

Minutes of OASIS Board of Directors, held 1-2 May 2013 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 (*2<sup>nd</sup> day only*)
- Abbie Barbir (*by phone*)
- Dave Ings
- Dawn Jutla (*by phone*)
- Paul Lipton
- Sanjay Patil
- Zhexuan Song

**Staff in Attendance:**

- Laurent Liscia
- Scott McGrath

**Others Joining by Teleconference:**

- Chet Ensign
- Jamie Clark
- Greg Carpenter
- John Sabo

## **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 10 members in attendance, the meeting was quorate.

Abbie Barbir and Dawn Jutla joined the meeting by teleconference.

The draft agenda was adopted.

### **2. Approval of Minutes**

The minutes of the Board meeting of 21 March 2012 were approved.

### **3. Open Action Review**

The Board **closed** the following Action Items:

- #0039 Gershon Janssen to send the OASIS Policy Maintenance document to the list a few weeks before the next Board meeting with the request to update the sheet.
- #0043 Laurent Liscia to prepare a topic on China for the May 2013 face-to-face meeting.
- #0047 Jamie Clark to provide a short written report outlining the latest updates, which should accompany each liaison report.
- #0048 Laurent Liscia to prepare a topic on liaison process management for the May 2013 face-to-face meeting.
- #0049 Jamie Clark to provide input on the topic Executable Code for discussion at the May 2013 face-to-face meeting.
- #0052 Frederick Hirsch to work with Laurent Liscia on a draft strategy statement on privacy.

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#### **4. Executive Director's Report**

Laurent Liscia, CEO and Executive Director, elaborated on the May 2013 Executive Director's Report, highlighting topics Big Data, European activities, Business Development, the OASIS20 event and his Berkeley Executive Retreat.

The OASIS20 Milestone Event held on 3 April 2013 in conjunction with Cloud Connect in Santa Clara, CA, was successful with respect to the Distinguished Contributors ceremony and the social mixer. We've learned that combining a mixer with information sharing is difficult and that in the future it might be better to have distinct sections for the two purposes. He thanked the Directors who attended.

Gershon elaborated on details of the European Cloud Standards Coordination effort, work in which OASIS participates as a member of the Reference Group and as convener of the Privacy & Security Task Group. The Board asked Gershon to send the output of the Privacy & Security Task Group to the Board for the July 2013 face-to-face meeting (Action Item #0053).

Laurent will be keynoting about Big Data impacting Privacy at the 14-17 May 2013 European Identity & Cloud Conference in Munich, Germany.

#### **5. Finance Committee Report**

Mike DeNicola, Treasurer, reported and led the discussion.

**In Executive Session**

#### **6. Process Committee Report**

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

- Update on key topics from Process Committee

In the last 3 months Process Committee worked on various topics: ANSI addendum (to support the processing of American National Standards), report on potential improvements for higher quality of specifications and the transparency of Member Section Steering Committee activities. A current pending item is non-OASIS members wanting to join TCs as a result of the ANSI Notification Process; a table showing how non-members will be handled with respect to compliance with IPR policies and other membership obligations will be sent to the Process Committee

- Liaison Policy amendment regarding second submissions

Jamie Clark elaborated on the Proposal for Liaison Policy on Submissions document. When sending specifications to de jure bodies (ISO, ITU, etc.) one needs to do various things, as outlined in the Liaison Policy on Submissions. Per these rules, a second revision requires a second public interoperability demonstration. Rationale is that a second public interoperability demonstration doesn't add any real value for a resubmission, albeit the proposal to remove this requirement from the Liaison Policy on Submissions.

The Board approved the Proposal for Liaison Policy on Submissions document as a Category A item.  
The Board approved the amended Liaison Policy on Submissions, effective per 1 May 2013.

## 7. Governance Committee Report

- Outcome of Action Item #0050: Compare Bylaws to the Liaison Policy and consider a definition of 'Consideration'  
Abbie Barbir, Chair Governance Committee, proposed to carry this Action Item forward to the July 2013 meeting.

## 8. OSLC Member Section Proposal

Dave Ings led the discussion.

Dave Ings provided a brief outline of the OSLC Member Section proposal and subsequently took the Board through the revised OSLC Member Section Proposed Rules of Procedure (OSLC Member Section ROP) and elaborated on the changes which have been applied since our March 2012 discussion.

The Board approved to create the OSLC Member Section.

The Board thanked Dave for being instrumental in creating this new Member Section for OSLC.

## 9. Member Section Report

Scott McGrath, COO, led the discussion.

- Report from IDTrust Member Section Steering Committee  
John Sabo, Chair of the IDTrust Member Section Steering Committee, reported on the IDTrust Member Section activities:
  - The IDTrust Member Section has 11 TCs affiliated and as such has a significant budget.
  - Its current spending plan for 2013 is still partly in planning. There are some concerns around requests for spending plans from affiliated TC chairs, as they do not always respond to with feedback.
  - Spending is a combination of support in terms of contracted work and support for events; this mix works and is bringing visibility to the work of the affiliated TCs.
  - The IDTrust Member Section sees new opportunities for OASIS as it can move into a new space / bridge a new model: business policy and regulatory policy lead to a new form of standardization, which is not only standards that are templates for code, but also for regulators.

The Board thanked John Sabo for this clear and complete report.

- CGM Update

|| In Executive Session

## 10. Executable Code

Jamie Clark led the discussion.

Jamie Clark elaborated on the topic of Executable Code and Other Non-Traditional Specifications from the OASIS Executable Code Issues April 2013 document.

Discussion summary:

- There is a strong desire to not touch the IPR Policy, given the impact on members to review any changes and how this might impact participation.
- The Board asked Jamie to propose a 'Software Notice and Licensing' disclaimer to include with deliverables, and / or additional proposal for IPR Policy (Action Item #0054). The IPR Committee will work from this proposal.
- The IPR Committee will subsequently address / discuss the following issues / topics:
  - Are any changes needed to IPR Policy itself for software notices and licenses? Does OASIS need a generic disclaimer and or "Software and Executable Code Policy" and if so what would it contain?
  - Review ITU-T July 2011 "Software copyright guidelines" for any additions or changes applicable to OASIS policies
  - Should artifacts contain a disclaimer or a URL pointing to a generic OASIS disclaimer? If so, what disclaimer is needed?
  - Which software license is applicable in general or will TCs need a chartering item for choice of Software license?
  - Should there be restrictions on the ability of TCs to associate license terms with code, schema or other artifacts? This may belong in a new "Software and Executable Code Policy".
- The IPR Committee will report back to the Board with initial feedback at the July 2013 meeting (Action Item #0055).

The Board noted the relevance of this to the strategic topic of new types of standards, e.g. standardizing open source code as well as the categorization of use cases and requirements, policies and best practices.

## 11. IT Migration Plan

Scott McGrath, COO, led the discussion.

Scott introduced the topic by providing some background on past developments. Greg Carpenter elaborated on the IT Migration - Discovery Report and Plan. Main goal is not to have in-house IT resources. The Board discussed the plan, priorities, providers and costs / benefits.

The Board agreed on going forward with the IT Migration Plan. The expanded costs for this plan are included in the Q1 2013 Financial Forecast.

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## **12. Executive Retreat / Overview**

Laurent Liscia, Executive Director, provided a recap of the main themes from his Executive Retreat and subsequently took the Board through the presentation on How OASIS' Culture Will Drive Long-Term Strategy.

Laurent proposed a detailed mapping of Culture, Vision and Strategy and to report back at the July 2013 Board meeting.

## **13. Organizational Health**

**In Executive, Directors Only, Session**

*The meeting recessed for the day at 17.15.*

## **DAY TWO**

### **14. Welcome and Agenda Review**

The Chair called the meeting to order at 09.00.

Abbie Barbir and Dawn Jutla joined the meeting by teleconference.

### **15. OASIS Policy Maintenance**

Jim Hughes, Chair, led the discussion.

The OASIS Policy Maintenance document has various policy documents which have no planned review date. Attention is required to:

- Antitrust Guidelines by Governance Committee
- Guidelines to Writing Conformance Clauses by TAB
- Interoperability Demonstration Policy by OASIS Staff
- Liaison Policy by Process Committee
- Mailing List Guidelines and Procedures by OASIS Staff
- Regional Offices Program by OASIS Staff
- Translation Policy by OASIS Staff
- Trademark Policy by OASIS Staff

Respective owners are requested to provide updates to Gershon prior to the July board meeting.

The document will be sent to the board-plus list a few weeks before the next Board meeting for update (Action Item #0056).

## **16. Privacy**

Frederick Hirsch, Vice Chair, led the discussion.

Frederick Hirsch took the Board through background documentation and a proposal on privacy, privacy awareness and privacy concerns. This topic was not about privacy with respect to OASIS internal member data, member mailing lists, etc. but rather consideration of privacy in the development of OASIS deliverables by OASIS members.

Goal was basically to show early leadership either by having a Board statement and / or additions / considerations to the OASIS TC work and processes.

The idea was applauded, though, the majority of the Board felt it needed to take caution with respect to timing and making privacy considerations sufficiently workable for TCs and embedded in the TC process. OASIS is famous for its agility and nimbleness. Making a statement too early without having the dynamics in place might result in potential push back.

The Board agreed on going forward with this is by exploring and considering adding text on Privacy Assessments to section 2.18 of the OASIS TC process through work in the Process Committee (Action Item #0057).

## **17. China Topics**

Laurent Liscia, Executive Director, led the discussion.

Laurent elaborated on the document China Report April 2013 and noted that Zhexuan Song was very helpful in better understanding the Chinese market.

More doors are opening in China. Allison Shi is the local OASIS representative and well-connected in the Chinese market. OASIS has a website (micro blog) for the Chinese market.

Our current strategy is that OASIS will focus on topics which will resonate with them. OASIS will also look at partnerships, as recruiting people locally is not easy.

Measuring the successfulness of our Chinese strategy is not easy as the opportunity is in a state of flux. The sense of the Board is that patience is required.

The Board valued this insight in the Chinese activities and asked the Executive Director to include an update on this topic in his July Executive Director's reports.

## **18. Expectations of a Standard**

Peter Brown led the discussion

Peter elaborated on the What is an OASIS Standard document and highlighted some current problems, shifting expectations, potential new ideas and / or the need for new rules.

The Board took note of the information.

## **19. OASIS Liaisons Report**

Laurent Liscia, Executive Director, led the discussion.

Jamie Clark joined by teleconference and discussed the Quarterly Liaison Report with the Board.

Action Item #0044 – 'complete the Liaisons Report with names and send it to all named individuals for review and confirmation' is not fully completed and carried forward to the July 2013 meeting.

## **20. Liaison Process Management**

Laurent Liscia, Executive Director, led the discussion.

Laurent introduced the topic by explaining that Liaisons are considered as a Bizdev tool and are leveraged on a daily basis. Partnerships are important and send a message to the global community that OASIS will cooperate and be proactive.

Jamie Clark elaborated on the Report on Liaison Process Management.

The Board took note of the information and is interested to learn what liaisons have what memberships and voting rights. Scott McGrath was asked to look into this (Action Item #0058).

## **21. Staffing Committee Report**

Jim Hughes, Chair of the Staffing Committee, reported and led the discussion.

### **In Executive Session**

## **22. Upcoming OASIS Events**

Laurent Liscia, Executive Director, walked through the list of upcoming OASIS Events highlighting the following:

- Board members are encouraged to attend or participate in OASIS organized or sponsored events.

## **23. Board Meetings**

Mike DeNicola, Treasurer, led the discussion.

Mike elaborated on the OASIS Face-to-Face Board Meeting Proposal document.

The Board agreed with the proposed face-to-face meeting rationale.

## 24. Forthcoming Board Meetings

### *Schedule of Future Meetings*

<b>F2F Meetings</b>
30-31 July 2013, Burlington, MA (OASIS offices) <i>Day 1: 09.00 – 17.00, Day 2: 09.00 – 16.00</i>
22-23 October 2013, Halifax, Canada
21-22 January 2014, West Coast US
24-25 April 2014, China or Europe
30-31 July 2014, Burlington, MA (OASIS offices)
<b>Teleconferences</b>
30 May 2013, 14-16 ET
18 June 2013 10-12 ET
17 September 2013, 13-15 ET
19 November 2013, 12-14 ET
17 December 2013, 12-14 ET
18 March 2014, 13-15 ET
3 June 2014, 13-15 ET

## 25. TAB

Zhexuan Song, TAB liaison, reported and led the discussion.

Zhexuan Song elaborated on the TAB Report document.

The Board took note of the information.

## 26. Executive Retreat / Strategic Implications

Laurent Liscia, Executive Director, led the discussion on outputs from his Executive Retreat and strategic implications for the Board.

Sense of the Board was that at this stage we don't change the strategy but await Laurent's proposed mapping of Culture, Vision and Strategy.

## 27. Any Other Business

- OASIS News New Look

The Board was pleased with the updated and fresh new look of the OASIS Newsletter.



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## **28. Adjourn**

The Board thanked CA Technologies for providing the meeting facilities.

The meeting adjourned at 16.00.

*Respectfully submitted, 11 May 2013*

*Gershon Janssen, OASIS Board Secretary*

## Approved Resolutions

### RESOLUTION 2013-05-01.01

"Board resolves to approve minutes of the meeting held on 21 March 2013, available at:

Executive:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/48967>

Public:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/48968>"

### RESOLUTION 2013-05-01.02

"The OASIS Board resolves to add liaison-policy-on-submissions-april2013-proposals.pdf as a Category A item for the motion to approve the Liaison Policy amendment."

### RESOLUTION 2013-05-01.03

"The OASIS Board resolves to approve the amended Liaison Policy on Submissions, as described in document liaison-policy-on-submissions-april2013-proposals.pdf, effective per 1 May 2013."

### RESOLUTION 2013-05-01.04

"The Board resolves to create the OSLC Member Section with the Rules of Procedure specified in "OSLC MS ROP – Board v2.pdf"."