Meeting Minutes - Open Source Matters, Inc. Board meeting 3 December 2013

Attendees:, Mike Carson, Victor Drover, Alice Grevet, Paul Orwig, Jacques Rentzke, Joe Sonne, Marijke Stuivenberg, Radek Suski, Sarah Watz

Excused: Leonel Canton, Ofer Cohen, Sandy Ordonez

Quorum: Yes
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1) **Approval of Previous Meeting Minutes**
   OSM approves the October board meeting minutes via email list.
   See appendix

2) **Treasurer's Report**
   a) Paypal: $34,234.74
   b) MoneyMarket: $376,438.13
   c) Checking: $132,006.07

   New Sponsors
   Inexpensive Web Hosting
   Sumo Coupon
   360 Virtual Tours

3) **Old Business**

   a) **Assistant Treasurer**
   The Board discussed the non-board position of Assistant Treasurer, and possible candidates from recent nomination pools. Vic will follow up with a possible candidate for this position.

   b) **Hosting RFP Update (Radek and Vic recused from the discussion)**
   A series of security-related questions has been drawn up based on feedback from a review of the proposals, and will be sent to the candidate vendors. Next step will be for OSM to discuss the final two candidates.

4) **New Business**

   a) **Election of New Members**
   There are no real requirements in our By-laws about members. The board can add members, or create a membership committee if it sees fit. The role of members is to vote for directors in an annual meeting.

   The Governance Working Group will help to formulate the long term process. Short term changes make members and directors one and the same. In our next election we will be adding members who will also be directors.

   The month of the annual meeting needs to be specified in our By-Laws, and is a fixed month every year. The meeting can take place online or in person. It could be done at the time of a leadership summit.

The officer positions of President (Paul) and Secretary (Alice), are automatically extended until new officers have been voted in.

Marijke and Alice will draft a general call for nominees and share it with the board.

b) **JED Funding Request**
The board discussed the $55,000 funding request for the new JED site. Final details and a draft contract are needed before it can be approved.

c) **CMS Garden Funding Request**
The fee to participate in CMS Garden is 10 000 Euros. What kind of exposure does Joomla get? The return on the investment needs to be tracked. It should be included in the 2014 budget.

d) **2014 Goals**
Reminder – the deadline is in 3 days for the 2014 budget goals.

e) **Accounting Reorganization**
Vic would like to add some detailed reporting with department-based granularity to the accounts. That way it will be clearer to all the teams exactly what's what in the budget.

5) **Round Table**

The location for JWC 14 is close to being finalized.

Jacques and Marijke have been working on the new OSM site. Marijke is planning multilingual functionality for it, as well as a hub for translators.

Chiara Aliotta has volunteered her skills for an OSM logo redesign.

6) **OSM Goal Updates**

a) **Capital**

With Mike's assistance, Joe has begun his transition into his new leadership role of the Capital Team. The Capital Team has had lots of delays due to family, business, JWC, etc. Joe and Mike have discussed getting everyone on the team refocused and moving things forward. Work on the sponsors website is ramping up and Joe is leading that initiative. Targeted completion of the sponsors website is by end of year 2013.

b) **Certification**

The work around the Admin certification is on track and we have a good overview and workflow. We added two new teams: Communication & Marketing and Training. These teams have been published in the January 2013 Magazine issue. The Joomla Certification Communication & Marketing Team will work with the Joomla Marketing Team to brand the Certification and develop a marketing & communication plan. The team just published a Facebook page to get a communication channel open. The Joomla Certification Training team will start identifying trainers globally, and develop a proposed outline so that the trainers know what knowledge will be tested

for. We still haven't found a partner for certification. We got new tips on suggested partners that we will follow up with and see if and how they would be interested in partnering with us. Upcomig: there will be a magazine article in January 2014 to introduce the working teams and to call for additional members to the teams; the new teams will begin meeting, and we will be conducting our first steering group meeting.

c) Internationalization

An email thread about the urgency for a translation tool to translate the Joomla core was started on the list. Javier Gomez will be the PLT liaison. A Git project called com_babylon was started to develop the tool. Multilingual documentation: Tom Hutchison showed examples of how to implement translations on docs.joomla.org. The plan is to get this feature implemented and start testing with Dutch and Spanish translations for the help screens. Marijke will contact Javier and discuss creating requirements for an RFP, and is setting up a translation hub on a subdomain of opensourcematters.org to test content translations. This site will be an experiment in order to expand it to be a hub for all subs on joomla.org where content needs to be translated. If the status of going public is reached it will move to a subdomain of joomla.org.

d) Events

JWC13 was a huge success. The final expense report should be ready for the January board meeting. The JWC team is meeting to discuss next year. JWC13 feedback was overall very good. JWC14 plans - Mike Carson and Jon Neubauer have been working on the contract for the venue. The dates for JWC14 are November 7, 8, & 9 with leadership summit meetings scheduled for Nov 5 & 6. Radek and Mike are looking to add new team members to assist in the continued management and growth of the events website. Radek, Saurabh and Mike are setting up meetings to discuss the upgrades to the events website. Planned expansion of the events website will include a resources area for event organizers to access downloads. Regularly scheduled meetings are being planned for the events team. Working to get some reporting tools for how many events are approved, denied, etc. each month on the events website.

e) Governance

Paul led a productive JWC session which brought in 4 new volunteers, and discussed Andrew Eddie's Github documentation idea**.**

7) Celebrating Success

a) Great OSM and Joint LT Summits in Boston!
b) JWC13 was a huge success - thanks Events organizers!

8) Project-Funded Travel

a) Jon Neubauer JWC13($2025)
b) Helvecio da Silva – JWC13 ($835)
c) TJ Baker – JWC13 ($841)
d) Mouz Asfaw – JWC13 Scholarship ($1568)
e) Matthew Baylor – JWC ($545)
f) Mike Carson – JWC ($647)

g) Viena Garcia – JWC Scholarship ($480)

h) Dianne Henning – JWC ($910)

Paul made a motion to end the meeting. Radek seconded.

Prepared by Alice Grevet and Marijke Stuivenberg (Secretary and Assistant Secretary of the board of Open Source Matters, Inc)

Reference documents and appendix: Board motions taken on the email list

1. **Motion:** Open Source Matters approves the October 2013 meeting minutes
   By: Alice Grevet Seconded: Paul Orwig
   Date: November 22, 2013 For: 7 Against: 0 Quorum: Yes Result: Motion approved