

1 **Minutes of the OASIS Board of Directors**
2 **September 18, 2006**

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5 Held via teleconference

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7 ***Directors in Attendance***

8 Patrick Gannon, OASIS President and CEO

9 Ed Cobb, Vice Chairman

10 Eduardo Gutentag, Chairman

11 Chris Kurt, Secretary

12 Bob Glushko

13 Frederick Hirsch

14 Jeff Mischkinsky

15 Claus von Riegen

16 Michael Winters

17 Paul Knight

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19 ***Staff and Guests in Attendance***

20 Mike DeNicola, Treasurer and Finance Committee Chair

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22 ***Directors Absent***

23 John Jackson

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

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28 Eduardo Gutentag convened the meeting at 8:05 a.m. Pacific Time. The meeting was quorate, with one
29 Director not present.

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31 The proposed meeting agenda was reviewed and discussed. There was no objection to using version 4 of
32 the agenda, with the exception of item #3 (NIST Grant discussion) becoming a 10 minute 'B' item for
33 discussion only.

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35 **2. Review & Approval of Minutes & Action Items from June 28th Board call.**

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37 <John Jackson and Michael Winters joined the meeting during this discussion.>

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39 Chris Kurt presented the minutes of the June 28, 2006 Board of Directors meeting for review and approval.

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41 **RESOLUTION 2006-09-19.01: RESOLVED**, that the Board approves the minutes of the August
42 2-3, 2006 Board of Directors meeting, and as amended by the Secretary. Passed unanimously.

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44 Standing rules and parliamentary procedure were briefly discussed. Eduardo plans to propose standing
45 rules at the next meeting.

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47 The status of previous Board action items was discussed.

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49 ***ACTION ITEM 2005-07-27.05: Executive Committee to review Liaison Policy for consistency***
50 ***with convergence goals of the organization.***
51 ***[Status: Open. Convergence issues being worked by TC Process committee.]***

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53 ***ACTION ITEM 2006-01-25.02: Patrick Gannon to track the IT issues list and import into IT***
54 ***tracking tools when they are available.***
55 ***[Status: Open. Ongoing. Patrick Gannon reported that an internal system has been deployed and***
56 ***that evaluation for member use is underway.]***

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ACTION ITEM 2006-01-25.03: The TAB to distribute the current AIR draft for public review, process any comments, and provide an updated version to the Board for approval at its March meeting.
[Status: Closed 2 Aug 2006.]

ACTION ITEM 2006-02-24.02: Ed Cobb to schedule an outreach committee meeting and develop a policy communication plan proposal.
[Status: Closed 2 Aug 2006.]

ACTION ITEM 2006-05-12.02: Scott McGrath to provide a summary of Member Section roles to the Board. Due before the June Board meeting.
[Status: Open. Scott has prepared for Board review. Scott will be asked to distribute the document to the Board.]

ACTION ITEM 2006-05-12.03: Staff to look at the mechanism for members to designate dues allocation to Member Sections and report options back to the Finance Committee and Board. Due before the June Board meeting.
[Status: Closed. Included in MS Policy.]

ACTION ITEM 2006-06-28.01: Scott McGrath to start a three month trial of the proposed conference call hosting project and to provide monthly progress/usage reports to the Board.
[Status: Open. Staff preparing details for 90 day trial This trial has not started yet..]

ACTION ITEM 2006-08-02.01: Robin Cover and staff to report back to the Board on naming convention implementation in 6 months
[Status: Open. Due in Feb 2007]

ACTION ITEM 2006-08-02.02: Patrick Gannon to suspend membership privileges of all Members that have not executed the new Membership agreements, effective immediately.
[Status: Closed. Done in August.]

ACTION ITEM 2006-08-02.03: Gregg Rundlett and staff to report back to the Board before the end of meeting tomorrow with the plan and additional investments required for core IT infrastructure.
[Status: Closed. Done on 3 Aug 2006.]

ACTION ITEM 2006-08-02.04: Patrick Gannon to post the OASIS response to the EU ICT Standards Survey to the Board mailing list.
[Status: Closed. Done on 4 Aug 2006.]

ACTION ITEM 2006-08-02.05: Patrick Gannon to report % of travel budget directly related to Liaison travel YTD. Due at the next Board meeting.
[Status: Open. On the current meeting agenda]

ACTION ITEM 2006-08-02.06: Mary MacRae to deploy a new mailing list for the IT Infrastructure Committee with members as assigned in resolution 2006-08-02.11.
[Status: Closed. Done in August.]

ACTION ITEM 2006-08-02.07: Mary MacRae to deploy a new mailing list for the Outreach Committee with members as assigned in resolution 2006-08-02.12.
[Status: Closed. Done in August.]

ACTION ITEM 2006-08-02.08: The Staffing Committee to review and possibly revise bonus and performance models and make recommendations back to the Board at its next face to face meeting.
[Status: Open. Schedule for 12-13 Oct.]

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***ACTION ITEM 2006-08-02.09:** Mary MacRae to contact Jane Harnad to provide 2006 Symposium attendee evaluation forms to the TAB.
[Status: Closed.Completed in August]*

***ACTION ITEM 2006-08-02.10:** Jamie Clark to provide a version of the staff resource projections as shared with the Board Strategy Committee to the TAB.
[Status: Open. ???]*

***ACTION ITEM 2006-08-02.11:** The TAB (Chairman) to elect representatives for the following positions:*

- *Representative to the IT Infrastructure Committee*
 - *Representative to the TC Process*
 - *Contact for the Outreach Committee*
- [Status: Closed. Done in August.]*

***ACTION ITEM 2006-08-02.12:** The Board (Chairman) to determine where TAB representatives and staff on Committees will regularly participate and vote.
[Status: Open.No update.]*

Chris Kurt notified the Board that he will be resigning from his position as Secretary

3. IT Infrastructure Committee Status

<Mike DeNicola joined the meeting during this discussion.>

Chris Kurt and Patrick Gannon provided a status report on the IT Infrastructure Committee. The group has been meeting regularly. Its first activity will be understanding the services provided to OASIS, which will be used to determine current and future resource needs/skills and priorities.

The status of internal status reviews and IT hiring was discussed.

4. Finance Committee Status

Patrick Gannon presented the July Operations Report. Overall financial and membership status was discussed. New and renewal memberships still lag budget for the year, but July results showed a modest improvement.

Membership of organizations and individuals that have not signed the new Membership Agreements have been suspended, per the requirements of the updated policies.

The UnitsML TC held its first meeting last month. The status of TC transitions to the new IPR mode was reviewed.

Overall cash position has decreased slightly. After accounting for Member Section funds, 3.5 months of operating funds are available.

Mike DeNicola reported the following schedule for the development of next year's budget:

- finance committee budget review: November 3
- preliminary board review: November 13
- submitted to the board: December 8
- board approval vote: December 15

5. Liaison Policy Discussion

168 The Board discussed whether Liaison Policy issues need to be reviewed at this meeting. Further discussion
169 will be scheduled for the October meeting.

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171 **6. Liaison Status**

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173 Patrick Gannon presented a report of travel expenses related to Liaison activity. Approximately 33% of
174 travel expenses have been spent on this activity. Suggestions from the Board on additional reporting
175 mechanisms and metrics were solicited.

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177 **7. Member Section Policy Committee Status**

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179 Patrick Gannon reported the status of the Member Section Policy Committee. The group had a good
180 discussion on the reasons and intent of Member Sections and is working toward additional clarity on
181 purpose and roles for this structure.

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183 **8. Review of topics for the October F2F Board Meeting**

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185 The following items were discussed as topics for its next meeting.

- 186 - New Secretary [A]
- 187 - Approval of MoU Approval mechanism (Amendment to Liaison Policy) [A]
- 188 - Review and approval of ETSI MoU [A]
- 189 - Review and approval of Asia PKI Forum MoU [A]
- 190 - Review and approval of Korea MoU [A]
- 191 - Review and approval of Conservation Biodiversity Member Section [A or B]
- 192 - Review and approval of Member Section Policy [B]
- 193 - Review of Strategy Committee input for 2007 Execution Plan [B]
- 194 - Financial/Operations report [discuss 2007 budget schedule] [B]
- 195 - Quarterly financial re-forecast [B]
- 196 - TAB status report [B]
- 197 - Meeting with executives from ISO, ITU-T, UNECE, IUCN [B]
- 198 - General organizational health review [B]
- 199 - Staffing Committee report on revised Employee Bonus Goals [B]
- 200 - IT Infrastructure Committee status [C]
- 201 - TC Process update [C]
- 202 - Outreach Committee status [C]
- 203 - Liaison Status report review [C]

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205 The overall schedule for the meeting week provided below:

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207	Wed. 11 Oct.	19:00	informal gathering for those Directors who have arrived
208	Thu. 12 Oct.	11:30-12:30	ITU-T Director, Dr Houlin Zhao and senior staff – for discussion and
209			buffet lunch
210		15:00-16:00	IUCN Director Ms Alison Rowles-Anobile and senior staff - for
211			discussion
212		16:30	UNECE/UN-CEFACT [actual people coming to be confirmed] for
213			discussion and drinks afterward
214		19:00	Board Dinner
215	Fri. 13 Oct.	11:30	ISO Deputy Secretary General Daniele Gerundino and senior staff
216			responsible for the e-Business MoU for discussion and buffet lunch
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218 In addition to the agenda above, the Board will be meeting all day Thursday and Friday for its regular
219 business.

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221 The status of Symposium planning was discussed. San Diego will be the location for the event.

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223 **9. NIST MoU Discussion**

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225 The process for approving the NIST Grant was discussed, along with communication mechanics. It was
226 recommended that all discussion be moved to the primary board list, copying staff participants. An
227 additional meeting may be scheduled for further discussion.

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229 Patrick confirmed that the Grant will not be signed without prior Board approval.

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231 **10. Wrap-Up and Adjourn**

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233 The meeting adjourned at 10:00 a.m. Pacific Time. The next Board meeting will be the October F2F in
234 Geneva.

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236 Respectfully Submitted,

237 Christopher Kurt

238 Secretary