

## **Meeting Logistics**

### **Venue**

Kaiser Permanente  
6560 Greenwood Plaza Blvd  
Englewood CO 80111  
Conference Room Leadville at Two Greenwood - Room #13R28/CO

### **Meeting Documents**

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

## **Attendance**

### **Directors Present:**

- James Cabral (first 2 days)
- Martin Chapman
- Frederick Hirsch
- Gershon Janssen
- Jenny Menna (last 0.5 day)
- Margaret LaBrecque
- Paul Lipton
- Beth Pumo
- Bruce Rich
- Richard Struse

### **Staff Present:**

- Jamie Clark (remote)
- Chet Ensign (remote)
- Cathie Mayo (remote)
- Laurent Liscia
- Scott McGrath

### **Apologies received:**

- Jim Cabral (last 0.5 day)
- Jenny Menna (first 2.0 days)

## **Minutes – Day 1**

### **1. Welcome, Agenda Review**

Gershon Janssen, Chair, presided at the meeting. Bruce Rich, Secretary, took the minutes.

The Chair called the meeting to order and took roll call. With 9 of 10 members present, the meeting was quorate. The draft agenda was adopted as posted, with minor revisions to the running order.

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

Gershon Janssen, Secretary pro tem for the September Board meeting, sought approval of the draft Executive and Public minutes at [https://www.oasis-open.org/apps/org/workgroup/board-plus/documents.php?folder\\_id=3246](https://www.oasis-open.org/apps/org/workgroup/board-plus/documents.php?folder_id=3246).

The motion to approve the draft minutes of the 12 September 2018 Board meeting was moved by Richard and approved by unanimous consent.

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

Laurent Liscia, Executive Director, reviewed his most recent report. The report discussed early results from the 3-5 October Borderless Cyber conference, a discussion on the ANSI privacy TAG that OASIS is hosting, and an outlook on future business.

The Borderless Cyber conference had excellent speakers and every available chair was spoken for, as well as a Facebook Live video feed that had thousands listening in. As always, staff will be reviewing the strategy/execution to see what might make this more successful.

The OASIS hosting of the new ANSI privacy TAG is going well; the number of organizations signing up is above expectations. The larger strategy question around the balance between this type of work and OASIS' core activities is a topic for future discussion.

Laurent also presented an outlook for the various services that OASIS now provides (TCs, Open Projects, Foundation in a Box) based on a certain forecasting model. The Board appreciated the information and foresight, and a discussion around the accuracy of the model provided input for future enhancements.

### **4. Business Strategy Recap**

Laurent Liscia, Executive Director, reviewed the current business strategy, in part to provide a context for newer Board members and in part to update it.

For a while now, the strategy has been to diversify the OASIS revenue stream. Although a new TC (Variability Exchange Language (VEL)) was just announced, the traditional TC business has been lagging. However, new tools that staff have begun using show positive indications that more targeted business development can help to augment the membership of our current TCs.

Staff are still in the process of hiring someone for the position of Open Project Program Manager. It is expected that onboarding someone in that position will help augment staff's domain knowledge and also may give us a better feel for velocity in this space. For the Foundation in a Box segment (which has been just approved), it seems that a first mover will

provide for the necessary first experiences and success story needed for further outreach. Experimentation may be required to bootstrap these two new business segments.

### **5. Master Agreement for Foundation in a Box, Resolution #3**

Laurent Liscia, Executive Director, and Jamie Clark, General Counsel, fielded a few remaining questions and suggestions for improvement before adoption. The discussion was held in executive session. The resulting motions are recorded below.

### **6. EU Cyber Security Act and ENISA**

Martin Chapman, Vice Chair, reviewed the proposed EU Cyber Security Act and led a discussion around possible interactions with ENISA. ENISA is becoming much more of an active participant in the area of cybersecurity. Since OASIS is also heavily-involved in cybersecurity, we have a natural interest in what they're doing, but no direct channels to communicate/influence the conversation. OASIS can comment if asked, but outside consortia are typically only invited in when the EU reaches out.

### **7. Organizational Health**

Gershon Janssen, Chair, led the discussion. The discussion was held in executive session. No motions were recorded.

### **8. Board-only Discussion**

Gershon Janssen, Chair, led the discussion. The discussion was held in executive session. No motions were recorded.

## **Agenda Details – Day 2**

### **1. Welcome, Agenda Review**

Gershon Janssen, Chair, reviewed the agenda. Bruce Rich, Secretary, took the minutes.

### **2. Liaison Update**

Jamie Clark, General Counsel, reviewed the current set of liaison activities. There are any number of organizations that want a relationship with OASIS, some structured, some otherwise. We have a Liaison Policy that channels (and limits) the extent of our relationships with external organizations. Jamie reviewed over a dozen with the Board, including organizations such as HL7, FIRST, ETSI, ISO, ITC1, ITU, IEC, MSP, NIST and W3C. The BizDev team is also informally tracking Open Source players such as Linux Foundation, BlockChain, GitHub major projects, for future prospects.

### **3. Future Meetings Planning**

Gershon Janssen, Chair, led the discussion. The regular Board teleconferences will generally be held on the third/fourth Tuesday of the month from 1-3 PM Eastern Time. The anticipated regular future meetings are as follows.

<b>November 2018, Poll outstanding, Teleconference</b>
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<b>December 2018, Poll outstanding, Teleconference</b>
<b>January 29, 2019, Time 1-3 PM EST Teleconference</b>
<b>March 2019, McLean, VA, USA, Poll outstanding, MITRE hosting, Face-to-Face</b>
<b>April 23, 2019, Time 1-3PM EDT, Teleconference</b>
<b>May 21, 2019, Time 1-3PM EDT, Teleconference</b>
<b>June 25, 2019, Time 1-3PM EDT, Teleconference</b>
<b>July 24-26, 2019, Burlington, MA, USA, Face-to-Face</b>

#### **4. IT Strategy Update**

Scott McGrath, Chief Operations Officer, provided an update on the evolving IT rollout and its impact on the strategy, budget and membership. Staff are a few weeks out from rolling out new infrastructure on our website. By end of year, the impact on OASIS membership is expected to be the need to create a new login and potentially a new profile. The new tooling makes Open Projects easier, but TCs will still be on Kavi until the end of 2Q2019 (current estimate).

#### **5. New Tools/New Products/New Challenges**

Laurent Liscia, Executive Director, provided an update on his experiences with new tooling, and the challenges of building markets for new products, and progress to sales.

The introduction of new tooling for Business Development, in part accelerated by GDPR, providing for new and more advanced opportunities to filter and prequalify prospects, have already provided early successes and look promising in support of future TC business development efforts.

The ANSI privacy TAG has exceeded initial expectations and as such received most attention our from BizDev staff, unfortunately leading to less attention for other efforts such as Open Projects.

In the meantime, older standards still have traction in procurement, as we are seeing an inquiry from Europe in a 10-year-old profile, so care will need to be exercised in not over-pruning our inventory of standards and TCs. We may need to still invest in some carefully-selected areas, like UBL and TOSCA.

OASIS currently has two open staff positions; filling those is the short-term staff focus.

#### **6. Interop Policy Status and Next Steps**

Gershon Janssen, Board Chair, updated the Board on the activities and recommendations of the special Board subcommittee on the Interop Policy. The discussion was held in executive session. No motions were recorded.

#### **7. TC Admin Update**

Chet Ensign, Chief Technical Steward, provided an update on his activities.

OASIS is growing the set of communities that we support, so Chet has gone from Technical **Committee** Administrator to Chief Technical **Community** Steward. At some point, a decision

may need to be made on how to apportion time to the various communities, but for now it's a first-come-first-served mechanism.

## **8. TAB Update**

Chet Ensign, Technical Advisory Board Chair, provided an update on the TAB's activities.

At this point, there isn't a plan for next year's TAB activities yet, so the TAB is looking for Board input. The TAB has completed work on a recommendation for handling vulnerabilities in OASIS standards and has forwarded that on to the Process Committee for additional refinement/adoption.

The Board engaged in a discussion about possibilities to reposition the TAB, considering elements such as skill sets, ambassadors to communities and mechanisms for recognition. The Board decided to schedule a future more-extended discussion on this topic.

## **9. GDPR Update**

Scott McGrath, Chief Operations Officer, provided an update on our current GDPR posture. Jamie has been named a Chief Privacy Officer, and there's an ad hoc Board subcommittee to provide recommendations. Jamie and outside counsel (and others) wrote a privacy policy, which was posted in time for GDPR (May 2018). To date, no one has requested data or to be forgotten. The new BizDev tooling does position OASIS better to deal with GDPR, but there is still some work in progress.

## **10. Board Subcommittee Status**

Gershon Janssen, Chair, led the discussion. Board subcommittee chairs provided updates on current work items, closure expectations, and next meeting dates.

Finance and Audit – Frederick Hirsch, Chair

Process – Martin Chapman, Chair (note Resolution to add member/observers in "Approved Resolution" section...Martin moved, unanimous consent)

Governance – Frederick Hirsch, Chair

IPR – Margaret LaBrecque, Chair

Staffing and Compensation – Gershon Janssen, Chair

Executive – Gershon Janssen, Chair

Private ad hoc – Gershon Janssen and Jamie Clark, charter through EOY 2018

Some adjustments were made to membership in Board subcommittees, and that motion is recorded below.

## **Agenda Details – Day 3**

## **1. Welcome, Agenda Review**

Gershon Janssen, Chair, reviewed agenda. Bruce Rich, Secretary, took the minutes.

## **2. EU Standards Activities Review**

Martin Chapman, Vice Chair, and Jamie Clark, General Counsel, led a review and discussion of recent events on the EU standards scene and how they impact OASIS. As a non-EU consortium, OASIS has two windows into the European Standards world; we can either submit our standards through the international window of ISO/IEC/ITU or be “identified” by the ICT Multi Stakeholder Platform (MSP) as having “relevant consortia standards”. For OASIS standards, advocacy in the MSP or going to JTC1 are the clearest path to globalization and procurement, at least in the EU.

## **3. Finance Committee Report**

Frederick Hirsch, Treasurer, and Scott McGrath, Chief Operations Officer, led the discussion. The discussion was held in executive session. No motions were recorded.

## **4. Code of Conduct**

Gershon Janssen, Chair, led a discussion that teed up the concept of an OASIS-wide code of conduct. This was discussed, with several examples (from other organizations) being mentioned. As part of this discussion, advocating practices for sitting Board members were also reviewed. No motions were recorded.

## **5. Director Recruitment**

Gershon Janssen, Chair, led a discussion on Director recruitment. The original question was “How active should Directors and Officers be in seeking qualified candidates for Board positions?”. Staff disclosed that they have already been active in recruiting Director candidates, especially looking to emerging areas and underrepresented constituencies. This practice was characterized as helping increase the diversity of the Board of late.

## **6. Any Other Business**

Gershon Janssen, Chair, led a discussion around potential organizational redesign, including board revitalization. The discussion included such topics as dealing with vestigial parts of OASIS structure (e.g., Member Sections), more effective use of board member time, the meeting schedules, etc. It was pointed out that the organization is already undergoing a significant amount of churn with the new initiatives underway, and that it might be more timely to engage in such an effort when OASIS has some initial experience in engagements in Open Projects and Foundation in a Box.

Lastly, Gershon Janssen, Chair, will convene a special meeting of the Board to finalize some next steps on the Interop Policy.

In closing, the Board expressed its appreciation to Beth for providing such an excellent facility for our use, as well as her solo herculean efforts to keep the board supplied with coffee and food for the duration of the meeting. The meeting was adjourned shortly after 12:00 PM.

## **Outstanding Action Items**

No outstanding action items.

## **Approved Resolutions**

### **Resolution 2018-10-10.01**

“Board resolves to approve the Executive and Public minutes of the September 12, 2018 Board meeting, as published at:

[https://www.oasis-open.org/apps/org/workgroup/board-plus/documents.php?folder\\_id=3246](https://www.oasis-open.org/apps/org/workgroup/board-plus/documents.php?folder_id=3246)”

### **Resolution 2018-10-10.02**

“Board resolves to approve the LLC Agreement for the Foundation in a Box published at:

[https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/64054/Oasis%20Open%20Development%20Foundation%20LLC%20\(Series%20LLC\)%202018-10-10.doc](https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/64054/Oasis%20Open%20Development%20Foundation%20LLC%20(Series%20LLC)%202018-10-10.doc)”

### **Resolution 2018-10-10.03**

“Board resolves to approve the resolution published at:

<https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/64055/2018-10-10%20Updated%20RESOLUTION%203%20%20DRAFT%20FIAB.pdf>”

### **Resolution 2018-10-10.04**

“Board resolves to add Richard Struse as a Member of the Process Committee, and Frederick Hirsch and Paul Lipton as Observers”