Minutes - OASIS Board of Directors Meeting

Held 23 October 2008 by teleconference.

OASIS Board approved Public minutes.

23 October 2008

Thanks to Freeconference.com for providing the teleconference bridge.

Directors in Attendance:

- Eduardo Gutentag, Chairman
- Jim Hughes, Treasurer and Finance Committee Chair
- Peter Brown
- Bob Freund
- Mike DeNicola
- Bob Glushko
- Paul Knight
- Claus von Riegen
- Michael Winters

Directors Regrets:

- Jeff Mischkinsky, Vice Chairman
- Frederick Hirsch, Secretary

Staff in Attendance:

- Laurent Liscia

1. Welcome, Agenda Review

Eduardo Gutentag, the Chairman, presided at the meeting, and Michael Winter and Peter Brown took minutes on behalf of Frederick Hirsch, the Secretary. Eduardo Gutentag, the Chairman, convened the meeting at 8:00 PT, noting that a quorum was in attendance. Nine directors and Laurent Liscia were present when the meeting convened. The meeting agenda was reviewed and approved.

2. Minutes Approval

RESOLUTION 2008-10-23.01, Approve the minutes from 2008-10-09 as distributed on 2008-10-10 by Frederick Hirsch.

Approved unanimously

See http://www.oasis-open.org/apps/org/workgroup/board-plus/email/archives/200810/msg00007.html/.

3. Open Action Review

This section records action item status. There is one action item open.

Actions from 1 May 2008

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.
Note: The Finance Committee is reviewing this topic and will provide feedback to the Process Committee. Will probably not be discussed at the upcoming F2F.

Actions from 11 September 2008

ACTION: 2008-09-11.1: Board members to review OASIS disaster recovery materials by 23 October 2008.
Status: completed.
Note: This should be an agenda item for 23 October Board teleconference.

4. 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 3 resolutions requiring follow-up action.

Resolutions from 9 October 2008

RESOLUTION 2008-10-09.01, RESOLVED: Approve the minutes from 2008-09-11 as distributed on 2008-09-14 by Frederick Hirsch.
Follow-up Status: completed.
Note: Posted, see http://www.oasis-open.org/board/minutes-2008-09-11.pdf.

RESOLUTION 2008-10-09.02, RESOLVED: Add A-item vote on committee membership to agenda
Follow-up Status: completed.
Note: Completed at meeting.

RESOLUTION 2008-10-09.03, RESOLVED: Add Jeff Mischkinsky to Submissions Committee
Follow-up Status: completed.
Note: Added to roster, see http://www.oasis-open.org/apps/org/workgroup/submissions-policy-committee/members/roster.php.

5. Board Meetings

RESOLUTION 2008-10-23.02, Discontinue Board interim teleconferences.

Approved unanimously

Specifically, this would mean canceling the scheduled Board call on the second Thursday of every month, e.g. 11 December 2008, 8 January 2009, etc.

Logistics information has been sent by Bob Glushko for the St Helena F2F, see http://www.oasis-open.org/apps/org/workgroup/board-plus/email/archives/200810/msg00010.html.

Paul Knight asked if there was a possibility for dial in capability for the November F2F. Eduardo will contact Bob Glushko to ask for dial in. Bob responded via e-mail and has a Polycom and will set it up for dial in capability.

The meeting will be held all day Thursday and Friday.

The current list of teleconferences and F2F meetings, as a consequence of RESOLUTION 2008-10-23.02, is:

- F2F Nov 13-14 San Helena F2F, hosted by Bob Glushko
- No teleconferences in November 2008.
- 22 December 2008 (monthly)
- 22 January 2009 (monthly)
- F2F San Juan Puerto Rico, Feb 5-6, hosted by Hitachi
- No teleconferences in February 2009.
- 26 March 2009 (monthly)
- 23 April 2009 (monthly)
- F2F May 19-20 Paris, hosted by Sun (possibly) or SAP (possibly)
- No teleconferences in May 2009.
- 25 June 2009 (monthly)
- F2F July 30-31 Billerica, hosted by Nortel
- No teleconferences in July 2009.

6. Review of OASIS Disaster recovery and IT documentation

Staff and Board discussion of materials associated with disaster recovery and IT infrastructure. See

1. Disaster recovery: http://www.oasis-open.org/apps/org/workgroup/board/email/archives/200809/msg00021.html
2. Network operations: http://www.oasis-open.org/apps/org/workgroup/board/email/archives/200809/msg00020.html.
3. Kavi documentation: http://www.oasis-open.org/apps/org/workgroup/board/email/archives/200809/msg00019.html

Comments on network operations document http://www.oasis-open.org/apps/org/workgroup/board-plus/email/archives/200809/msg00012.html. Comments on Kavi documentation http://www.oasis-open.org/apps/org/workgroup/board-plus/email/archives/200809/msg00011.html.

Laurent Liscia and the Board discussed details related to the review of these documents. Laurent Liscia noted that the network operations password has been updated and is known by two people. He also noted that OASIS cannot carry Kavi customizations forward to a new platform due to the lack of documentation and extent of previous changes. The Board commented that the documentation should state that Kavi was "never intended to be installed by anyone who was not very intimately familiar with how it works".

The Board noted that the disaster recovery auxiliary plan says there are related documents but it is not

known where these documents are. Laurent Liscia stated that three documents are in hard copy and he knows where they are.

The Board requested periodic update of the documents to reflect changes, suggesting a three or six month update, as well as marking up in the documents those locations that refer to resources bound to change as time passes (filenames, paths, resources, etc.). This should be included in the ongoing IT plan. The Board also suggested periodic snapshots of Kavi, similar to virtual machine snapshots. If this cannot be done the Board would like to know why.

ACTION 2008-10-23.2: Laurent Liscia to discuss with the Executive Committee to see if there is a need to arrange F2F discussion with Neil Schelly regarding disaster recovery.

7. OASIS Report

Laurent Liscia, Executive Director, provided an update on OASIS. He requested Board opinion on two documents sent for discussion, as well as separate feedback on the European report.

(a) The first discussion document is a letter sent to Conservation Commons. See the e-mail dated 10/20 to Board Plus list.

Laurent provided a general introduction. The Conservation Commons maintains a biodiversity database. It is used by scientists and researchers as well as companies. They need to check this prior to drilling or mining to comply with species database. The database is in a variety of formats that do not have formatting standards. OASIS approached them to standardize at OASIS. The letter is a statement of agreement on principles that biodiversity is good.

The Board expressed concerns regarding such a letter, noting that OASIS does not sign such statements in other areas, though MoUs can be considered as endorsements to some extent. It was noted that there are no obligations associated with the letter, other than it being a precondition for joining. OASIS would not want to be put in a position of taking sides. The Board also asked whether OASIS would be listed on the Conservation Commons web site, and what would happen if no Member Section were started. The Board would also not want to see inappropriate press releases.

ACTION 2008-10-23.3: Laurent Liscia to work with the Conservation Commons to understand the consequences of the letter in more detail.

b) "Blue" White Paper

Laurent Liscia noted that he needs the document in time for the forthcoming conference. He understands that it is more of a "white paper" rather than a "manifesto". Eduardo Gutentag suggested he circulate a new version for discussion and comment.

8. Finance Committee Report

Jim Hughes reported that the Finance Committee met last week. The September operations report is out and forecast revision and 2009 projections will be ready for the F2F in November. The Finance Committee meets the week after the F2F to follow up on specific action items arising from the meeting. The Committee should have at least an outline of a 2009 budget ready for discussion at the F2F, but Board needs to make some principle decisions (such as balanced budget).

9. Outreach Committee Report

Bob Glushko provided an update on the Outreach Committee, noting a couple more discussions among some Berkeley faculty. He has a grad student working on a project to build some kind of "map" for relating technology policy issues to standards activities and academic research.

10. IPR Committee Report

No report.

11. Staffing and Compensation Committee

Paul Knight noted that the Staffing and Compensation Committee has no material to report, but can convene a meeting at short notice if necessary.

ACTION 2008-10-23.4: Paul Knight to convene a meeting with Jim Hughes and Laurent Liscia to review staff compensation issues and impacts on the budget for 2009.

12. Submissions ad hoc Committee Report

Claus von Riegen provided an update on the Submissions ad hoc Committee, which has had a few meetings to look at several criteria. Another 2-hour meeting is planned for next week, and the committee will talk with Jamie Clark. The Committee anticipates reporting at the November F2F.

13. Process Committee Report

No report.

14. Governance Committee Report

No meeting in meantime, nothing to report. Possibly a meeting before next F2F.

15. Adjourn

The meeting adjourned at 9:25 PT.

Respectfully Submitted,

Frederick Hirsch

Secretary, OASIS Board of Directors