

**Minutes of the OASIS Board of Directors
held via Teleconference 17 December 2003**

FINAL

Attendees:

Directors

Patrick Gannon
Jim Hughes
Christopher Kurt
John Borrás
Ed Cobb
Frederick Hirsch
Jeff Mischkinsky
Laura Walker
Michael Weiner

Position

OASIS President and CEO
Treasurer
Secretary

Others Present

-Karl Best OASIS Vice President

Regrets

Colin Evans Chairman
Eduardo Gutentag

1. Welcome, Goals, and Review of Agenda.

The meeting was called to order at 8:02 am. The agenda was approved as originally distributed. The meeting was quorate, with Colin Evans, Eduardo Gutentag, Jeff Mischkinsky, and Michael Weiner were absent.

2. Review & Approval of Minutes from November 25 Board call.

Chris Kurt presented the minutes of the previous meeting for review and approval.

RESOLUTION 20031217.01: RESOLVED, that the minutes of the November 25, 2003 minutes are approved by the Board. Approved by (7-0-0) vote.

3. Review & Approval of OASIS Employee Bonus Policy

John Borrás presented the revised OASIS Employee Bonus Policy for review and approval. The process to put the bonus policy in place, and its potential impact on the 2004 budget process were discussed.

Michael Weiner joined the meeting in this discussion.

RESOLUTION 20031217.02: RESOLVED, that the Board approves the OASIS Employee Bonus Policy, dated December 17, 2003 and with contents as distributed for review on December 1, 2003. Approved by (8-0-0) vote.

It was asked whether OASIS policies are published to members. The general convention has been that those policies that directly impact member TC participation are published, and all others remain internal to staff and Directors.

4. Review & Approve 2004 Budget

Patrick Gannon presented the final 2004 budget for review and approval. An overview of the plans for next year was provided and discussed.

Jeff Mischkinsky joined the meeting during this discussion.

RESOLUTION 20031217.03: RESOLVED, that the Board approves the FY 2004 Budget dated December 17, 2003, with revenue of 3,060K, income of 2,816K, and net income of \$101K. Approved by (9-0-0) vote.

5. Review IPR Policy Status

Ed Cobb reported on the status of the IPR Committee work. The Committee expects to have a draft ready for OASIS legal review prior to the end of the year.

Ed Cobb left the meeting at this time.

6. Review of November Finance Report

Patrick Gannon presented the November Finance Report. Jim Hughes indicated that the Finance Committee has reviewed the report, and has no issues for Board attention.

7. CGM Open Member Section Status

Patrick Gannon reported on the status of discussions with CGM Open. A draft Rules of Procedure has been developed and distributed to the Board to support the transition to a Member Section.

The transition process was discussed among the Board.

8. Plans for Jan. 13-14 F2F Board Meeting in Denver

Logistics for the January meeting were distributed to the Board via email. Agenda topics for the meeting were proposed:

- IPR Committee discussions, review plans, logistics, etc.
- Final RoP for new CGM Open MS [Lofton Henderson to attend]
- Staff 2004-1H Operational Priorities
- Strategy Committee presentation and discussion

9. TAB Symposium Plans Status

Karl Best provided an update on the symposium plans. There was an agreement within the TAB to issue a call for presentations on “Reliable Infrastructures for XML”. The program is intended to be one or two days long in April 2004 in New Orleans. The TAB is expected to act as the program committee.

The Annual General Meeting for OASIS members and a F2F Board meeting will be scheduled at the same location as the symposium.

10. Status of OASIS Standards Registry

Karl Best provided an update on the OASIS Standards Registry. A notice was sent to OASIS members that the registry was available over the weekend of December 7.

Karl has investigated the archives of the discussion to determine what contributions have been made to the registry metadata development. OASIS Counsel provided a license statement for the participants, and all have been returned except ANSI, and that one is expected to be forthcoming.

Karl provided an overview of the features and current thinking on process. The overall strategy was discussed further within the Board.

11. Update of Liaison Issues

This topic was skipped due to a lack of time.

12. Meeting Scheduling

Additional Board meeting dates were scheduled as follows:

March 12, 2004 8-10am PDT via teleconference

April: F2F meeting the week of April 26 in New Orleans

May 19, 2004 8-10am PDT via teleconference

June 25, 2004 8-10am PDT via teleconference

July 28-29, 2004 F2F in Boston, near the OASIS offices.

13. Adjourn

The meeting adjourned at 10:07am PDT.

Respectfully Submitted,

Christopher Kurt

Secretary