

1 **OASIS Board of Directors Meeting**

2 20 December 2007, OASIS Board approved public minutes.

3

4 Held by teleconference. Thanks to BEA Systems for Bridge.

5

6 **Directors in Attendance**

7 Patrick Gannon, OASIS President and CEO

8 Eduardo Gutentag, Chairman

9 Ed Cobb, Vice Chairman

10 Frederick Hirsch, Secretary

11 Mike DeNicola, Treasurer and Finance Committee Chair

12 Paul Knight

13 Claus von Riegen

14 Michael Winters

15 Peter Brown

16

17 **Regrets:**

18 Jeff Mischkinsky

19

20 **Absent**

21 Bob Glushko

22

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

24 Eduardo Gutentag, the Chairman, presided at the meeting, and Frederick Hirsch, the Secretary, kept the
25 minutes. Mr. Gutentag convened at 8:03 a.m. PT, noting that a quorum was in attendance. Eight
26 directors were present when the meeting convened. The meeting agenda was reviewed and an A item
27 was added.

28

29 [RESOLUTION 2007-12-20.01: RESOLVED, add "Thank You email to Staff from Chairman"](#)
30 [item to agenda as A item for approval.](#)

31 [Approved unanimously.](#)

32

33 **2. Review & Approval of Minutes**

34

35 Frederick Hirsch presented the meeting minutes from the 30 November – 1 December 2007 Board F2F
36 meeting in Beijing for approval.

37

38 [RESOLUTION 2007-12-20.02: RESOLVED, accept the 30 November – 1 December 2007](#)
39 [public Minutes, as previously distributed \(07-11-30-Draft-Minutes.pdf\) on 11 December 2007.](#)

40 [Approved unanimously.](#)

41

42 **3. Review of Action Items**

43

44 [ACTION ITEM 2007-01-24.08: TC Process committee to consider \(a\) the range of final deliverables](#)
45 [produced by TCs and \(b\) how to avoid standards inflation, producing a recommendation by the August](#)
46 [OASIS Board meeting.](#)

47 Status: Completed 1 December 2007.

48
49 ACTION-2007-08-01.03: Patrick Gannon to provide plan for execution of the 360 review within 30
50 days of approval by the Board.
51 Status: Completed, plan submitted 19 December.
52
53 ACTION-2007-08-02.09: Staff to consolidate feedback from 2007 Symposium and provide to the TAB
54 and the Board.
55 Status: Completed. Frederick Hirsch submitted the TAB's report to the Board on 4 Dec 2007.
56
57 ACTION-2007-10-26.02: Patrick Gannon to develop CEO letter for OASIS board review and approval
58 for November F2F addressing anti-trust issues.
59 Status: Completed. Patrick Gannon was requested at this meeting to develop 1-page version of policy.
60 See ACTION-2007-12-01.01.
61
62 ACTION 2007-11-30.01: Patrick to post status and plans for completion of Primary Dashboard to
63 Board by next Board meeting.
64 Status: Completed, Scott McGrath sent email on 19 December titled "Primary Rep Dashboard Status".
65
66 ACTION 2007-12-01.01: Patrick Gannon to contact OASIS counsel about producing a 1 page
67 summary of anti-trust guidelines similar to AIAG anti-trust policy which indicates what not to do and
68 which suggests contacting own legal counsel for advice, distributing draft the OASIS Board by 13
69 December 2007.
70 Status: Completed. Patrick Gannon sent draft to Board on 13 December. Revision from OASIS legal
71 counsel received and distributed to Board by Eduardo Gutentag on 19 December.
72
73 ACTION 2007-12-01.02: Strategy Committee to review alternative models for member section dues
74 allocation.
75 Status: Open. Strategy Committee conducting discussions.
76
77 ACTION 2007-12-01.03: Executive Committee to include an agenda item in the February F2F agenda
78 to discuss the format for the May AGM.
79 Status: Open. See agenda item 13 on today's agenda.
80
81 ACTION 2007-12-01.04: Executive Committee to include an agenda item in the 20 December 2007
82 Board meeting for a report on TAB status from Peter Brown.
83 Status: Completed.
84
85 ACTION 2007-12-01.05: Patrick Gannon to arrange that any Board member can post to any Board
86 sub-committee list, even if an Observer on that list, by the 20 December 2007 meeting.
87 Status: Open. Implementation under discussion by OASIS Staff IT.
88
89 ACTION 2007-12-01.06: IPR committee to review the latest draft TC Process document as approved at
90 this meeting and the IPR policy to determine they are consistent from IPR perspective with respect to
91 informational documents and report to the Board by the 20 December 2007.
92 Status: Completed. See agenda item 12 on today's agenda, "IPR Review".
93
94

95 ACTION 2007-12-01.07: OASIS TC Administration to modify Automotive TC Draft document on
96 OASIS web site to reflect lack of OASIS status, indicating Working Draft status.
97 Status: Open.
98

99 4. Review of Follow-up to Board Resolutions

100 Frederick Hirsch led review of status of follow up actions to resolutions approved at previous Board
101 meetings.
102
103

104 *Resolutions from 26 Oct 2007*

105
106 RESOLUTION 2007-10-26.02 RESOLVED, that the Board of Directors approves the ETSI-OASIS
107 MoU, as shown in the file: "OASIS_ETSI_MoU-20071019.pdf".
108 Status: Completed. OASIS CEO signed MoU on 10 Dec 2007.
109

110 *Resolutions from 30 Nov & 1 Dec 2007*

111
112 RESOLUTION 2007-11-30.01, RESOLVED, accept the 26 October 2007 public and confidential
113 Minutes v3, as previously distributed (07-10-26-oasis-board-minutes-CONFIDENTIAL-draft-v3.pdf
114 and 07-10-26-oasis-board-minutes-public-draft-v3.pdf) on 12 November 2007.
115 Status: Completed. Public minutes posted on 11 Dec 2007.
116

117 RESOLUTION 2007-11-30.02, RESOLVED, The Board thanks Jingjing Song, Andy Lee and the
118 ChangFeng Alliance for hard work and a very excellent "Beijing 2007 Open Standard International
119 Convention" held this week.
120 Status: Completed.
121

122 RESOLUTION 2007-12-01.01, RESOLVED;: Revise the OASIS Strategy Committee Charter to be the
123 following text "The OASIS Strategy Committee is responsible for recommending to the OASIS Board
124 of Directors strategic plans and changes to the mission statement. The Strategy Committee will review
125 the annual plans for execution of the strategy prepared by OASIS Staff and suggest changes to
126 priorities and actions in that plan. The Strategy Committee will also respond to requests from the
127 OASIS Board of Directors, may accept suggested actions from Staff, and may also propose actions
128 related to the OASIS mission and strategy."
129 Status: Completed. Revised Charter posted to Strategy Committee group page.
130

131 RESOLUTION 2007-12-01.02, RESOLVED, Adopt changes in the red-line PDF file distributed to the
132 Board as "TC-Process-w20071113-amendments.pdf" with the additional changes of replacing
133 "specification" with "document" at line 831, adding a comma after "title page" at line 612 and
134 inserting a parenthesized letter in front of each item in the list given in lines 612 to 615.

135 Status: Open. TC Process document not yet submitted for publishing. Process Committee was asked to
136 review final approved edits.
137

138 RESOLUTION 2007-12-01.03, RESOLVED, Replace "formats." before "Any" at line 601 with
139 "format; the TC must designate one of these submitted formats as the authoritative version."

140 RESOLUTION 2007-12-01.03a, RESOLVED (to Amend): Change "submitted" to "delivered"

141 RESOLUTION 2007-12-01.03b, RESOLVED (to Amend): Change "version" to "document"

142 RESOLUTION 2007-12-01.03c, RESOLVED (to Amend): “All changes to the TC Process
143 approved today are effective 1 January 2008”
144 Status: Open. TC Process document not yet submitted for publishing. Process Committee was asked to
145 review final approved edits.
146
147 RESOLUTION 2007-12-01.04, RESOLVED, Approve change to Member Section Policy as outlined in
148 MS-Policy-w20071113-amendment.pdf
149 Status: Open. Patrick Gannon reviewed MS Policy document and sent to Jamie Clark for publishing.
150
151 RESOLUTION 2007-12-01.07, RESOLVED: That the Consortium approves the Memorandum of
152 Understanding between IUCN and OASIS, dated 29 November 2007, IUCN-OASIS MOU 2007-11-
153 29.pdf.
154 RESOLUTION 2007-12-01.07a (to amend), RESOLVED: Remove "and apply to intellectual
155 property rights ("IPR")," in page 3 item #2.
156 RESOLUTION 2007-12-01.07b (to amend), RESOLVED: Approval subject to approval by
157 OASIS legal counsel.
158 RESOLUTION 2007-12-01.07d (to amend), RESOLVED: Replace “nominated Observer” with
159 “Liaison” , replace “the relevant OASIS TCs” with “an OASIS TC”, and add at end of sentence
160 “as an observer.”
161 RESOLUTION 2007-12-01.07e (to amend), RESOLVED: Replace “OASIS Observers” with
162 “OASIS Liaisons” in item #6
163 RESOLUTION 2007-12-01.07f (to amend), RESOLVED: Replace “submit technical proposals”
164 with “submit technical proposals to” in item #6
165 Status: Open. Patrick Gannon signed MoU and sent to IUCN on 5 December 2007.
166
167 RESOLUTION 2007-12-01.08, RESOLVED, OASIS send a message to CEN using the draft proposed
168 by Jamie Clark as posted on the Board list today
169 RESOLUTION 2007-12-01.08a (to amend), RESOLVED, Add “in accordance with OASIS
170 copyright notice” after “of any kind” in the proposal.
171 Status: Completed. Patrick Gannon sent email to CEN/ISSS on 6 December.
172
173 **5. Changfeng Open Standards Lab MS**
174
175 Patrick Gannon presented the Changfeng Open Standards Lab Member Section Rules of Procedure for
176 discussion and approval.
177
178 RESOLUTION 2007-12-20.03: RESOLVED, that the Board of Directors approves the
179 Changfeng Open Standards Lab MS Rules of Procedure, as shown in the file: "OASIS-COSL-
180 ROP-20071119.pdf".
181
182 RESOLUTION 2007-12-20.03a: RESOLVED (to amend), At lines 28 and 30 add “s”to
183 last word, remove extra periods.
184 Approved unanimously.
185
186 RESOLUTION 2007-12-20.03b: RESOLVED (to amend), Remove all quotation marks
187 around usage of “At Large” in ROP.
188 Approved unanimously.

189
190 RESOLUTION 2007-12-20.03c: RESOLVED (to amend), Add “from” between
191 “member” and “each” at line 76.
192 Approved unanimously.

193
194 Approved unanimously as amended.

195
196 The Board discussed whether it might be useful to improve the quality of Rules of Procedure
197 documents, either by improving the template or defining text for common cases.

198
199 **6. 2008 Budget**

200
201 Patrick Gannon presented the 2008 budget, including slides outlining key points (OASIS FY08
202 BUDGET-Slides-20071213.pdf). He noted that the target is to maintain status quo membership and
203 committees.

204
205 A change to the budget calculations this year is to allocate a portion of budgeted new member revenue
206 to member section budgets to reflect the trend that approximately 20% of new members join member
207 sections.

208
209 RESOLUTION 2007-12-20.04: RESOLVED, Approve 2008 Budget
210 Approved unanimously.

211
212 **7. Thank you letters**

213
214 The Board discussed letters of appreciation to be sent.

215
216 RESOLUTION 2007-12-20.05: RESOLVED, To approve and send the emails of appreciation as
217 distributed to the OASIS Board by Patrick Gannon on 13 December.
218 Approved unanimously.

219
220 RESOLUTION 2007-12-20.06: RESOLVED, Board approves Chairman of the OASIS Board
221 sending thank you email to staff reflecting changes as summarized in email from Frederick
222 Hirsch sent 19 December to OASIS Board list.
223 Approved unanimously.

224
225 **8. 360 Review Implementation**

226
227 Patrick Gannon summarized various options for implementation of a 360 review and will investigate
228 how to use a third party at reasonable cost.

229
230 **9. OASIS Anti-Trust Memo**

231
232 The Board discussed the details of providing anti-trust guidance to OASIS members. An ad hoc Board
233 committee will harmonize two proposals. Patrick Gannon, Frederick Hirsch Claus von Riegen, and
234 Michael Winters will participate in this committee.

235
236 ACTION 2007-12-20.01: Ad hoc committee consisting of Patrick Gannon, Frederick Hirsch Claus von

237 Riegen, and Michael Winters to propose revised OASIS Anti-Trust statement combining current two
238 proposals to the OASIS Board by 31 January 2008.
239

240 10. IT Infrastructure

241
242 Patrick Gannon noted that the plan for the Primary Dashboard is to make it available to OASIS primary
243 representatives mid-January. Some issues remain and are being worked on but sufficient functionality
244 is implemented to justify making it available for use.

245
246 *<Peter Brown joined the teleconference>*

247 11. TAB Status

248
249
250 The Board will discuss TAB status in the February 2008 F2F. Patrick Gannon noted that two TAB
251 candidates have been proposed for a single open position and that the election closes 4 January 2008.

252 12. IPR Review of TC Process Revisions

253
254
255 The IPR impact of adding information documents to the TC Process was discussed in the Process
256 committee. Ed Cobb, chair of IPR committee attended these discussions. The committee proposed
257 language to address the IPR implications of informational documents and has shared this draft with
258 OASIS legal counsel to confirm that the language is acceptable and that the IPR policy does not need
259 change.

260
261 Given that the Board will need to approved these additional changes to the TC Process and make them
262 effective in conjunction with the previous changes from the Beijing meeting, the Board decided that the
263 effective date for the TC Process changes approved at the Beijing meeting is not appropriate. It would
264 be better to have an effective date that includes all consistent changes. For this reason the Board
265 elected withdraw approval of those changes.

266
267 **RESOLUTION 2007-12-20.07: RESOLVED, Add an A item to today's agenda to consider**
268 **withdrawing approval of TC Process changes from the Beijing meeting.**
269 **Approved unanimously.**

270
271 **RESOLUTION 2007-12-20.08: RESOLVED, : Withdraw approval of TC Process changes**
272 **approved in Beijing meeting**

273
274 **RESOLUTION 2007-12-20.08a: RESOLVED (to amend), Add, “, specifically**
275 **resolutions 2007-12-01.02 and 2007-12-01.03.”**
276 **Approved unanimously.**

277
278 **Approved unanimously as amended.**

279 13. Plans for Feb F2F Meeting in Atlanta 7-8 Feb 2008

280
281
282
283 F2F meeting logistics were sent out 14 December by Claus von Riegen to the OASIS Board list.
284

- 285 Review of topics
286 ● Approve Biodiversity Conservation MS [A]
287 ● Approve Anti-trust Memo/Policy [A]
288 ● Approve TC Process revisions [A]
289 ● Review Dec Operations Report & 2007 Financials (non-audited) [B]
290 ● Strategy Committee update, including MS funding review [B]
291 ● Review Departmental Goals [B]
292 ● Review TAB Status & Symposium Plans (Peter Brown) [B]
293 ● Decide on format of AGM on 30 Apr [B]
294 ● IPR Committee Review Status [B]
295 ● Liaison Status Report [B]

296
297 **14. Adjourn**

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299 The meeting adjourned at 10:01 p.m. PT.

300
301 Respectfully Submitted,

302
303
304
305
306 Frederick Hirsch
307 Secretary