

Open Source Matters, Inc.

Full Board of Directors and Officers Meeting

Date: August 17, 2017

Time: 17:00 UTC

Total time of meeting: 1 hour 25 minutes

Attendees:

Robert Jacobi (President), Aleksander Kuczek (Vice President), Luca Marzo (Secretary), Mike Demopoulos (Treasurer), Rowan Hoskyns-Abrahall (Director), Michael Babker (Director), Radek Suski (Director), Yves Hoppe (Director), Peter Martin (Director), Søren Beck Jensen (Director).

Apologies:

Discussion outline

President

- Robert, Mike and Rowan shared progress about WHD preparation.

Production Department Report

- Tom Hutchinson replaced Sandra Thevenet as Documentation Team Leader.
- George Wilson to be appointed Team Leader of the CMS Maintenance Team.
- Framework Team will be marked as "In Formation" while looking for a new Team Lead and other volunteers.
- Joomla! 3.7.5 release addressed a bug with remote databases introduced by 3.7.4. No changes in production websites.
- Joomla! 3.8 is on schedule.
- Production Department will have a meeting in person during JWC.
- Further details in the Production Department Meeting minutes shared by Michael:
<https://volunteers.joomla.org/departments/production/reports/633-8-aug-2017-team-lead-meeting>

Legal & Finance Department

- RFP process for Google Domains has been extended.
- Trademark Team onboarded new contributors and the restructuring process is on its way.
<https://volunteers.joomla.org/teams/trademark-team/reports/637-trademark-team-report-august-15-2017>

Marketing & Communication Department

- The new elected Marketing & Communication Department Coordinator is Sandra Decoux

(Thevenet). The new Marketing and Communication Department Coordinator will begin her term starting September 23, 2017.

- Rowan and Yves shared progress reports on Strategic Marketing Plan from Market Accents and PR Provision from The Right Image.
- Rowan discussed possible 12th Birthday Swag Campaign. Decision will be made within next few days as to how to proceed.

Events Department

- JWC has had a responsibilities shuffle and is now operating at full speed. With banking reenabled can now start some paid social campaigns to improve Italian momentum.
- Jenn Gress is doing a fantastic job with speakers and around 50% of the confirmed talks including keynotes will be released starting next week.
- Sponsorship is coming in at a decent rate, sold packages are now marked clearly on the sponsorship micro website.
- JWC Attendance of team members under department is being finalised. Rowan shared a spreadsheet with DC's for them to allocate their numbers for JWC attendance.
- Now have access to monitoring JoomlaDay financial support requests to both smooth approval process and tally funds spent to date in year.
- CMS Africa Sponsorship will be paid shortly.

Operations Department

- The Board discussed about the update policy and responsibility for Joomla.org properties.
- Rowan is working on a manual that includes the standard policies, operating procedures and best practices for the project's properties.
- The Board discussed about the current situation.

Programs Department

- JET started and closing in 2 days. 18 Applications received so far.
- Peakon Meeting + VET Sprint (Rowan and Yves) in London 9th to 13th August.
<https://volunteers.joomla.org/teams/volunteer-engagement-team/reports/635-peakon-kick-off-meeting-sprint>
- First survey going out end of August
- Certification Program will launch the italian version of the Administrator Exam at the Joomla! World Conference in Rome.

Vice President

- Aleksander is working on the Contributor agreements.

Secretary

- Group 1 Election Process completed. Results have been published to the Community Portal.
- Officer Election Results for the records: <https://goo.gl/WCrNR9>
- Following the Joomla! Election Cycle policy document, new Board members will enter the handover/transition period and will start in official capacity on September 23, 2017.
- Transparency Report has been published.

<https://community.joomla.org/blogs/leadership/3134-joomla-officer-elections-transparency-report.html>

- Rowan, Yves and Luca worked on the Global Privacy Policy to include the necessary consents to operate the Volunteers Engagement Program, Sandra published it.
- Privacy Policy Update notice has been sent to all Project's Active Volunteers through the Volunteers Portal on August 12, 2017.
- Start to recruit an Ombudsman, which will be responsible for all the impartial matters, like the election.
- Luca to prepare the Election Framework, set of documents, suggestions, best-practices and lessons learned about the Group 1 Election. This set of recommendation, documents and tools will be provided to the Ombudsman to properly manage the election.
- Since the GDPR (General Data Privacy Regulation) of the European Union will be effective since May 25, 2018. The Project has to evaluate the impact of such regulation and update its privacy policy and internal process accordingly.

Treasurer

- New accounts are almost done.
- New checks have been ordered.
- Mike shared also some updates on the banking issue.
- Mike is working on taxes, statements to be submitted for approval in the next days.
- Mike and Rowan will improve the reimbursement form with extra fields regarding wire transfer, to save money on transfer fees. These improvements will also increase the security and protect the Project.

Other business

- Rowan proposed to have an in person Board Meeting before the JWC 2017 in Rome.
- Radek reminded the importance of keeping team listings up to date.

Motions taken during this meeting

#2017/054 - Allow Sandra Thevenet, the new elected Marketing & Communication Department Coordinator to attend the next Board Meeting.

Proposed by Søren Beck Jensen, seconded by Radek Suski

The motion passed with unanimous consent.

#2017/055 - Assign Super User Access to the Volunteers Portal to the Secretary, Yves and Rowan to manage the Volunteers Engagement Program.

Proposed by Yves Hoppe, seconded by Luca Marzo

The motion passed with unanimous consent.

#2017/056 - Create an informal Working Group under the Legal Department to work on the Privacy Policy and Data Protection for the GDPR.

Proposed by Luca Marzo, Seconded by Yves Hoppe

The motion passed with unanimous consent.

#2017/057 - Organize an in person Board Meeting on Wednesday November 15, 2017 before

the Joomla! World Conference.

Proposed by Rowan Hoskyns-Abrahall, Seconded by Luca Marzo (Radek Suski abstain)

The motion passed with unanimous consent and 1 abstention.

#2017/058 - The Secretary proposes to adjourn the meeting

Proposed by Luca Marzo, seconded by Yves Hoppe.

The motion passed with unanimous consent.