Meeting Logistics

Venue

The meeting was conducted by teleconference at 13:00 ET

Teleconference Bridge

Thanks to Oracle for providing the teleconference bridge.

Meeting Tool

The Lucid meeting tool was used to present materials, but for this Board meeting the tool was not used to capture minutes.

Meeting Documents

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

Attendance

Directors Present:

- Jim Cabral
- Martin Chapman
- Frederick Hirsch
- Gershon Janssen
- Margaret LaBrecque
- Paul Lipton
- Jason Keirstead
- Jenny Menna
- Beth Pumo
- Bruce Rich
- Richard Struse

Staff Present:

- Laurent Liscia
- Scott McGrath

Apologies received:

- None

Minutes

1. Welcome, Agenda Review

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

The Chair called the meeting to order at 1:05PM EST and took roll call. With 11 of 11 members present, the meeting was quorate. The draft agenda was adopted as posted.

2. Approval of Minutes

The motion to approve the draft minutes of the November 20 Board meeting was moved by Paul Lipton and approved unanimously with one abstention. The motion to approve the revised draft minutes of the October 10-12 F2F Board meeting was moved by Martin Chapman and approved by unanimous consent.

3. Executive Director's Report

Laurent Liscia, Executive Director, reviewed his most recent report. From a financial perspective, OASIS is well-positioned for the new year. The Privacy TAG continues to attract new business, while the traditional TC business continues to experience higher-than-usual renewal rates. OASIS now has Jory Burson consulting on Open Projects, and the pipelines for TCs, Open Projects and Foundation-in-a-Box all show promise for the coming year. Staff will continue to refine the pipeline projections going forward. Gershon thanked Laurent for his report.

4. Finance Committee Report

Frederick Hirsch, Treasurer, and Scott McGrath, Chief Operating Officer, led the review of the October operations report, as well as the final FY2019 budget proposal.

The discussion was held in executive session.   A motion to approve the budget is recorded later in the minutes. No action items were recorded.

Frederick, on behalf of the Board, extended a special thanks to Scott McGrath and Cathie Mayo for their diligence in tracking and managing the funds of the corporation.

5. Revision of Interoperability Demonstration Policy

Gershon Janssen, Chair, led a discussion on the follow-up of Resolution 2018-11-20.02 / Board Sub Committee assignment. The Process subcommittee has requested to take on this assignment. A motion to accept that offer was moved by Martin Chapman and passed with unanimous consent.

6. Staffing Committee Update

Gershon Janssen, Chair, updated the Board on EOY items, including performance review schedule. The yearly ED performance review and setting of a performance plan for 2019 is now targeted for January 2019 to allow some time for discussion of performance targets.

7. Action Item Review

Gershon Janssen, Chair, reviewed the open action items, which were as follows:

Action item 2018-11-20.01 owner: Gershon Janssen and Bruce Rich, target: 2018-12

Gershon Janssen and Bruce Rich to rework the October minutes for subsequent review.

Action item 2018-11-20.02 owner: Gershon Janssen, target: 2018-11

Gershon Janssen to report the Board decision on the Interop Policy issue to the KMIP TC within 2 days after the Board meeting.

The October minutes have been reworked and were approved earlier in this Board meeting, which completes AI 2018-11-20.01.

The KMIP TC was notified. The TC has noted the decision and is proceeding to execute an interoperability demonstration at RSA 2019. This completes AI 2018-11-20.02.

8. Board Meeting Review

Gershon Janssen, Chair, reviewed the future meeting schedule. The standing schedule left a large gap in Board meetings between January and April. To adjust the Board meeting cadence, a meeting was added on 26 February and the second meeting in April was dropped, so the resulting schedule is as follows:

Future Meeting Schedule	Weeks since last meeting
Tuesday January 29, 2019, 1-3PM ET, Teleconference	+5
Tuesday February 26, 2019, 1-3PM ET, Teleconference	+4
Wednesday April 10 - Friday April 12, 2019, McLean, VA, USA, Face-to-Face	+6
Tuesday May 21, 2019, 1-3PM ET, Teleconference	+6
Tuesday June 25, 2019, 1-3PM ET, Teleconference	+5
Wednesday July 24 - Friday July 26, 2019, Burlington, MA, USA, Face-to-Face	+4

With the next F2F meeting being hosted by Director Richard Struse at the MITRE facilities in McLean, Virginia, Richard posted pertinent information to the Board-Plus mailing list, and briefly discussed the facility's amenities and procedures.

9. Any Other Business

Gershon Janssen, Chair, led the discussion. The Board added Director Jason Keirstead to the Finance subcommittee (Richard Struse moved, unanimous consent) and the Process subcommittee (Martin Chapman moved, unanimous consent).

10. Adjournment

With wishes for health, happiness and prosperity in the new year, the meeting was adjourned at 2:38PM EST.

Outstanding Action Items

With the resolution of action items 2018-11-20.1 and 2018-11-20.2, there are now no outstanding action items.

Approved Resolutions

Resolution 2018-12-18.01

""Board resolves to approve the Executive and Public minutes of the November 20 2018 Board meeting, as published in:
https://www.oasis-open.org/apps/org/workgroup/board-plus/documents.php?folder_id=3255"

Resolution 2018-12-18.02

"Board resolves to approve the Executive and Public minutes of the October 10-12 F2F 2018 Board meeting, as published in:
https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/64168/latest
and
https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/64167/latest
respectively."

Resolution 2018-12-18.03

"Board resolves to approve the 2019 Proposed Budget as published at https://www.oasis-open.org/apps/org/workgroup/board-plus/download.php/64402/latest"

Resolution 2018-12-18.04

"Board resolves to allocate the OASIS Interoperability Demonstration Policy revision, as decided through resolution 2018-11-20.02, to the Board Process Sub Committee."

Resolution 2018-12-18.05

"Board resolves to add Jason Keirstead as a Member of the Board Finance Sub Committee"

Resolution 2018-12-18.06

"Board resolves to add Jason Keirstead as a Member of the Board Process Sub Committee"