Directors in Attendance:

- Jim Hughes, Chair
- Frederick Hirsch, Vice Chair
- Gershon Janssen, Secretary
- Mike DeNicola, Treasurer
- Peter Brown *(by phone on day 1)*
- Abbie Barbir *(by phone)*
- Dave Ings
- Dawn Jutla
- Paul Lipton
- Sanjay Patil
- Zhexuan Song

Staff in Attendance:

- Laurent Liscia
- Scott McGrath

Others Joining by Teleconference:

- Chet Ensign
- Jamie Clark
- Carol Geyer
- Jane Harnard
- Don Larson
- Stuart Galt

DAY ONE

1. Welcome and Adoption of Agenda

Jim Hughes, Chair, presided at the meeting. Gershon Janssen, Secretary, took the minutes.

The Chair called the meeting to order and took roll call. With all members in attendance, the meeting was quorate.

Abbie Barbir and Peter Brown joined the meeting by teleconference.

Additional items were added to the agenda:

- Scott McGrath to provide an Update on IT
- Frederick Hirsch on Executable Code
- Mike DeNicola on Payment of Member Dues

The amended draft agenda was adopted.

2. Approval of Minutes

The minutes of the Board meeting of 15 November 2012 were approved.

3. Executive Director's Report

Laurent Liscia, CEO and Executive Director, elaborated on the January 2013 Executive Director's Report. The board noted appreciation for the detailed reports from staff.

Laurent highlighted a trend that informal groups feel a need to formalize their specifications in an established standards development organization. They put OASIS at the top of their list of potential homes as we are open and transparent.

Laurent will be speaking at various events in the next few months:

- April 2013: Cloud Conference in Beijing, China
- April 2013: Cloud Connect in Santa Clara, CA, USA
- May 2013: European Identity & Cloud Conference in Munich, Germany

4. Process Committee Report

Sanjay Patil, Chair of the Process Committee, provided the Board with a status update and led the discussion.

- Committee Note TC Process

  A new revision of the TC process document (TC-Process-v2.0-csprd01.pdf) has been created, which includes the simplified Committee Note process that has been worked out by the Process Committee in the past few months.

- Rules for including Commercial Terms and Conditions in specifications

  OASIS is going through the process of ANSI accreditation. Per those requirements our TC process requires to have provisions for including Commercial Terms and Conditions in specifications. The new revision of the TC process document (TC-Process-v2.0-csprd01.pdf) includes these rules.

The Board approved the new revision of the TC process, with effect from 14 February 2013.

- Quality improvement of specifications

  Potential improvement of specification quality through additional process enhancements was discussed, though the OASIS lightweight process is valued very much. The Board agreed that the Process Committee will not address adding the noted process additions now, though the TAB is asked to research this topic by collecting relevant information and fair practices (Action Item #0036).

5. Finance Committee Report

Mike DeNicola, Treasurer, reported and led the discussion.

In Executive Session

6. New Member Section Developments

Dave Ings led the discussion.

Dave Ings provided an informational presentation on a proposed new Member Section for OSLC specification development migrating to OASIS. His goal was to collect ideas and suggestions prior to submitting a new Member Section proposal.

OSLC, short for Open Services for Lifecycle Collaboration, is an open community building practical specifications for integrating software. OSLC is pursuing a proposal to do OSLC specification development at OASIS.

The Board discussed the proposed plans and provided Dave with comments.

The Board thanked Dave for his efforts in exploring the Member Section opportunities for OSLC.

7. Member Section Discussions

In Executive Session

8. OASIS Policy Maintenance

The OASIS Policy Maintenance document has various policy documents which have no planned review date. Respective owners are requested to update the sheet.

The document will be sent to the board-plus list a few weeks before the next Board meeting for update (Action Item #0039).

9. TC Initiation

Laurent Liscia, Execute Director, led the discussion.

When a new TC is proposed, the leaders must prepare comments log and appropriately respond to all comments. There are recent cases where submitted comments were not acknowledged or responded to at all. This discussion was to generally speak about the comments log, its necessity and related processes during TC formation.

Chet Ensign explained the requirements for comments handling from the TC process and how this could be handled in a practical sense. For better clarity, an additional explanation will be included on the TC Administrator webpages (Action Item #0040).

10. Update on IT

Scott McGrath, COO, provided an update on IT.

Following the IT roadmap that was presented to the Board in 2012, a contract position was posted for IT work. No responses were received. In parallel, a small study was performed together with OASIS' co-location provider on moving to a virtualized environment. The outcome of the study was not favorable. More recently, discussions have been ongoing with a smaller consulting company who proposed a different approach. This company will now perform a small discovery project on moving to a virtualized environment. A report is expected in two months.

The Board finds this a reasonable approach.

11. Board Meetings

Mike DeNicola, Treasurer, led the discussion.

Mike reported that the current Board face-to-face meeting schedules haven't aligned with the budget approval cycle for the past few years; budget approval took place at the end of January for this year. Planning other face-to-face meeting dates in December or early January doesn't seem feasible due to year-end holidays. The Board expressed preference to start earlier with the budget cycle, in such a fashion that the budget is ready for approval in December.

The Board will hold a 2014 budget discussion in May this year, subsequently planning to discuss budget and strategy at the October face-to-face meeting.

12. Organizational Health

In Executive, Directors Only, Session

The meeting recessed for the day at 17.00.

DAY TWO

13. Welcome and Agenda Review

The Chair called the meeting to order at 09.00.

Abbie Barbir joined the meeting by teleconference.

14. CGM Member Section Developments

Jim Hughes, Chair, led the discussion.

Stuart Galt and Don Larson (Chair) of the CGM Open Member Section Steering Committee joined by teleconference.

Jim explained that a regular topic on the Board meeting agenda is to invite Member Sections to give an overview of their work and discuss matters.

Don Larson provided the Board with an overview of the CGM Open work and their proposed work plan for 2013. The Board complimented the CGM Open work and expressed their gratitude to their Program Director, Lofton Henderson.

Current issues with the Member Section were discussed:

- The Member Section Steering Committee needs to arrange for a proper contract between OASIS and their Program Director.

- The Steering Committee must approve monthly work done by their contracted Program Director and note this in their regular proceedings.

- The CGM Open Member Section has no member dues allocation in the 2013 budget; accrued funds from previous years are available to this Member Section. These funds appear to be sufficient to cover the proposed 2013 work plan. With a proper contract and approved expense reports, these funds might be used in 2013.

Don Larson and Stuart Galt agreed with the summary and stressed that the Member Section wanted to retain Lofton Henderson as their Program Director.

The Board noted that Lofton Henderson is very critical to the Member Section's work and wondered if there are concerns about key work relying on one single individual. Don assured the Board that there are alternatives, though Lofton Henderson had some unique qualifications.

The Board agreed with the Member Section Steering Committee to continue with their work plan for 2013. The CGM Open Member Section agreed to work together with Scott McGrath to establish a formal contract with the Program Director in the next 2 weeks (Action Item #0041).

The Board asked the Process Committee to review the Member Section policy with respect to the funding of Member Section activities (Action Item #0042).

15. European Topics

Laurent Liscia, Executive Director, led the discussion.

Laurent elaborated on the document OASIS European outreach 2013 and noted that Jamie Clark is also a key staff member in this work, together with Dr. Carol Cosgrove-Sacks, Pim van der Eijk, and individual members Gershon Janssen, Peter Brown and John Borras.

In addition, Gershon provided the Board with a short update on his recent activities in key European events.

The Board asked if Dr. Carol Cosgrove-Sacks has enough hours to address all of these European activities. Laurent explained the balance between the budget and specific areas of work staff in Europe will be addressing, together with our key European members.

The Board valued this insight in European activities and asked the Executive Director to include this in future Executive Director reports.

The Board asked Laurent to prepare a similar topic on China for the May 2013 face-to-face meeting (Action Item #0043).

16. OASIS Liaisons Report

Laurent Liscia, Executive Director, led the discussion.

Jamie Clark joined by teleconference and discussed the OASIS Liaisons Report with the Board.

The Board requested that clarification of the Liaisons Report by explicitly showing the names of responsible individuals with each liaison relationship. Jamie was asked to complete the Liaisons Report with these names and send it to all named individuals for review and confirmation (Action Item #0044).

The liaisons shown on the public OASIS website is also outdated. Jamie was asked to update the webpage (Action Item #0045).

There are also many liaisons on a TC level. Jamie was asked to work with TC Admin to map all TC level liaisons by asking TC chairs to provide that information and underlying minutes with resolutions and / or formal appointments (Action Item #0046).

The Board found this Liaison Report useful, though it would like this report to be accompanied by a short written report outlining the latest updates (Action Item #0047).

Liaison process management was briefly discussed; a topic for this will be scheduled at the May 2013 face-to-face meeting (Action Item #0048).

17. SOA RM OASIS Standard to JTC 1

Peter Brown led the discussion.

The OASIS SOA RM TC intends to submit the OASIS Standard "Reference Model for Service Oriented Architecture 1.0" to JTC 1. Per the provision of the OASIS Liaison Policy, the TC is required to complete an OASIS-organized public interoperability demonstration. Given the nature of the Standard, the TC requested the Board for a waiver of this requirement.

The Board approved to waive the provision of the OASIS Liaison Policy to complete an OASIS-organized public interoperability demonstration for this submission.

18. Executable Code

Frederick Hirsch, Vice Chair, led the discussion.

The motivation for this discussion is the Executive Director's report, which mentions executable code. Currently there is no software licensing policy for bringing code into OASIS or distributing it.

The Board felt that a more elaborate discussion should be scheduled to discuss this topic, including clear examples of existing problems and requirements. Jamie Clark was asked to provide input on this topic for the May 2013 face-to-face meeting (Action Item #0049).

19. Status of the Japanese Website

Mike DeNicola, Treasurer, led the discussion.

Carol Geyer joined by teleconference.

A Japanese website mock-up with the same look and feel as the OASIS website has been developed. The plan is to translate the bi-weekly OASIS newsletter into the Japanese language and update the Japanese website with that content, linking back to the English OASIS website. The website infrastructure has been completed.

Carol is in the process of hiring a translator; one has been identified, though a trial translation is asked before long-term hiring. Fujitsu Japan will verify the translated content as part of the hiring procedure.

Launch of the Japanese site is foreseen for the end February.

Fujitsu is very pleased with the new idea.

20. Upcoming OASIS Events

Laurent Liscia, Executive Director, led the discussion. Jane Harnard and Carol Geyer joined by teleconference.

Jane presented the 2013 Event Goals to the Board. Board members are encouraged to attend OASIS organized or sponsored events.

The Board was pleased with the event schedule and found it very helpful.

21. Forthcoming Board Meetings

Schedule of Future Meetings

F2F Meetings
1-2 May 2013, New York, NY (hosted by CA Technologies) Mid-Town Manhattan, 520 Madison Ave. *Day 1: 09.00 – 17.00, Day 2: 09.00 – 16.00*
30-31 July 2013, Burlington, MA (OASIS offices) *Day 1: 09.00 – 17.00, Day 2: 09.00 – 16.00*
Teleconferences
21 February 2013, 11-13 ET
21 March 2013, 11-13 ET
30 May 2013, 14-16 ET
27 June 2013, 14-16 ET

22. Chat rooms

Jim Hughes, Chair, led the discussion.

The Board and Board Sub Committees use public chat rooms for general coordination and queue management. The Board felt some security should be in place to protect potentially sensitive discussions from casual intrusion and scrutiny.

The Board agreed to password-protect public chat rooms when used. Further information regarding the use of passwords will be provided in the next board meeting.

23. Payment of Member Dues

Mike DeNicola, Treasurer, led the discussion.

The OASIS Liaison Policy has an article that membership dues can be waived for one year. This decision can be made in the context of establishing a liaison relationship, or for other reasons, and is up to OASIS Staff.

Mike suggested that this policy might conflict with our Bylaws Article 12, Section 4. Scott noted that inclusion of a budgeted/forecast line item expense could be considered "Consideration".

The Board asked the Governance Committee to compare Bylaws Article 12, Section 4 with the Liaison Policy and consider whether a definition of 'Considerations' is needed (Action Item #0050).

24. Any Other Business

None.

25. Adjourn

The Board thanked SAP for providing the meeting facilities.

The meeting adjourned at 15.00.

Respectfully submitted, 9 February 2013

Gershon Janssen, OASIS Board Secretary

Approved Resolutions

RESOLUTION 2013-01-30.01
"Board resolves to approve minutes of the meeting held on 15 November 2012, available at:
Executive:
https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/47561
Public:
https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/47563"

RESOLUTION 2013-01-30.02
"The OASIS Board resolves to approve the TC Process version 2.0-csprd01, available at
https://lists.oasis-open.org/archives/board-plus/201301/msg00008/TC-Process-v2.0-csprd01.pdf,
with effect from Feb 14th, 2013."

RESOLUTION 2013-01-30.05
"The Board notes the proposed submission of the OASIS Standard "Reference Model for Service
Oriented Architecture 1.0" to JTC 1. Given the nature of the Standard, the Board waives the provision
of the OASIS Liaison Policy to complete an OASIS-organized public interoperability demonstration."

RESOLUTION 2013-01-30.06
"The Board resolves to use a password on public chat rooms when used for Board and Board
Committee meetings."