

# Minutes - OASIS Board of Directors Meeting

Held 29 May 2008 by teleconference, 8-10 PT.

OASIS Board approved Public minutes.

## 29 May 2008

### Directors in Attendance:

- Eduardo Gutentag, Chairman
- Ed Cobb, Vice Chairman
- Mike DeNicola, Treasurer and Finance Committee Chair
- Peter Brown
- Paul Knight
- Jeff Mischkinsky
- Claus von Riegen
- Michael Winters

### Staff in Attendance:

- Jamie Clark
- Scott McGrath

### Directors Regrets:

- Frederick Hirsch, Secretary
- Bob Glushko

## 1. Welcome, Agenda Review

Eduardo Gutentag, the Chairman, presided at the meeting, and Peter Brown took minutes on behalf of Frederick Hirsch, the Secretary. Eduardo Gutentag, the Chairman, convened the meeting at 8:05 PT, noting that a quorum was in attendance. Eight directors were present when the meeting convened. The meeting agenda was reviewed and approved.

## 2. Minutes Approval

RESOLUTION 2008-05-29.01 , RESOLVED : Approve the minutes from 22 May 2008 (v3, corrected) as distributed on 28 May 2008 by Frederick Hirsch.

Approved [5-0-1].

See <http://www.oasis-open.org/apps/org/workgroup/board/email/archives/200805/msg00094.html>.

## 3. Review Open Actions and Resolutions

### 3.1. Open Action Review

This section records action item status. There are 12 action items open.

#### **Actions from 7 February 2008**

**ACTION 2008-02-08.3:** Scott McGrath to review and summarize disclosure requirements for OASIS annual report.

Status: open.

Note: Eduardo Gutentag and Scott McGrath have reviewed disclosure requirements. Report will be available by the end of the week

#### **Actions from 6 March 2008**

**ACTION: 2008-03-06.2:** Finance Committee should review (and increase) amount of money set aside in budget for legal work.

Status: completed.

#### **Actions from 20 March 2008**

**ACTION 2008-03-20.02:** Finance Committee to review Legal XML expense and budget status.

Status: completed.

Note: No concerns have been voiced.

#### **Actions from 1 May 2008**

**ACTION: 2008-05-01.1:** Dee Schur to review section c of the IDTrust Member Section RoP and to clarify whether the entire steering committee is replaced every two years, or whether there are staggered elections and to propose text if needed.

Status: open.

**ACTION: 2008-05-01.2:** Process Committee to make proposal related to transfer of uncommitted Member Section funds to general fund on annual basis.

Status: open.

**ACTION: 2008-05-01.4:** Scott McGrath to work with Member Sections to clarify the role displayed in the Member Section roster pages.

Status: open.

**ACTION: 2008-05-01.5:** Outreach committee to review issues and criteria related to free memberships.

Status: open.

**ACTION: 2008-05-01.6:** Ad hoc committee to report back to the Board no later than the next F2F with a proposal on process rules related to submission of OASIS standards to external bodies.

Status: open.

Note: A first meeting has been held and the work is under way.

**ACTION: 2008-05-02.2:** Staff to provide the Strategy Committee with a set of pricing proposals for OASIS memberships and Strategy Committee to review those proposals.

Status: open.

## **Actions from 8 May 2008**

ACTION: 2008-05-08.1: Process Committee to review appeals process for visibility and archiving of emailed appeals.

Status: completed.

Note: Action Item and Discussion have been opened in the Process Committee.

<Jamie Clark joined the meeting>

## **Actions from 22 May 2008**

ACTION: 2008-05-22.1: Finance committee to look at OASIS financial implications of current (lower than projected) new membership levels.

Status: completed.

Note: Results for April are much more positive.

<Scott McGrath joined the meeting>

ACTION: 2008-05-22.2: Ed Cobb to ask Scott McGrath to make election ballot visible from OASIS main page and to ask Eduardo Gutentag regarding additional F2F day on 1 August.

Status: completed.

Note: Link from home page, first to e-mail announcement of ballot; and from there to the voting page (two steps help separate general news announcement from the task of members to vote)

## **3.2. Open Resolution Review**

This section records the follow-up status for resolutions, for example the posting of approved minutes and policies or the follow-up actions required of a resolution. There are 4 resolutions requiring follow-up action.

### **Resolutions from 1 December 2007**

RESOLUTION 2007-12-01.07, RESOLVED: That the Consortium approves the Memorandum of Understanding between IUCN and OASIS, dated 29 November 2007, IUCN-OASIS MOU 2007-11-29.pdf. (as amended)

Follow-up Status: open.

Note: Still waiting for IUCN response to updated MoU which was sent to them.

### **Resolutions from 1 May 2008**

RESOLUTION 2008-05-01.4, RESOLVED: The IDTrust Member Section Rules of Procedure (<http://www.oasis-idtrust.org/RoP>) be amended so that section (c) "The rules for electing new Steering Committee Members" have the following added to the end of it: "Each Member Section Supporting Entity shall be entitled to have one Member Section Qualified Elector (as those terms are defined in the OASIS Member Section Policy). The Qualified Elector for a Supporting Entity that is an OASIS Organizational Member shall be that entity's Primary Representative (as those terms are defined in the OASIS TC Process) or that person's designate. "

Follow-up Status: open.

### **Resolutions from 22 May 2008**

RESOLUTION 2008-05-22.1, RESOLVED: Approve the minutes from 15 May 2008 as distributed on 19 May 2008 by Frederick Hirsch.

Follow-up Status: completed.

Note: Posted, see <http://www.oasis-open.org/private/2008-05-15-oasis-board-minutes-approved.pdf>.

### **3.3. Additional Open Resolution Review**

The Board of Directors entered Executive Session to discuss Additional Open Resolution Review.

The Board of Directors finished Executive Session to discuss Additional Open Resolution Review.

## **4. OASIS President and acting Chairman Report**

Eduardo Gutentag, acting as OASIS President, provided an update on current issues. Discussing preparations for the July/August face-to-face meeting, it was agreed that Paul Knight would try to reserve Nortel facilities for the staff meeting (Mon/Tues), the Board (Wed to Fri) and TAB (Thu and Fri). Eduardo will contact all Board candidates to warn them of extra day set aside for informal session with new Executive Director. The new Executive Director would look at budget considerations and possibilities for widest possible participation of geographically-dispersed staff to take part in the meetings that week.

## **5. Reports from Board Committees**

### **5.1. Finance Committee**

Mike DeNicola presented, along with Scott McGrath, the operations report for April 2008. Generally, the month shows very good figures: renewals are up; the symposium was positive financially; as was the XACML InterOp event; overall cash position is up.

*<Michael Winters left the meeting>*

Some concern was expressed about transparency of member Sections: for example, the IDTrust MS registers considerable throughput and benefits in financial terms and yet little activity is recorded in the MS mailing list or communicated to the members. Dee Schur is already addressing this issue. An additional table of information has been added that attempts to give overview of actual people playing active roles within TC work. This raises the issue of informational requirement (dashboard style) for both the Board and for primary reps of larger organizations who are attempting to get intelligible and useful breakdowns and profiles of participation of their own people in and across the TCs. It was agreed that this would be an item for consideration on the agenda of the next F2F.

### **5.2. Process Committee**

Jeff Mischkinsky reported on the status of the Process Committee. The current priority is to review the remaining changes that have to be completed related to "Informational Documents".

### **5.3. TAB**

Draft minutes of last TAB meeting (15 May 2008) have been sent to the Board for comment. It was requested that in addition, a short note should accompany the minutes in future, that picks out any specific

issues of possible interest/concern to the Board.

## **6. Other Business**

It was agreed to continue the weekly Board meetings until further notice, and to use the FreeConferenceCall.com service

## **7. Adjourn**

The meeting adjourned at 09:35 PT.

Respectfully Submitted,

Frederick Hirsch

Secretary, OASIS Board of Directors