Meeting Logistics

Venue

The meeting was conducted virtually.

Facility & Teleconference Bridge

Thanks to Gershon Janssen for providing the teleconference bridge.

Meeting Documents

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

Attendance

Directors Present:

- Pablo Breuer
- Jim Cabral (Secretary)
- Gershon Janssen (Chair)
- Bret Jordan (Vice-Chair)
- Jason Keirstead
- Vasileios Mavroeidis
- Daniel Riedel (Treasurer)
- Daniel Rohrer
- Omar Santos
- Daniella Taveau
- Jay White

Staff Present:

- Jamie Clark
- Kelly Cullinane
- Carol Geyer
- Cathie Mayo
- Mary Beth Minto

Agenda

1. **Administrative Matters**

   Gershon took the roll call. The meeting had a quorum. Gershon reviewed the agenda. There were no objections and the agenda was approved.

   The Board welcomed Daniel Rohrer to his first meeting.

   Jim moved to approve the Executive minutes from the 20 June 2024 meeting. Omar seconded. There was no discussion and there were no objections. The minutes were approved.

   Staff was asked to load the public version to the website.

2. **Board Meeting Schedule**
   Gershon discussed the Board Meeting cadence and shared the proposed schedule of all-virtual meetings for 2024/2025:
   - Wednesday and Thursday October 2nd and 3rd, all-day. In-person*
   - Thursday December 12th, 13:00 to 15:00 ET, virtual
   - Thursday February 20th, 13:00 to 15:00 ET, virtual
   - Thursday April 17th, 13:00 to 15:00 ET, virtual
   - Thursday June 19th, 13:00 to 15:00 ET, virtual

   *The October in-person F2F meeting will be replaced by (2) two-hour zoom calls.

   Bret moved to adopt the meeting schedule for 2024/2025 and Jason seconded. No objections to unanimous approval. The board schedule was approved.

3. **The State of OASIS Update**
   Executive Update
   Gershon talked about the onboarding process to help new directors get up to speed. Gershon will arrange sessions that cover procedures, finances, legal matters, and more in early September (dates TBD).

   Gershon updated the Board about ongoing efforts related to the vacant ED position and how he continues to work closely with the Board and staff to keep the organization on course.

   Gershon explained that the OASIS Open Europe Foundation (OOEF) is currently in a dormant state, but the Board intends to discuss its future direction soon.

   Business Update: Sales & Marketing
   Carol updated the Board on CoSAI's sponsors, earnings to date, what's projected to close in the next two weeks; the upcoming launch of the SATIS TC in September; and the Signature Partnership Program (SPP), which is on hold.

   The Process Committee and staff will consider updating guidance to large OPs/TCs.

   For the New Revenue Pipeline (OSIM, VIRTIO, SATIS, UBL, DAD-CDM and new projects related to disinfo, data trust, circularity, and supply chain), the Process Committee, including Bret, Kelly, and Carol, plans to meet to discuss policy/best practices.

   Carol shared the latest marketing activities:
   - The TC public homepages are using a new template that is manually created/edited.

- Daniel suggested that we could receive help with WordPress issues from another organization, if needed.
- Bret asked about an alternative to Higher Logic.
- Carol discussed the creation of a new role to help manage/support CoSAI.
- The OASIS homepage will be reverted to its previous version, with staff developing new content to better highlight the global impact of OASIS' work.

Finance & Operations Update:
Finance:
Daniel and Cathie discussed the finances and shared the June Operations Report.

Cathie reviewed the Q3-Q4 forecast with the Finance Committee.

Daniel Riedel moved to approve the Q3-Q4 forecast, Daniel Rohrer seconded. The motion passed.

Operations:
The OASIS Annual General Meeting (AGM) was rescheduled to 4 September 2024 and the invitation was sent out to members in a timely manner to abide by the rules.

Kelly addressed the board about IT issues and Higher Logic, in relation to member satisfaction, and proposed an IT Subcommittee to understand the technical impacts to OASIS operations and member experience. Bret noted that he would like to have a longer discussion on IT. Gershon will chair the IT SC to better understand the situation, and anyone who wants to participate in the discussions is welcome to join.

Gershon moved to reopen the Board IT SubCommittee and become its chair; Jim seconded. No objections, motion passed.

4. **Committee Updates**

General Committee Updates:
Gershon reviewed who had signed up for Board committees and encouraged Board members to sign up. Gershon also discussed who is running for chair positions within those committees.

The cadence of meetings was discussed and the meetings will be coordinated between the most active committees.

Bret moved to approve the individuals serving on the Board committees. Omar seconded. No discussion, unanimous consent. Motion approved.

Governance Committee Update:

Jim discussed cadence and the importance of quorum for committee meetings. He also discussed the recommendation of updates to the bylaws which would require approval by the Membership.

Jim moved that the Board recommended an update to the bylaws and requested a ballot for approval by the Membership be issued without delay. Bret seconded the motion.

Jim discussed the definition of "committee quorum." The OASIS Board has several committees that work on ideas and concepts that are then brought back as proposals to the full Board for review and approval.

Jim moved that the Board adopt quorum requirements as having 3 seated official board members present in the meeting. Pablo seconded. There were no objections and the motion was approved.

Jamie noted that the list of organizational liaisons has been updated and is now available on the OASIS website. A new set of instructions to liaisons is being prepared and will be available shortly.

Bret has offered to become the representative to the ITU. Jim mentioned that a policy and instructions for liaisons in their roles will be shared with the Board.

Process Committee Update:

Bret discussed the best practice documents that have been in discussion and requested approval to publish the first OASIS Best Current Practice (OBCP): Document Life Cycle Best Practices.

The document aims to establish three standing rules to streamline the voting process on documents and clarifies that documents will not revert to Working Drafts. It has undergone two public reviews involving OASIS membership, chairs, secretaries, and editors.

Bret moved to approve the OBCP, the Document Life Cycle Best Practices for TCs and publish it to members. Jim seconded. No questions, no objections. Motion approved.

Bret discussed updates to Committee Operations Process Section 1.4, including defining the role of a committee chair, allowing for more than two chairs, clarifying the need to backfill chairs who step down, and improving the wording for better readability.

Bret moved to approve the changes to the Committee Operations Process. Gershon seconded. No discussions, motion approved.

Bret introduced the new Non-Standards Track deliverable, the Technical Report (TR). Developed by the Process Committee with Kelly, the TR Template resembles academic publications and distinguishes TRs from standards-track specifications.

Bret introduced the definitions for "Author," "Technical Report," and "Technical Report Draft."

Bret moved to approve the new Non-Standards Track Work and the definitions as described, as a pilot program. Daniel Riedel seconded. No objections and no further discussion. Motion passed.

5. **Board Only Business - Executive Director Session**
Gershon asked staff to leave the meeting at 2:55pm ET to continue the Directors-only discussion.

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Resolutions:

Resolution 2024-08-22.01
The Board resolves to approve the Executive and Public minutes of the 20 June 2024 Board meeting.

Resolution 2024-08-22.02
Board resolves to adopt the proposed meeting schedule, with the substitution of the two day Face to Face meeting in October with two 2 hour zoom calls, one on each of the days that the former F2F meeting would have been held.

Resolution 2024-08-22.03
Finance & Audit Committee recommends that the Board approve the Q3-Q4 Forecast dd 8.16.2024.

Resolution 2024-08-22.04
Board resolves to re-open the Board IT Sub Committee with the purpose of reviewing the Higher Logic migration and help develop plans and solutions. Chair of the Board IT Sub Committee will be Gershon Janssen. Staff members involved with the Higher Logic platform and IT systems in general will be added to the roster.

Resolution 2024-08-22.05
In accordance with OASIS bylaws Article 6, the Board resolves that the following individuals are

hereby designated to serve on the Committee indicated in the list below, each to serve until he or she resigns or is removed, or is otherwise disqualified to serve: Executive Committee: Gershon Janssen (Chair), Finance and Audit Advisory Committee: Daniel Riedel (Chair), Staffing and Compensation Advisory Committee: Gershon Janssen (Chair), Process Advisory Committee: Bret Jordan (Chair), Governance and IPR Advisory Committee: Jim Cabral (Chair), and with committee membership as shown in the Board Committee Assignments 2024-2025 document.

Resolution 2024-08-22.06
The OASIS Board approves the recommended update to the bylaws and requests a ballot for approval by the Membership be issued without delay.

Resolution 2024-08-22.07
The OASIS Board adopt by resolution that the quorum requirements for committees of the board going forward shall be defined as having 3 seated official board members present in the meeting.

Resolution 2024-08-22.08
The process committee moves that the board approves our first OBCP, the Document Life Cycle Best Practices for TCs document for use by technical committees and to publish it to the members of OASIS without delay.

Resolution 2024-08-22.09
The process committee moves that the board approves the changes to section 1.4 of the Committee Operations Process and authorize it to be sent to the membership of OASIS as an incremental update without delay.

Resolution 2024-08-22.10
The process committee moves that the Board approves the creation of a new Non-Standards Track Work Product called Technical Reports and the definitions as described, as a pilot program, with the changes to the rules as described, approved for use by a limited number of TCs and/or OPs. The Board waives any TC or OP process rules to the contrary, for those TCs and OPs during the duration of the pilot project. The pilot project shall start immediately and last until December 31, 2025, and the eligible TCs and OPs shall be determined by the TC/OP Administrator in consultation with the Board Process Committee Chair and posted to the membership, along with the appended alternate rules without delay. The Board shall re-examine this program and consider its addition to the permanent process rules at or before the end of the pilot program.