Some Board members also questioned  
41 whether the incremental revenue proposed is sufficient to meet current needs.

42 **Action Item 020821-06:** Patrick Gannon and the OASIS staff to provide  
43 additional alternatives in the proposals to increase dues, including an approach  
44 that includes revenue banding. The updated proposal should also include  
45 specifically how the increased revenue is applied to the OASIS budget.

46 Time for additional analysis and appropriate notice to members of a dues  
47 increase was noted to have a minimal effect on financial results for the  
48 remainder of this year.

49 **6. Conflict of Interest Policy.** Patrick Gannon reported that an analysis and report  
50 has been provided to the Staffing Committee for review and comment.

51 **Action Item 020821-07:** Michael Weiner to initiate a discussion of the Conflict  
52 of Interest policy within the Staffing Committee, and to report back to the board  
53 at the next meeting. The review should include a discussion of differences  
54 between policies for Directors and those for OASIS employees.

55 **7. July Financial Report.** Patrick Gannon and Jim Hughes opened a discussion on  
56 the July Financial Report. The finance committee has approved the report. It  
57 was noted that income remains behind the forecast. The report now includes

58 additional information on action steps that are being taken to resolve issues that  
59 the finance committee identifies.

60 **8. Liaison Report.** Patrick Gannon opened a discussion on the Liaison report that  
61 was provided to the board.

62 **Action Item 020821-08:** Patrick Gannon to add details on signed contracts or  
63 agreements with other organizations.

64 Jim Hughes suggested that the board review the list of activities to determine  
65 whether the staff is stretched too thin based on the number of relationships  
66 identified.

67 WS-I: The first step for liaisons will be for individual TCs to establish appropriate  
68 relationships between the organizations. UDDI is the first TC that would clearly  
69 fall into this category. Members may establish a liaison if they wish.

70 It was observed that WS-I does not provide a simple mechanism for OASIS to join  
71 as a member. This would likely require another type of member structure to be  
72 developed within WS-I.

73 **Action Item 020821-09:** Karl Best to draft process updates for TCs to establish  
74 individual relationships with other organizations.

75 PKI Forum: PKI Forum desires to merge into another organization. OASIS staff are  
76 responding to their inquiries and are in ongoing discussions. They have indicated  
77 a desire to create a member section if OASIS is selected. 8 of 23 existing PKI  
78 Forum members are currently OASIS members.

79 UCC/RosettaNet: Patrick Gannon reported that he has had conference calls with  
80 their management team, and will be scheduling a follow-up technical call.

81 **9. Closing.** The meeting closed at 10:00 am PST. The next OASIS board meeting is  
82 scheduled for September 16, via teleconference.

83 Respectfully Submitted,

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85 Christopher Kurt  
86 Secretary