Minutes of the OASIS Board of Directors
February 24, 2006 – Final

Held via teleconference

Directors in Attendance
Eduardo Gutentag, Chairman
Chris Kurt, Secretary
Frederick Hirsch
John Jackson
Jeff Mischkinsky
Patrick Gannon, OASIS President and CEO
Claus von Riegen
Bob Glushko
Mike DeNicola, Treasurer
Ed Cobb, Vice Chairman
Michael Winters

1. Welcome, Goals and Agenda Review

Eduardo Gutentag convened the meeting at 8:05 a.m. Pacific time. 9 of 11 Directors were present when the meeting was convened.

The meeting agenda was reviewed without objection.

2. Review & Approval of Previous Minutes & Action Items

<Ed Cobb and Michael Winters joined during this discussion.>

RESOLUTION 2006-02-24.01: RESOLVED, that the Board approves the Minutes of the January 25-26, 2006 meeting and as verbally amended during the board meeting. Passed unanimously.

Open action items were reviewed.

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

ACTION ITEM 2006-01-25.01: Scott McGrath to update the voting member list to allow any OASIS members to post to the list.
[Status: Closed. Group configuration will now allow any member with an account to post to the Voting group. Those on the Voting list have been notified, so there are no surprised voters. Members will be notified of the ability to send comments to the Voting list with every corporate-wide ballot.]

ACTION ITEM 2006-01-25.02: Patrick Gannon to track the IT issues list and import into IT tracking tools when they are available.
[Status: Open. Ongoing and to be discussed in the meeting.]

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: Open. Jamie C. sent a request to Members (with a later update sent only to Chairs) on 6 Feb 2006 asking them to review and comment on the OASIS Artifact Standard Identification Scheme for Metadata.]

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58 *ACTION ITEM 2006-01-25.04: The Strategy Committee to report at the May meeting with*
59 *options for alignment of membership categories.*
60 *[Status: Open. Strategy Committee reviewing options with Staff.]*
61
62 *ACTION ITEM 2006-01-25.05: Staff to provide TC status summary, including TC closures and*
63 *intent to transition and the number of TCs that meet the criteria for closure [TC Process Section*
64 *2.15], to the Board at its February meeting.*
65 *[Status: Open. To be discussed in the meeting.]*
66
67 *ACTION ITEM 2006-01-25.06: Frederick Hirsch to review TAB Charter.*
68 *[Status: Open. The Strategy Committee has completed their discussion, and follow up with the*
69 *TAB is required.]*
70
71 *RESOLUTION 2006-01-25:06: RESOLVED that OASIS staff is directed to investigate and*
72 *provide conference call bridge hosting, funded through the use of current reserve funds, with the*
73 *operational plan subject to Board approval at the March meeting. Passed unanimously.*
74 *[Status: Open. Staff is gathering bids from conference call providers and will review with Finance*
75 *Committee on 15 Mar.]*
76
77 **3.   TC Status Report**
78
79 <Jamie Clark joined the meeting for this discussion.>
80
81 Jamie Clark reported on TC status, specifically on plans for closing TCs that no longer meet the activity
82 requirements in the TC process and transition to the new IPR policy.
83
84 The process used by TC administration staff to review committee activity was described and discussed.
85
86 Jamie reported that 11 of the 64 TCs are running on the new IPR policy. 20 additional TCs have explicit
87 plans to run the transition process before the end of CY2006. 15 other TCs are nearly complete with their
88 work and do not plan to convert, as the April 2007 deadline should not impact them. The process for TC
89 transition and shutdown if they miss the April deadline was discussed.
90
91 **ACTION ITEM 2006-02-24.01:** Staff to update TC IPR transition and closure status information,
92 and include it in Patrick's monthly operations report. This is an ongoing task for each Board
93 meeting between now and April 2007.
94
95 **4.   Infrastructure Status**
96
97 Patrick Gannon provided a verbal update on major infrastructure tasks, and specifically known issues with
98 scheduled deliverables:
99 - Primary Representative Approval Process: A proposal was sent to the TC process committee. The
100 discussion requires updates to the design and documentation. A revised proposal will be presented to the
101 TC process committee at its next meeting.
102 - TC Admin Response Time: Ram Kumar is now onboard, providing more time for Jamie Clark and Mary
103 McRae to focus on this work. A proposed SLA has been distributed for discussion.
104 - The ASIS document is out for review. Feedback is requested.
105 - The TC guidelines document still needs to be completed.
106 - IT infrastructure/document management: A prototype is under development.
107 - IT infrastructure/revision control: Updates are in progress.
108 - Robin Cover is drafting a development process document.
109 - Hardware upgrades to improve performance of email posting to archives are planned for next month.
110
111 **5.   IPR Policy Revision Comments**
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113 The policy discussion that emerged on the Chairs list was discussed. Approaches to how we communicate
114 the alignment between OASIS policy and adoption efforts such as open source were discussed.
115
116 **ACTION ITEM 2006-02-24.02:** Ed Cobb to schedule an outreach committee meeting and
117 develop a policy communication plan proposal.
118
119 **6.   Finance Committee Status**
120
121 Patrick Gannon presented the financial report for January. Revenue was 90% of budget for the month.
122 Expenses were 80% of budget, primarily due to decreased travel requirements. There were no out of
123 ordinary financial items to report. The end of year audit is underway, and may result in updates to the
124 balance sheet when results are available in April.
125
126 At the end of the month, OASIS had 354 Organizational Members and 567 Total Members. Three new
127 Committee Specifications were approved in January. No TCs transitioned to the new IPR policies during
128 the month.
129
130 **7.   Review of Topics for the March Board Call**
131
132 Eduardo Gutentag presented the initial list of topics for the March Board conference call:
133 - ASIS document status report. (Hirsch)
134 - TC conference call bridge proposal for review. (Gannon)
135 - Membership categories status report. (Hirsch)
136 - February Financial and Operations report. (Gannon)
137 - Infrastructure project status report. (Gannon)
138 - A revised TAB charter discussion is deferred to the May meeting. (Hirsch)
139
140 The process for ASIS document updates was discussed.
141
142 The next meeting is scheduled for March 17th at 8:00 am pacific time.
143
144 **8.   Fall European Forum Update**
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146 Planning for the Fall European Forum has started. Patrick Gannon requested information about known
147 conflicts in October and November.
148
149 John Borras was unable to accept our invitation to be an advisor to the Strategy Committee.
150
151 **9.   Adjourn**
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153 The meeting adjourned at 9:50 am Pacific time.
154
155 Respectfully Submitted,
156 Christopher Kurt
157 Secretary
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