

**Minutes of the OASIS Board of Directors  
held via Teleconference 25 November 2003**

**FINAL**

**Attendees:**

**Directors**

Patrick Gannon  
Colin Evans  
Jim Hughes  
Christopher Kurt  
John Borrás  
Ed Cobb  
Eduardo Gutentag  
Frederick Hirsch  
Jeff Mischkin  
Laura Walker  
Michael Weiner

**Position**

OASIS President and CEO  
Chairman  
Treasurer  
Secretary

**Others Present**

Karl Best OASIS Vice President (agenda item 3 forward)

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

The meeting was called to order at 8:03 am. All Directors were present. The meeting agenda was reviewed and approved. Patrick Gannon provided some introductory comments on how we manage Board conference calls for the new Directors.

**2. Review & Approval of Minutes from October 27-28 Board meeting.**

Chris Kurt presented the minutes of the previous meeting for review and approval.

**RESOLUTION 2003-11-25.01: RESOLVED**, that the minutes of the October 27-28 Board of Directors meeting [version 1.2] are approved by the Board (10-0-1 vote).

**3. Review & Approval of OASIS Employee Bonus Policy**

John Borrás presented a revised OASIS Employee Bonus Policy for review and comment. The draft policy was discussed among the Directors. General questions and issues were raised on the approach and clarified.

**Action Item 2003-11-25.01: Colin Evans/Staffing Committee to determine how to communicate the President/CEO Bonus Policy to the Board. [due prior to the next Board meeting]**

Karl Best joined the call during this discussion.

**Action Item 2003-11-25.02: John Borrás/Staffing Committee to present an approval motion for the Employee Bonus Policy. [due prior to the next Board meeting]**

**4. Approval to add the new Directors to Board subcommittees.**

Colin Evans presented updates to subcommittee assignments

**RESOLUTION 2003-11-25.02:** RESOLVED, that the Board welcomes the new Directors to the Board subcommittees as follows:

Staffing:	Michael Weiner
Strategy:	Frederick Hirsch
IPR:	Jeff Mischkinsky, Michael Weiner
Finance:	Jeff Mischkinsky

**5. Review & discuss IPR Policy**

Ed Cobb presented an update on the activities of the IPR Policy subcommittee. The current subcommittee status was reviewed and discussed.

The Committee reported that it is nearly ready for a review by OASIS Counsel, and it would like to move forward with that step, possibly prior to the next Board meeting. Feedback from the Board members should be provided to the committee over the next month.

**6. Review of October Finance Reports**

Patrick Gannon reported on the financial performance for October. Income was consistent with the budget, but revenue was below expectations.

Sponsor memberships have decreased, while there have been gains in the number of Contributor memberships. The details of the financial reports were reviewed and discussed.

**7. Strategy Plan Update**

Patrick Gannon presented an update on the OASIS Strategy plan. A recap of the discussion from the previous Board meeting was provided for the new Directors.

**8. 2004 Budget First Pass Review**

A preliminary 2004 budget was presented by Patrick Gannon and Jim Hughes for review and comment.

In order to meet the 2004 goals, the following priorities were identified:

- Membership Growth
- Technical Committee Growth
- New Services
- Management of Operational Expenses
- Maintain Low Accounts Receivable

Proposed revenue changes were discussed in the areas of membership growth, portals sponsorship, meeting fees, and testing fees.

**9. CGM Open Member Section Status**

Patrick Gannon reported on the discussions with CGM Open. The CGM Open Members are working to develop a RoP document to establish an OASIS Member Section.

One Board member expressed a desire to resolve this issue as soon as possible, as evidenced by previous Board actions, and as documented in previous minutes.

**10. Plans for Jan. F2F Board Meeting in Denver**

Colin Evans confirmed that the next Board F2F meeting will be held in the Denver area (possibly Boulder) on January 13 and 14, 2004. The agenda and logistics for the meeting were discussed.

**Action Item 2003-11-25.03:** Ed Cobb, Michael Weiner, and Eduardo Gutentag to look into facilities for the meeting in Denver and report back to Patrick as soon as possible.

**11. Liaison Status**

There was no report from Karl on the E-Business MoU. Patrick has sent a draft response to CEFACT regarding their inquiry.

**12. Adjournment**

The meeting adjourned at 11:00 am PDT.

Respectfully Submitted,

Christopher Kurt

Secretary