Meeting Minutes - Open Source Matters, Inc. Board meeting 28 August 2014

Attendees: Jorge Lopez-Bachiller Fernandez, Martijn Boomsma, Mike Carson, Ronni Christiansen, Victor Drover, Rod Martin, Tessa Mero, Ryan Ozimek, Saurabh Shah, Joe Sonne, Marijke Stuivenberg, Radek Suski, Sarah Watz,

Quorum: Yes
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1) **Call to order**
   Sarah Watz called the meeting to order.

2) **Roll Call**
   The Secretary executed the roll call, establishing the presence of a quorum.

3) **Approval of Agenda**
   Marijke Stuivenberg made the motion to approve the agenda as it was written. Martijn Boomsma seconded.
   The motion passes by unanimous consent.

4) **Approval of previous meeting minutes**
   Marijke Stuivenberg makes the motion to approve the meeting minutes of July 24, 2014. Jorge seconded. Abstain: 1 For : 11
   Result: Motion approved.

5) **Report of the President**
   a) Marketing & Communication
      i) The SWOT-team, containing leadership team members, marketing group members and people that chose to be part of that team to point out weaknesses and strengths as well as opportunities and threads. They are working on an executive summary that they will report at the world conference. Rod Martin joined the team as OSM member.

      ii) #IceBucketChallenge
          A video was made by Sarah where the community as a whole, and the founders of WP and Drupal are challenged. It was shared by many on social media. It is for a good cause and shows compassion.

      iii) The Why discussion
          A document is started following the discussion at the leadership summit before JandBeyond 2014. The purpose of this is to identify the why and the what we are doing as an organization and have feedback on it from everyone that wants to be involved in it. In combination with the structure changes that are discussed it hopefully benefits our vision and mission for the future.

      iv) Joomla Veneto - Verona, Italy, 13 September 2014
          Sarah Watz will represent the project in the Italian community at their yearly event.

     v)   A press release was sent out today for the partnership with SiteGround for the demo hosting.

  b) Structure & Organization
     i)   Structure status report
        A meeting with the team, that contains 3 members of each leadership team, took place recently. The idea is to have the community more and more involved in the process to a new structure that will consist of 3 different phases. Soon there will be a public announcement about what this group is working on. The entire leadership will be informed about this announcement ahead of time and will be given the opportunity to comment on it.

     ii)   Trademark has a new liaison
        Victor Drover will be the new liaison for the Trademark Team.

  c) Internationalization
     i)   A team dealing with all that is related to internationalization is on the list to be created. On behalf of OSM Marijke Stuivenberg will focus on this.

6) Report of the Treasurer
  a) Banking Status
     i)   PayPal: $15,883.64
        Savings: $326,990.17
        Checking: $73,078.24

  b) The treasurer is glad that the contract with SiteGround has been worked out and looks forward to see how the coming months will work out regarding the revenue. Hopefully it will give us reasonable data on how it will impact the 2015 budget.

  c) The work on the 2015 budget will start in October.

  d) Reportings as was announced at our previous meeting didn't work out entirely as intended. It is taken care of and hopefully will be set up by the first tuesday of next month.

  e) Forming of the financial team is in process. Next to the treasurer and assistant treasurer, Joe Sonne of the Capital team will be part of it and recently Mike Demopoulos was added to the team. Extra hands are needed for categorizing in QB and fundraising and also document these workflows. Suggested is to also try to find someone in a different time zone that is able to help on the banking system.

7) Team Reports
  a) Events Team
     i)   Google Mobile Conference
        An invite for the Mobile Conference on 29 October at the main campus of the Google Plex has been shared with all leadership teams. Details are put together and will be send to attendees soon.
        Ryan Ozimek will attend as a representative of OSM. The CLT and PLT are asked to send in the names of their representatives. Mike Carson will handle this.

Expenses will be on account of each Leadership Team travel budget.

Related to this event a discussion started about covering extra expenses if people want to stay extra nights and travel from this event to the world conference in Cancun. Decided was that the extra expenses will not be covered by the budget. A discussion about the travel policy across teams is suggested when creation of the 2015 budget will start in October.

    ii)   Report of the Developer conference
The number of attendees for this conference was not very high, approximately 35. Still it was useful to train the attendees and have good feedback on it. The expenses for this event were small and stayed far under the sponsored budget. Earlier planning and proper marketing, organizing the event on different places in the world, can be of benefit for a next event. A combination before or during another event is not a good option. Two days is a minimum for this kind of events.

b)   Demo Site Team
    i)   Status report of building the new demo:
The layout for the new site has been shared with the Leadership and the marketing team. Most of the feedback was on design, Chiara is now involved and in contact with Lily from SiteGround. SiteGround asked to get their demo hosting online sooner, but since we have a contract we decided to stick to the schedule.
A Press release went out today, created by Sarah and Lily.
There are some smaller issues to resolve but no show stoppers. We expect the new demo to be online end of september.
The contract with Cloud Access has been terminated, contact with their team will be maintained.

c)   Capital Team
    i)   Status report JWC
Last week a sponsor contract was signed with SiteGround, they will be the main sponsor for the third year in a row. MicroSoft is power sponsor. The team is still looking for some gold sponsors. Some Silver and Bronze sponsors have signed up. Sponsoring is not going as well as the previous years but there are still some months to go. Companies have been contacted and the team is waiting for their respons.

The programme for the event will be published soon and the first names of keynotes will be announced.

d)   OSM Website Team
    i)   Status report on the renewal of the OSM website
Most issues are fixed now, feedback has been asked especially for the layout and information on the homepage. Input on the project on basecamp is requested.
Part of all the Trademark information will be moved to a separate site, where a helpdesk related to trademark will also be maintained. Since this new site is not yet ready, nothing will be changed on trademark so far.

e)   July Trademark Team Report

i) Pending issues are:
1) Requested update trademark information needed for the trademark website.
2) Trademark cancellation Portugal, an appeal was filed.
3) In Turkey a trademark issue was defeated.
4) There is no update on the illegal websites that sell pirated versions of commercial Joomla extensions that was discussed in the previous meeting.

ii) Joomla Brand - Logo Design, Colours and Typography:
Basically it comes down to 4 items of which 3 require no action.
1) The 3D gel logo will NOT be deprecated. We will continue to endorse it's use in certain situations and will provide downloadable versions. This will keep our priority date of 2005 intact reinforced by actual use. Both the flat and gel logo will be "permitted" with "preference" for the flat logo to be used in certain places, such as the J.Org sites.
2) The more vibrant color scheme in actual use will NOT be deprecated. The brand manual will have two color schemes, one optimized for gel and one optimized for flat, all consistent with the colors we have been using.
3) The request from Chiara to consider other fonts besides Asenine Wide is withdrawn for now.
4) The request to switch fonts for the tagline from Avante Guarde to Open Source Sans Pro. It involves no cost and has not impact on the trademark registrations.

MOTION: Switch fonts for the tagline from Avante Guarde to Open Source Sans Pro: Vic makes the motion, Ronni second. The motion passes by unanimous consent.

8) Any Unfinished Business
a) Contract RFP Marketing
i) Status report
A new statement of work was received from the preferred vendor this morning. It has been looked over briefly by Sarah and Rod. Our lawyers will look at it and hopefully we'll have something back from them quickly. As soon as something comes back from the lawyers it will be send to the board. The goal is to have the contract worked out before the world conference so that the partnership can be announced by then.

Joe Sonne made a motion to adjourn the meeting, Mike Carson seconded. Motion passes with unanimous consent.

Prepared by Marijke Stuivenberg (Secretary of the board of Open Source Matters, Inc)