

OpenSourceMatters

Open Source Matters, Inc. Full Board of Directors and Officers Meeting

Date: June 18, 2020

Time: 17:00 UTC

Total time of meeting: 2 hours.

Attendees:

Elisa Foltyn (Vice President), Luca Marzo (Secretary), Marco Dings (Director), Hugh Douglas-Smith (Director), Djamel Kherbi (Director), Jaz Parkyn (Director), Radek Suski (Director).

Apologies:

Brian Mitchell (President), Rowan Hoskyns Abrahall (Treasurer), Eric Lamy (Director).

Proxies:

Elisa Foltyn for Brian Mitchell.

Marco Dings for Rowan Hoskyns-Abrahall.

Invited guests:

Marianela Queme as Assistant Department Coordinator for Marketing & Communications Department.

Discussion outline

President

- Brian reminded to proceed with the bookkeeper onboarding process.
- Brian suggested creating an OSM account for the bookkeeper.

Legal & Finance Department

- Hugh and Brian had a meeting with BrandIT regarding Joomla Domains and discussed the opportunity to increase the exposure of the platform.
- Hugh discussed with a sponsor about an outstanding payment.

Marketing & Communications Department

- Marianela reported some updates from the Marketing Department Teams.
- Marianela worked with Eric on the budget in the past days.
- Most of the goals defined by Sandra Decoux in the marketing strategy prepared when she was the DC have been kept and are still valid.
- Joomla 4 Marketing subteam is working on the strategy and preparation activities for the launch of Joomla 4.
- The Social Media Team is working as usual.

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- Marianela is connecting with the teams to help define the goals and strategies.

Events Department

- Wilco fixed the issue with the RSticket notification on community.joomla.org, a dedicated email address was created to ensure that all the tickets open, answered and closed are notified by email to the team members.
- JUG team contributors who didn't sign the NDA have been removed and don't have access to personal data, this include the JUG Team share folder on drive, access to the JUG listings and the helpdesk on community.joomla.org.

Operations Department

- JED Developers subteam has been archived.
- Forum new Unban/helpdesk form was implemented and working on community.joomla.org.
- No major issues related to the launch/integration of the Identity Portal.
- Joomla Template Directory Team has a new member who is gonna take care of the design part

Programs Department

- Jaz and Wilco created a new Certified User Directory, all users who have passed the exam have now been migrated to the new component and it is now live. The old component has now been turned off and redirects have been created.
- Joomla Certification Program received a request from a Joomla Learning Partner to hold an exam in the Canary Islands in two weeks time.
- Todd Woodward has been elected as leader of the Educational Outreach Working Group.
- Volunteers Engagement Team is working with Elisa to plan a live onboarding event. The idea is in the early discussion phase.

Vice President

- Elisa had a consultation with coaches to improve the communication inside and outside of the Community. Elisa proposed to hold a special meeting which has only the topic "Improving Communication in Joomla". Two of the coaches offer their expertise to join the meeting.
- Elisa suggested having each team to define goals for their teams. Goals have to be measurable. The Board discussed the idea.
- Elisa discussed with VET the chance to organize a virtual event to onboard new volunteers.

Secretary

- **[Formal Correspondence]** Working to move received scanned documents from Earth Class Mail to Google Drive, to reduce disk usage quota. Organized and shared documents from Citibank, Insurance and New York State.
- **[Transparency]** Bank account statements since 2018 are available for Board inspection in a specific shared folder.
- **[D&O Insurance]** Retrieved a copy of the Directors & Officers insurance and shared with the Board in a specific folder. Renewal is due in July for USD 1770.

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- **[Reporting]** Deadline for Board Members Reports:
 - 90 Day Report - Group 2 - July 06, 2020
 - 270 Day Report - Group 1 - July 09, 2020.
 - Several Board Members did not provide yet previous reports.
- **[Conflict of Interest Policy]** A new draft of the Conflict of Interest Disclosure Policy is ready for review and approval.
- **[Operational Expenses]** Wilco and Luca are trying to work on more partnership agreements in order to reduce our recurrent operational expenses.

Other business

- Another budget dedicated meeting has been requested to proceed with the approval.
- Hugh and Luca will follow up with the response to the IRS for the Joomla Foundation.

Motions taken during this meeting

#2020/089 - Approve the Conflict of Interest Disclosure Policy document and adopt it as a Corporate Policy

Proposed by Luca Marzo, seconded by Hugh Douglas-Smith.

The motion passed with unanimous consent.

#2020/090 - Hold a Special Full Board Meeting for the Budget on June 25, 2020.

Proposed by Marco Dings, seconded by Radek Suski.

The motion passed with unanimous consent.

#2020/091 - The Secretary proposes to adjourn the meeting

Proposed by Luca Marzo, seconded by Hugh Douglas-Smith.

The motion passed with unanimous consent.

Motions taken offline before this meeting

#2020/088 - Approve and publish the Board Meeting Minutes.

Proposed by Luca Marzo, seconded by Brian Mitchell.

The motion passed with unanimous consent.