

Minutes of OASIS Board of Directors meeting, held 24-25 April 2014 at CA Technologies' offices in New York, NY (Public)

Directors in Attendance:

- Jim Hughes, Chair
- Frederick Hirsch, Vice Chair
- Gershon Janssen, Secretary
- Mike DeNicola, Treasurer
- Peter Brown
- Martin Chapman
- Dave Ings
- Dawn Jutla
- Paul Lipton
- Sanjay Patil
- Zhexuan Song

Staff in Attendance:

- Laurent Liscia
- Scott McGrath

Others Joining by Teleconference:

- Jamie Clark
- Jacques Durand

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.

One item was removed from the agenda:

- Member Section Reports, as no Member Section required Board time.

The amended draft agenda was adopted.

2. Approval of Minutes

The minutes of the Board meeting of 18 March 2014 were approved.

3. Executive Director's Report

Laurent Liscia, CEO and Executive Director, elaborated on the Q1 2014 Executive Director's Report, highlighting topics Business Development, Sales, Renewals, Events and Interop Demos.

The Board thanked Laurent for the Executive Director's Report.

4. Finance Committee Report

Mike DeNicola, Treasurer, reported and led the discussion.

In Executive Session

Minutes of OASIS Board of Directors meeting, held 24-25 April 2014 at CA Technologies' offices in New York, NY (Public)

- Agree on the nature, schedule and extent of the Annual Meeting

OASIS as an organization has the requirement to hold an AGM. Typically, slides are posted before the AGM and in most recent years the meeting was held at the OASIS offices in Burlington. After a short discussion on virtual meeting options, the Board felt that there is no need to change the schedule and extent of the AGM.

5. Process Committee Report

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

- Revised Member Section policy

Sanjay elaborated on the process which led to the revised Member Section Policy document and explained which next steps the Process Committee would like to take. After a discussion the Board approved the proposed revisions of the Member Section Policy and assigned an action item to Staff to solicit feedback on the Member Section Policy for 30 days and provide feedback to Process Committee for resolution by the July 2014 face-to-face meeting (Action Item #0067).

- Approval of update to the TC Process document

Sanjay explained that the Process Committee had resolved to bring revised language in the TC Process document regarding comments on COS to the Board for approval. The Board approved the update to the TC Process.

6. Culture Mapping Exercise Follow-up

Laurent Liscia, CEO and Executive Director, led the session.

The Board agreed that the closing document on the Culture Mapping Exercise: Articulating the identity of OASIS Open final 2014 completed this activity, closing this topic.

The Board thanked Laurent for the efforts put into the Culture Mapping Exercise.

7. How Innovation happens at OASIS

Laurent Liscia, Executive Director, gave a presentation on How Innovation happens at OASIS, supported by message Clarification on innovation topic and document 'OASIS Content Marketing.pdf'. Laurent showed the early results of the Interoperate page, which will be rolled-out shortly. A follow-up topic will be scheduled for the July face-to-face Board meeting.

8. Board Brainstorm Session

This topic was deferred to a future meeting.

Minutes of OASIS Board of Directors meeting, held 24-25 April 2014 at CA Technologies' offices in New York, NY (Public)

9. Organizational Health

Jim Hughes, Chair, led the session.

In Executive Session

10. Board-Only Discussion

In Executive, Directors Only, Session

The meeting recessed for the day at 17.30.

DAY TWO

11. Welcome and Agenda Review

Jim Hughes, Chair, called the meeting to order at 09.00 hrs.

Gershon and Jim proposed changes to the agenda to accommodate for all topics.

The amended draft agenda was adopted.

12. Finance Committee Report [continued]

Mike DeNicola, Treasurer, reported and led the discussion.

In Executive Session

13. OASIS Policy Maintenance

Jim Hughes, Chair, led the discussion.

The Board reviewed the OASIS Policy Maintenance document, identifying policies to be addressed this year.

Respective owners are requested to provide updates to Gershon prior to the July 2014 Board meeting. An updated document will be sent to the board-plus list a few weeks before the July 2014 Board meeting.

14. Kavi Status

Scott McGrath, COO, led the discussion.

Scott spoke to his slides explaining current Kavi issues, OASIS requirements and roadmap, followed by a short Q&A.

The Board thanked Scott for the update.

15. Governance Committee Report

Peter Brown, Chair Governance Committee, reported and led the discussion.

Jamie Clark, OASIS General Counsel, joined by teleconference.

- Liaison Policy FAQ

Peter reported on the outcome of the Governance Committee work on this topic. A new draft FAQ was prepared by Jamie Clark, providing guidance on key issues with respect to the Liaison Policy. Although the owner of this FAQ is Staff, the Governance Committee decided to bring the FAQ to the Board before publishing it.

The Board noted the updated Liaison Policy FAQ document and thanked Staff for preparing and maintaining it.

- Conflict of Interest Policy

Peter reported on the review of the Conflict of Interest Policy. As the policy itself talks about an annual review, this is now also reflected in the OASIS Policy Maintenance Document. It's there to not only review the policy, but also to note whether the conflict of interest policy has been invoked in the past year.

The Board noted that the Conflict of Interest Policy has been reviewed.

- Information Security Policy

The Governance Committee reviewed the Information Security Policy. As privacy is an important topic, it was considered changing this policy to include privacy. As written, this policy is aligned with Massachusetts State Law and as such clearly scoped, the Governance Committee refrained from changes to this policy and will leave it as it is.

The Board noted that the Information Security Policy has been reviewed.

- Privacy Policy

Peter led an open discussion on the development of a possible Privacy Policy. The concern was raised that when we promote privacy standards, we might need a privacy policy for our own organization as well.

The Board agreed to ask Staff and interested Board members to bring back a report to the July 2014 face-to-face Board meeting on this topic (Action Item #0068). Based on that report and discussion a new policy might be developed through the Governance Committee.

16. OASIS Liaisons Report

Laurent Liscia, Executive Director, led the session.

Jamie Clark, OASIS General Counsel, joined by teleconference.

- Quarterly Liaison Report

Jamie discussed the Quarterly Liaison Report with the Board.

During the discussion the following items were noted:

- Are Statements of Use still valid from old (e.g. 8 years) specifications? How do we handle the sun-setting of specifications? E.g. a systematic periodic review? Martin Chapman will raise these issues with the Process Committee.

The Board noted that this was a good and very informative report and thanked Jamie for it.

17. IPR Committee Report

Frederick Hirsch, Chair IPR Committee, reported and led the discussion.

Jamie Clark, OASIS General Counsel, joined by teleconference.

- Update on activities

Frederick provided an update on activities using slides (2014-04-17 IPR-Policy-Update-fjh.pptx), discussing IPR policy changes, impact of changes, roll-out process and consequences.

As the initial goal was to approve IPR Policy changes for implementation at this meeting, Laurent brought to the attention of the Board that Staff is likely to present a proposal at the July 2014 face-to-face meeting, which will include substantial IPR changes.

The Board discussed delaying the implementation of the IPR Policy and the general sense was to defer until at least the July 2014 face-to-face meeting in consideration of potential changes arising from Staff.

18. OASIS' Participation on Smart Cities

Peter Brown led the session.

Peter provided the Board with an update on OASIS' Participation in the JTC 1 Study Group on Smart Cities meeting in China.

The Board acknowledged the topic and supported Laurent and Staff in exploring this topic.

The Board thanked Peter for his informative presentation.

19. Executive Director's Report Follow-Up

Laurent Liscia, Executive Director, led the session.

Carol Geyer, Senior Director of Communications and Development, joined by teleconference.

Based on the Executive Director's Report, the following topics were followed-up:

- Interop Policy

Carol Geyer provided an overview of upcoming changes to the Interop policy, which Staff is currently working on. Specifically the following aspects will be addressed: the concept of a plugfest, the concept of showcases, better planning of interop events, and policies for the reporting out of event results.

20. TAB Report

Zhexuan Song, Board TAB liaison, led the discussion.

Jacques Durant, Chair of the TAB, joined by teleconference and provided the Board with a status report on TAB activities:

- TAB and Public Review

TAB participates in selected Public Reviews to provide feedback guided by checklists on 7 high-level items / issues. JIRA is used to collect all TAB comments which are exported to a spreadsheet and provided as feedback to the Public Review process. TAB has been doing this for 4-5 months now, focusing on 30 day Public Reviews. TAB plans to generate statistics on (generic) issues that are found. TAB also made it easier to submit comments by adding buttons in the HTML version of the specifications, which links to a form for immediate comment submission (since last December 2013).

- Guidelines

TAB creates documents on best practices and recommendations. One guideline recently completed is the Normative Keyword Guideline. This document has been published on the TAB web page. Work is also on-going on a Public Review Checklist, a Conformance Clause Guideline and a Guideline on 'How to write a specification'.

- TAB Public Page

Currently TAB has only has a private web page. A public web page is being worked on, which will include a list of resources.

- TAB involvement in Excellence Award Program

TAB collaborates with Staff to select the winners of the Excellence Award Contest.

The Board took note of the information and thanked Jacques for the report.

Minutes of OASIS Board of Directors meeting, held 24-25 April 2014 at CA Technologies' offices in New York, NY (Public)

21. Upcoming OASIS Events

Laurent Liscia, Executive Director, walked through the list of upcoming OASIS Events. The list was extended with additional informational items per event for better understanding and clarification. In particular, the KuppingerCole 2014 European Identity & Cloud Conference was highlighting as upcoming major event, with various OASIS TC participating.

22. Schedule of Future Meetings

03 June 2014, Teleconference, 13:00-15:00 ET
30-31 July 2014, Face-to-Face, US, Burlington, MA (OASIS offices) Day 1: 9:00-17:00, Day 2: 9:00-16:00 ET
12 September 2014, Teleconference, 11:00-13:00 ET
21-22 October 2014, Face-to-Face, US, New York, NY IBM offices Day 1: 9:00-17:00, Day 2: 9:00-16:00 ET
10 November 2014, Teleconference, 11:00-13:00 ET
16 December 2014, Teleconference, 11:00-13:00 ET

23. Any Other Business

- Board Election Schedule

Scott McGrath noted that the Board Election Schedule was posted early April 2014 and was also announced in the OASIS News newsletter. Nominations opened on 22 April and will be accepted through 22 May.

24. Adjourn

The Board thanked CA Technologies for providing the meeting facilities.

The meeting adjourned at 15.45.

Respectfully submitted, 17 May 2014

Gershon Janssen, OASIS Board Secretary

Approved Resolutions

RESOLUTION 2014-04-24.01

"Board resolved to approve minutes of the meeting held on 18 March 2014, available at:

Executive:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/52745>

Public:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/52746>"

RESOLUTION 2014-04-24.04

"Board resolves to approve the proposed revision of the Member Section Policy document Member Section Policy 2014-04-03 draft.pdf along with an editorial change identified in <https://www.oasis-open.org/apps/org/workgroup/board-process/email/archives/201404/msg00003.html>."

RESOLUTION 2014-04-24.05

"Board resolves to approve, effective immediately, an update to the TC Process as attached in 'TC-Process-v4.0-WD03.pdf'."