

**Minutes of the OASIS Board of Directors  
held via teleconference on February 17, 2004**

**FINAL**

**Attendees:**

**Directors**

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

**Position**

Chairman  
OASIS President and CEO  
Treasurer  
Secretary

**Others Present**

Karl Best OASIS Vice President (item 11 only)

**Regrets**

Ed Cobb

**1. Call to Order, Review of Agenda.**

The meeting was called to order at 8:03 am PDT. 7 of 11 Directors were present at the beginning of the meeting. The meeting agenda was reviewed and approved as distributed.

Michael Weiner joined the meeting during this discussion.

**2. Review & Approval of Minutes from January 13-14 Board meeting.**

**RESOLUTION 2004-02-17.01:** RESOLVED, that the Board approves the Minutes [version 0.2] of the January 13-14 Board of Directors meeting subject to clarifications to “Type 3” licensing mode from Jim Hughes. Passed unanimously.

**Action Item Review**

Open action items were reviewed and status reported as follows:

**AI: 2003-10-27.08:** Patrick G., Propose a budget for salary increases & bonuses and submit to Staffing Committee for review. A proposal will be provided by Patrick Gannon to the staffing committee in the next week (before January 21, 2004).

AI Status: The 2004 salary plan has been sent, but bonus plan has not been sent. The Bonus plan is to be sent to the Staffing Committee before February 20, 2004. This AI remains open.

**AI 2004-01-13.01:** Michael Weiner to clarify policies on funding marketing and promotional activities for all Technical Committees, reporting back at the next Board (February) meeting.

AI Status: Michael Weiner will provide an update during this meeting. This AI is complete.

**AI 2004-01-13.02:** Patrick Gannon to provide a CGM Open transition status report to the Board as an agenda item for the May Board meeting.

AI Status: This AI will remain open until the May meeting.

### **3. Review of 13 January Outside Director Session**

Colin Evans provided an update on the results of the Outside Director session held at the F2F meeting in December. The outside directors found value in the discussion and used it as an opportunity to find areas for improvement. Four focus items emerged:

- Board role
- Reporting clarity
- Liaison priorities and value
- Director affiliations

Jeff Mischkinsky joined the meeting during this discussion.

### **4. Review and Approve Policy for Allowed Activities within Member Sections**

Patrick opened a discussion on policies for member section activities. Changes were the result of our discussion at the previous meeting. Additional questions and comments were provided.

The next step in the approval process is to send it to the Member Section Chairs for their review and comment.

### **5. Review IPR Policy Status**

Members of the IPR Committee shared their individual views on current status, since Ed Cobb was unable to attend this meeting. The committee is starting to more formally track issues and is meeting regularly to reach closure.

## **6. Staffing & HR Committee Status**

John Borrás reported on the activity of the Staffing and HR committee. The committee has received salary information from AdminiStaff and has used it as input to the 2004 salary plan. A recommendation will be presented to the Board for approval at its next meeting.

The Bonus plan is in progress.

Diagrams to help explain the bonus and salary process is being developed by the committee, and will be presented to the Board for comment at its next meeting.

Laura Walker joined the meeting during this discussion.

## **7. Update of Liaison Issues**

Patrick Gannon provided a report on issues related to Liaison activities.

UN/CEFACT: A conference call was held with Christian Fruehwald, the Director of ECE, and other members of the staff. The attendees agreed to develop a set of respective position papers to explain their views. Each organization was asked to state its position regarding current work activities, their relationship with the other organization, and open issues.

Colin Evans, Patrick Gannon, and Karl Best attended on behalf of OASIS. A response will be sent to CEFACT next week.

A F2F meeting is scheduled for the middle of March, coincident with the CEFACT Forum. This meeting is to close any remaining issues and to draft a joint statement.

OASIS Membership in ICTSB: Patrick is developing an application for membership. The value for OASIS was asserted that current work in OASIS could be leveraged by this organization.

Liberty Alliance request for MoU: Liberty has proposed a MoU, and it is still under discussion due to significant issues around member attendance, IPR, and other areas.

## **8. CGM Open Member Section Status**

Patrick Gannon reported on the CGM Open transition status. The CGM Open members voted to transition to a Member Section, and the remainder of the administrative details are in process. An announcement is scheduled to go out to members next week.

## **9. Review of December 2003 Finance Report**

The December Finance report was distributed for review and comment. Jim Hughes reported that the Finance Committee has no issues with the report, though final audits are still in progress.

#### **10. Review Funding of TC Marketing & Promotions**

Michael Weiner led a discussion on funding Member Section marketing and promotion and how it relates to work in all Technical Committees.

Follow-up discussions were held with staff to determine the portfolio of services provided by OASIS and how resources are allocated.

Additional discussion with staff is required before a proposal will be ready for Board review. A proposal should be ready for the March Board meeting.

#### **11. Status of OASIS Week Events (26-29 April 2004)**

Patrick Gannon and Eduardo Gutentag provided an update on the event.

AGM session is scheduled for Tuesday evening, following the symposium. TC meetings will be held later in the week. A number of TCs are on a waiting list if meeting space allows. The Board will be meeting all day Wednesday and Thursday morning.

Industry organizations are interested in holding meetings in conjunction with this event.

40 proposals for sessions and panels were received. These proposals are being reviewed, with the review scheduled for completion in the next week. 15-18 proposals will be accepted for the event.

It is possible that some tutorials will be scheduled for Sunday before the event.

Planning for an October meeting in Europe has been started. LISA is considering collocating their meeting for the event.

Karl Best joined the meeting for this discussion.

#### **12. Adjournment**

The meeting adjourned at 9:49am PDT. The next call is scheduled for Friday, March 12 at 8:00 am PDT.

Respectfully Submitted,

Christopher Kurt

Secretary