

Meeting Logistics

Venue

Conservatorium Hotel Amsterdam,
Van Baerlestraat 27, Amsterdam, The Netherlands

Meeting Documents

All meeting documents are available to Board members in the Kavi Board Plus workspace.

Attendance

Directors Present:

- Martin Chapman
- Frederick Hirsch
- Jenny Huang
- Gershon Janssen
- Dawn Jutla
- Paul Lipton
- Monica Palmirani
- Beth Pumo (via telecon)
- Bruce Rich
- Richard Struse

Staff Present:

- Laurent Liscia
- Scott McGrath
- Jamie Clark (via telecon)
- Carol Cosgrove-Sacks
- Carol Geyer
- Pim van der Eijk
- Chet Ensign (via telecon)

Apologies received:

- Dave Ings

Minutes – Day 1

1. Welcome, Agenda Review

Gershon Janssen, Chair, presided at the meeting. Dave Ings, Secretary, was unable to attend, so Martin Chapman, Vice-Chair, took the minutes.

The Chair called the meeting to order and took roll call. With 8 of 11 members present, the meeting was quorate. The draft agenda was adopted as posted, with minor revisions to the running order.

2. Approval of Minutes

The motion to approve the draft minutes of the January 30, 2018 Board meeting was moved by Bruce and approved by unanimous consent.

3. Executive Director's Report

Laurent Liscia, Executive Director, reviewed his most recent report. In particular there was discussion regarding new members related to EDXL-CAP and monetizing users and adopters of same. Laurent also reviewed the distribution across TCs of new members joining OASIS.

4. Open Projects Market Experience

Although it is still early in the deployment of the Open Projects program, some lessons have already been learned. Laurent reviewed staff's experience to date and brought forward a proposal for further policy changes. The Board thanked staff, and in particular Carol Geyer, for putting the proposal together.

The Process Committee was asked to look into process revisions in support of the proposal.

5. Open Projects Discussion (with Guest)

Laurent welcomed Ms. Marijke Abrahamse, who is an advisor to the Dutch Standardisation Forum from the Ministry of the Interior and Kingdom Relations. Ms. Abrahamse is also the Dutch representative to the EU's ICT Multi-Stakeholder Platform (MSP). With Ms. Abrahamse present the Board discussed what benefits Open Projects could bring to the Dutch standardisations system.

6. Organizational Health & Board-Only Discussion

Gershon led the discussion. The discussion was held in executive session.

Agenda Details – Day 2

1. Welcome, Agenda Review

Gershon Janssen, Chair, presided at the meeting. Martin Chapman, Vice-Chair, took the minutes.

2. Finance Committee Report

Frederick Hirsch, Treasurer, led the discussion. The discussion was held in executive session.

- The Board reviewed and approved, as moved by Frederick, a revised accounting policy. The Board expressed its thanks to Scott and Cathie Mayo for the good work.
- Frederick reviewed the January operations report.
- Scott reported that to date, the audit has not revealed any major issues or errors, and that it is on track for an on-time filing. Similarly, OASIS' IRS 990 form is on track for the May deadline.
- Staff (led by Cathie Mayo) is working on a more informative annual report, beyond just meeting legal requirements, partly in order to make it useful for new member recruiting. There was general agreement by the Board that this would be a valuable improvement.

3. Staffing Update

Scott McGrath, COO, reviewed recent staffing developments and future plans.

4. 2018 Election & Board Eligibility Discussion

Scott reviewed the timeline for the 2018 election. Candidates will be given guidance that they need to commit no more than 10% of their time to Board activities as Director (except for Board subcommittees and fulfilment of executive roles such as Chair, Vice-Chair, Secretary and Treasurer). It is hoped that clarifying this will enlarge the candidate pool.

There was also a request by the Board that the election terminology be made gender neutral.

5. EU Standards Activities Update

Dr. Carol Cosgrove-Sacks presented her annual update to the Board regarding EU standards activities and developments, and in particular how they impact OASIS, while highlighting key EU standards issues.

6. OASIS Interop Policy Update

At the December 19th Board meeting the full Board asked the Executive Committee to look into the KMIP TC's concerns about the OASIS Interop Policy. Gershon provided an update to the full Board. Several points were discussed:

- The immediate issue for 2018 RSA participation has been resolved, but more general permanent solutions, that are not TC specific, are still required.
- One suggestion was to extract the KMIP TC interop rules and generalize them into the main interop policy, possibly with a tiering structure e.g. weak rules to strict rules.
- The Board Executive Committee will continue to consider the KMIP TC concerns. However, it was alternatively suggested that an ad hoc Board subcommittee could be formed to revise the Interop Policy and incorporate and generalize the KMIP TC interop rules.
- It is the objective of the Board Executive Committee to bring handling of this topic to the full Board with open proceedings as soon as possible.

7. TC Admin Update

Chet Ensign, Director of Standards Development and TC Administration, provided an update on TC Admin status and activities.

Discussion included an observation that members should be able to see SLA (Service Level Agreement) targets, and that there should be a way (possibly via JIRA) for members to query a ticket's status.

8. TAB Update

Chet provided an update on the TAB's status and activities, and noted Trey Darley had joined the TAB.

9. Liaison Report

10. Self-Certification Update

11. Non-Discrimination & Customer Privacy Policies

These three agenda items were deferred to a future Board meeting in the interest of time.

12. GDPR Update

Board member Monica Palmirani and Jamie reviewed the forthcoming rollout out of the EU GDPR, highlighting the key impacts to OASIS.

Initial analysis has been done on the personal (member) data collected and stored by OASIS, the purpose for collecting, and which contractors and services store and process data. In this regard Monica noted that Open Projects, where nonmembers may participate, introduces additional considerations.

There was agreement that one of the Board subcommittees needs to own and evolve the topic, but the decision as to which subcommittee is most appropriate was deferred to a future Board meeting.

Agenda Details – Day 3

1. Welcome, Agenda Review

Gershon Janssen, Chair, presided at the meeting. Martin Chapman, Vice-Chair, took the minutes.

2. Business Priority Discussion

Laurent led a discussion about OASIS' business priorities for the next three years and presented a proposed "Business Management Platform" to help manage them.

3. IT Strategy Update

Scott McGrath, COO, reviewed the progress of changes and upgrades to our IT infrastructure, and the Board discussed mitigation strategies regarding the risks and milestones.

4. Open Projects Discussion (Continued from Day 1)

Gershon led a Board discussion, in Executive Session, about the status and risks of Open Projects.

5. Future Meetings Review

Gershon Janssen, Chair, to lead the discussion.

The date of the Burlington meeting is confirmed, but the exact meeting location is still TBD.

Tuesday April 24, 2018, 1-3 PM ET, Teleconference
Tuesday May 22, 2018, 1-3 PM ET, Teleconference
Tuesday June 26, 2018, 1-3 PM ET, Teleconference
July 18-20, 2018, Burlington, MA, USA, Face-to-Face

6. Any Other Business

Gershon Janssen, Chair, led the discussion.

A suggestion was made to consider a Board strategy session moderated by an external facilitator.

It was noted that there are no planned changes to our 2019 RSA participation.

The discussion of establishing an ad hoc subcommittee for interop policy, and which subcommittee should manage the GDPR topic, was deferred to a future Board meeting.

The Board expressed its appreciation to Gershon for being an excellent host.

Outstanding Action Items

All outstanding action items are grouped together here for ease of reference. However, some of these action items will be reviewed elsewhere in the agenda as part of other discussions.

Action Item 2017-10-18.01, owner: Martin Chapman, target: 2018-04-26

Process Committee to evaluate creating a Policy Deprecation Policy (for OASIS policy maintenance). Update: target date reset to April 26 (next Board meeting).

Action Item 2017-10-18.02, owner: Scott McGrath, target: 2018-03-07 (closed)

Scott to collaborate with Jamie to investigate options for a non-discrimination policy. Update: Scott and Jamie created and published a proposal for future review with the Board.

Action Item 2017-10-18.03, owner: Scott McGrath, target: 2018-04--26

Scott to collaborate with Jamie to investigate options for a customer privacy policy. Update: target date revised to April 26 (next Board meeting).

Action Item 2018-03-07.01 owner: Martin Chapman, target: 2018-07-18

Board Process to consider whether an Open Project can take up the ownership and editing of a published final deliverable after its TC has closed. In other words, can an OP take on maintenance of a TC produced final deliverable?

Action Item 2018-03-07.02 owner: All, target: 2018-03-16 (completed)

Board Members to review content of the proposed annual report for 2017 (not graphics or layout) and provide comments to Staff by COB 16th March 2018. This action item was completed during the Board meeting.

Action Item 2018-03-07.03 owner: Scott McGrath, target: 2018-03-31

Staff to present plans for the 2018 AGM to the Board.

Action Item 2018-03-07.03 owner: Laurent Liscia, target: 2018-03-16

Laurent to distribute a plan for the Open Projects rollout.

Approved Resolutions

Resolution 2018-03-07.01

“Board resolves to approve the Executive and Public minutes of the January 30th, 2018 Board meeting, as published (respectively) at:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/62485/latest> and
<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/62486/latest>”

Resolution 2018-03-07.02

“Board resolves to approve the revised "OASIS Accounting Policies and Procedures" policy as presented to the Board.”