

**Minutes of the OASIS Board of Directors  
held via teleconference on March 12, 2004**

**Final**

**Attendees:**

**Directors**

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

**Position**

Chairman  
OASIS President and CEO  
Treasurer  
Secretary

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

The meeting was called to order at 8:05 am PDT. All Directors were present. The meeting agenda was reviewed and approved as distributed.

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

**RESOLUTION 2004-03-12.01:** RESOLVED, that the Board unanimously approves the Minutes [version 0.1] of the February 17 Board of Directors meeting.

Action Item status update:

**AI: 2003-10-27.08:** Patrick G., Propose a budget for salary increases & bonuses and submit to Staffing Committee for review. All proposals have been provided by Patrick Gannon to the staffing committee. Status: Material has been submitted to the staffing committee. This action item is closed.

**AI 2003-01-13.02:** Patrick Gannon to provide a CGM Open transition status report to the Board as an agenda item for the May Board meeting.  
Status: No update until the May meeting

**3. Review and Approve Changes to TAB Charter**

Eduardo Gutentag presented a proposed update to the TAB Charter in order to clarify the role of Board members in the TAB.

**RESOLUTION 2004-03-12.02:** RESOLVED, that the Board unanimously approves updates to the TAB Charter [20040312.02 Resolution-TAB-Charter.doc] to clarify that only one Director may be a member of the TAB.

#### **4. IPR Policy Status**

Ed Cobb reported on the status of the IPR committee. The list of open issues has been closed. There are a number of items that have been identified for further discussion within the entire Board, as committee consensus could not be reached. These issues will be discussed at the New Orleans F2F meeting.

A draft is being prepared for review by OASIS legal counsel, and then to be followed up by further review by the Board members. Approximately 28 work items have been identified for legal guidance.

The Board had a general discussion on updates to the TC Process, developing a FAQ, review activity, and rollout plans.

#### **5. Staffing and HR Committee Status**

John Borrás reported on the work of the staffing and HR committee. The Salary plan was based on national averages provided by AdminiStaff. The recommended average increase for staff will track these averages. Bonus plans are still under discussion within the committee.

The committee has developed some simple flow diagrams to describe the salary and bonus process.

#### **6. Update of Liaison Issues**

Patrick Gannon reported on Liaison status with ICTSB and Liberty Alliance. In order to increase visibility in ICTSB, OASIS will be establishing a relationship with that organization.

Discussions with Liberty Alliance on a MoU continue. Areas for clarification and further discussion were identified.

#### **7. Review of January 2004 Finance Report**

Patrick presented the January 2004 Financial Report. Revenue numbers are expected to increase to be closer to expectations by the end of the quarter. As new staff are brought in, expenses are expected to increase closer to plan as well.

Membership decreased in the month of January. The approach to tracking membership renewals and levels was discussed.

The organization currently has \$1MM in cash. Alternative investment options are being looked at for better cash management.

The finance committee is looking into the financial viability of member sections. Guidelines are being developed for how they could/should use their funds.

#### **8. Review of Plans for April F2F and AGM**

Discussion topics for the April meeting were identified. Topics include IPR policy, TC Process updates, staff proposals for new service offerings, and finance.

Presentation topics for the AGM were discussed.

**9. Election Schedule**

A proposed schedule for 2004 Board and TAB elections was presented by Patrick Gannon. Staff recommends that both elections be scheduled to happen simultaneously, with balloting scheduled to end on June 24.

**10. Adjournment**

The meeting adjourned at 9:59 am PDT. Future meetings are scheduled as follows:

May 19, 2004 8-10am PDT conference call

June 25, 2004 8 -10am PDT conference call

July 29-30, 2004 Boston F2F

Respectfully Submitted,

Christopher Kurt

Secretary

## **Attachment 1 – Approved TAB Charter**

1. The primary purpose of the *OASIS Technical Advisory Board* (TAB) is to advise the OASIS Board of Directors (Board) on matters related to supporting the technical agenda of OASIS. The following main areas are included in this charter

- a. Support the growth of technical work within OASIS
  - i. Identification of topics of technical work for standardization at OASIS that will be beneficial for the industry
  - ii. Advise and support on the promotion and education of OASIS technical work
  - iii. Support recruitment of members for OASIS Technical Committees
- b. Support the OASIS technical process
  - i. Support technical committees by providing review and guidance on scope and deliverables of technical work
  - ii. Recommend areas of collaboration between OASIS technical committees and with other outside standards activities
  - iii. Recommend guidelines and other processes that will support the OASIS technical process , e.g. development of standard templates, best practices, tools and infrastructure
  - iv. Communicate directly with the appropriate technical committees as required to carry out the activities described above.
- c. Support OASIS Technical Symposium, and other technical activities as appropriate
  - i. The TAB will serve as the program committee for the OASIS Symposium (topic selection, call for papers, paper review/selection)
  - ii. Recommend other forums as appropriate, e.g. Workshops, to support the technical agenda

2. The TAB consists of ten voting members. Eight “at-large” members, none of whom may also be OASIS Directors, are elected by a vote of the OASIS membership. The other two voting members consist of a Board member and an OASIS staff member, neither of which can be TAB chair. This TAB voting authority is established solely as a mechanism to help formulate TAB recommendations to the Board. The TAB does not make any binding decisions on the actions of OASIS. Membership on the TAB will be for a term of 2 years, with staggered 1-year elections/appointments.

3. The TAB is authorized to seek advice and counsel from other interested parties and invited experts as appropriate.

4. TAB Voting Members are expected to participate in all TAB meetings (via telephone or face to face), and do so at their own or their company's expense.

