

**Directors in Attendance:**

- Bob Freund, Chairman
- Frederick Hirsch, Vice Chairman
- Peter Brown, Secretary
- Jim Hughes, Treasurer
- Abbie Barbir
- Mike DeNicola
- Tony Giroti
- Dave Ings
- Jeff Mischkinsky
- Sanjay Patil

**Staff in Attendance:**

- Laurent Liscia
- Scott McGrath
- Cathie Mayo

**Apologies received from:**

None received

**Director Not Attending:**

- Charles Schulz

## 1. Welcome and Adoption of Agenda

Bob Freund, Chairman, presided at the meeting. Peter Brown, Secretary, took the minutes.

The Chairman called the meeting to order at 11:00 am ET and the Secretary took roll call. With 9 members in attendance at the beginning of the call, the meeting was quorate. One board member (Tony Giroti) subsequently joined the call.

## 2. Approval of Minutes

The minutes of the Board meeting of 17 November 2011 were [approved](#).

## 3. Open Action Review

The Board:

- **Closed** the following Action Items:
  - #0017: Process Committee should examine the consequences of the 2010 TC process changes and report back to the Board.
  - #0018: Hold Board discussion on objectives for May 2012 F2F meeting in Paris.
- **Carried forward the following Action Items:**
  - #0011: TC Administration is asked to re-examine an earlier "TC timeline" note prepared by Mary McCrae that could serve as a useful informational document to TCs and members, outlining the minimum/likely/ideal timelines for a typical TC process leading to TC deliverables.
  - #0013: The Executive Director and Secretary together with interested Board members examine existing Member Section procedures and issues with a view to report back to the Board with specific proposals.
  - #0016: Process Committee to look further at the Member Section qualified elector issue and identify any issues that ought to be brought back to the Board.

In closing action item #0017, the Treasurer nonetheless expressed concern about the sustainability and effectiveness of the weekly meeting schedule.

## 4. Executive Director's Report

The Executive Director reported on a positive month of December, with two new Tc's (WEMI and TOSCA). He announced the intention to run 2012 at a net deficit, spending down some of the cash surplus as further investment in technology infrastructure, improving the TC administration and improving rapid response to TC issues. He projected a return to equilibrium in 2013.

In TC administration, he reported a sharp drop in the wait time for TC issues queued up and in 2012, TC Admin will look at possible automation of some routine parts of the internal TC procedures.

In international work, focus continues to be the European Union and China. India will not be pursued as the market is far too fragmented. Israel nonetheless offers some potential and is part of the ongoing discussion on membership retention strategy.

## 5. Finance Committee Report and Budget 2012

Held in executive Session.

## 6. Process Committee Report

Jeff Mischkinsky reported from Process Committee and summarized some of the current considerations:

- Considerable “churn” caused by the administrative overhead involved in relatively routine public reviews associated with publication of committee drafts;
- Is it possible to avoid the current requirement for a public review in the case of minor editorial and typographic changes?
- Can non-OASIS members make ‘Statements of Use’ as required for the process of moving a Committee Specification to an OASIS Standard?

Dave Ings thanked TC Administration, on behalf of IBM, for the responsiveness in clearing the backlog of outstanding TC issues.

## 7. Governance Committee Report

Held in executive Session.

## 8. Structure and Frequency of Board Meetings

It was agreed to maintain the current timetable of meetings and to discuss the matter in more detail as part of a discussion on strategy at the next face-to-face meeting.

## 9. Adjourn

The meeting adjourned at 1:05pm ET.

## Approved Resolutions

### RESOLUTION 2011-12-15.01

“The Board resolves to approve minutes of the meeting held on 20 and 21st October 2011 and available at:

Confidential (including executive session):

<http://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/44481>

Public:

<http://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/44483>”

### RESOLUTION 2011-12-15.02

“The Board resolves to adopt the draft budget for 2012, available at:

<http://www.oasis-open.org/apps/org/workgroup/board-plus/email/archives/201112/msg00002.html>”.