

# OpenSourceMatters

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

Date: October 08, 2020

Time: 17:00 UTC

Total time of meeting: 1 hour 35 minutes

### Attendees:

Brian Mitchell (President), Justine Ayebale Abunyanga (Vice President), Luca Marzo (Secretary), Radek Suski (Treasurer), Marco Dings (Director), Hugh Douglas-Smith (Director), David Opati Aswani (Director), Jaz Parkyn (Director), Marianela Queme (Director).

### Apologies:

-

### Proxies:

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## Discussion outline

### Treasurer

- The onboarding process of Radek as Treasurer is still in progress.
- The onboarding process for the bank account can be done without travelling to the USA, even though it requires a lot of paperwork.
- Bank Statements are current through the end of September 2020 and are available in drive for board review.
- Radek shared the bank balances as of today.
- D&O Insurance renewal has been paid.
- Venable invoices have been paid.

### Production Department

- Benjamin Trenkle volunteered as Joomla 4.1 Release Lead and motion was passed to accept his appointment.
- [Joomla 3.9.22 Released](#)

### Legal & Finance Department

- Hugh conducted a thorough review of the Sponsorship status. During the first quarter of this Fiscal year, income from sponsorship has been higher than expected.
- Hugh prepared a spreadsheet to track income from Sponsors, including a comparison with previous year.
- New sponsorship enquiries are now being managed with the Capital team through Hubspot, we have a free licence and it makes sense to track everything in a way that will provide an

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archive to future L&F Coordinators.

- Hugh is reviewing the Corporate Sponsorship status and checking the renewal opportunities with them.

## Marketing & Communications Department

- Marianela highlighted the current issues with the Shop.
- Marianela presented the results of the Instagram contest campaign. Followers and engagement increased.
- There will be a specific campaign on LinkedIn this month.
- Marianela to have a meeting with Marco and Luca on Monday to work on the requirements of the landing page for Joomla 4.

## Events Department

- On boarding/Off boarding complete with Djamel.
- Election of new Events Team Leaders complete.

## Operations Department

- Wilco is taking care of daily operations of the department while the election process for the replacement as DC is in progress.

## Programs Department

- Quarterly / Year End report is in progress.
- Department meeting postponed by one week due to unexpected availability of the majority of team leaders.
- Certification Team has a meeting planned with TechJoomla to review the current blockers with testing the new exam component.

## Vice President

- Justine is working on the voice over for the PBF with Benjamin.

## Secretary

- **[Partnership]** The announcement of the partnership with Google has been published. <https://joom.la/rma> . They sent the PO and are waiting for an invoice to pay for the sponsorship.
- **[Reporting]** Board Members reporting due date:
  - October 04, 2020 - 180 day Reporting for Group 2 Members.
  - October 12, 2020 - Year End Report for outgoing/confirmed Group 1 members.
- **[Deadlines]**
  - October 12, 2020 - Annual Filing for Charitable organisations (New York State) - Form CHAR500
  - October 14, 2020 - U.S. Corporation Income Tax (Form 1120)
- **[Elections]** The replacement election for the Operations Department Coordinator is in progress. The Assistant to the DC is in charge of the daily operations, given that the former

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DC started effectively his new role as Treasurer of the organization.

- **[Onboarding]** The new Board Members have been onboarded to the OSM drive, folders and documentation with their functional mailboxes. This will ease the onboarding/offboarding procedures.

## President

- Brian requested to move the President's box at the end of the meeting.
- Brian shared the financial reports classified by each department with the board for review before tax filing. This will increase financial transparency within the board and simplify the budgeting process.
- Brian is supporting Radek during the onboarding process as the new Treasurer, updating the Treasurer Guide that includes all the transition documents and information.

## Other business

- Brian reported about the Leadership consultation connection with Elisa. We have an offer for free consultation services. We are consistently identifying sources of conflict/tension within the community. These are the types of items that this firm addresses. Brian suggested to work offline to define the issue that we want to address in a more clear way and then proceed with the consultation.

## Motions taken during this meeting

### **#2020/125 - 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

### **#2020/124 - Approve and publish the Board Meeting Minutes.**

Proposed by Luca Marzo, seconded by Jaz Parkyn .

*The motion passed with unanimous consent.*