

Quarterly Report of the Secretary

Introduction

This report is related to the activities and achievements of the fourth Quarter of 2020 as Secretary of Open Source Matters, from October 2020 to December 2020.

The Achievements listed here should not be intended as if they were coming exclusively from my action, in fact they came from the collaboration of the whole Board and several volunteers.

2020 - Q4

The Fourth Quarter of 2020 has seen me busy collaborating with Jennifer Gress on a thorough review of the Bylaws of the organization.

This activity made both of us devote several hours during the weekends, to go through the most important document for the organization and “fill the gaps” that have been identified over these years. The Bylaws represent the “table of the rules” of the organization and many things have changed since its adoption in 2017, also there were some evident “holes” in some definitions or roles. The review process has been an enriching experience, that made me know even more in depth the rules of OSM and brought us a more complete understanding of the internal processes.

Being the Secretary of OSM for such a long time, helped me in the Bylaws review process.

As the Secretary, beyond the work on the Bylaws, I spent time working on the standardization of Sponsorship and Partnership Agreements, preparing default and ready to be signed agreements, to streamline the sponsorship and partnership acquisition process.

I hope to have served also as a help resource for other Board Members, especially those who were new in the office.

As a volunteer, I'm continuing to devote my time and energy to different teams, from Compliance to Certification, from the Magazine to the Trademark.

My recent focus has been the Magazine that is regularly publishing issues on a monthly basis, where I contributed to build an amazing and efficient team.

Achievements

- The Joomla Community Magazine published on a regular monthly schedule.
- Kept the OSM website up to date with filings and Board documents.
- Prepared signable corporate sponsorship and partnership agreements, to ease the sponsorship onboarding.
- Collaborated with Donata Kalnenaite to assess the Privacy regulations applicable to OSM.
- Completed a thorough review of the organization Bylaws with Jennifer Gress and instructed the process to amend the Bylaws.
- Continued the improvement of administrative workflows.

Statistics

- The Board held 6 meetings during the Quarter.
- The Board actioned 20 motions during the Quarter (October '20 - December '20).

OpenSourceMatters

- I proposed 16 motions (5 excluding statutory motions)¹ during the Quarter.
- I seconded 3 motions during the Quarter.

Over the years, I had the privilege to collaborate with 3 Presidents, 5 Vice Presidents, 5 Treasurers, 21 Department Coordinators and a lot of Volunteers from different areas of the Project. All the achievements mentioned would not have been possible without their precious collaboration, advice and support.

I am fully available for questions and clarifications at luca.marzo@community.joomla.org.

Luca Marzo
Secretary
Open Source Matters, Inc.

A handwritten signature in black ink, appearing to read 'Luca Marzo', written in a cursive style.

¹ Statutory Motions are the motions to adjourn the meetings and to approve the meeting minutes.