

## Meeting Minutes - Open Source Matters, Inc. Board meeting 21 March 2011

### Attendees:

Alice Grevet, Andrea Tarr, Dianne Henning, Jacques Rentzke, Robert Deutz, Ryan W. Ozimek, Marijke Stuivenberg, Paul Orwig, Steve Burge, James Vasile, Phil Locke

### Unable to Attend:

Akarawuth Tamrareang, Altansukh Tumenjargal, Javier Gomez,

Quorum: Yes

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#### I. **Approval of previous meeting's minutes**

Previously approved by email.

#### **Review of OSM board of directors motions brought to the floor via the email list, please circulate list by email in advance**

No motions were made.

#### II. **Treasurer's report**

All bills to date have been paid. Our estimated taxes for 2010 have been paid to the IRS in New York State and New York City. A request for 6-month automatic extensions has been filed. Paul is reviewing the QuickBook records with the accountants. The PayPal account had limited service in February due to an error about our non-profit status, despite multiple mailings of the requested information. The account is functioning again.

#### III. **Old Business**

- **Budget**

The Budget Committee has balanced but not yet approved the budget.

- **Joint Summit and OSM Team Meeting**

Final approval of the venue and facilitator are imminent and the committee will announce the dates, location, venue and facilitator in the next week or so.

- **Communications Team**

The final version of a document defining the Communications Team has been shared with the CLT, PLT and OSM.

- **The Year in Review**

Ryan will share his notes on what was done in 2010 for our input. Producing a non-profit annual report with a listing of accomplishments, a snapshot of financials, details and information would be ideal.

#### IV. **New Business**

- **Discussion about Positions and Roles**

After discussing a new Vice President position or Project Management position, it was decided that an OSM Project Manager is what is most needed, to help keep business moving along and on target. The position will be defined in more detail by email.

- **Election of the Officers of the Board**

Phil brings a motion to the floor:

*The Board of Directors for Open Source Matters shall install its Officers, effective immediately, as follows for the 2011-2012 term:*

*President - Ryan Ozimek  
Treasurer - Paul Orwig  
Secretary - Jacques Rentzke  
Assistant Secretary - Alice Grevet*

Dianne seconds the motion. The Motion is accepted by unanimous consent.

- **New Board or Appointee Positions**

The positions of PR, Assistant Treasurer, Trademark Lead and OSM Project Manager were discussed. The email list will be used for further discussion.

- **Administration of JPeople OSM group**

Andy and Dianne will be moderating the OSM group page on JPeople.

- **Website: [opensourcematters.org](http://opensourcematters.org)**

The OSM website is long overdue for an overhaul, both regarding design and content. Jacques agrees to move this along.

- **OSM Meeting after JAB11**

Robert will share a document with Alice to define an agenda. In addition Robert will arrange hotel bookings for those staying for the meeting.

- **Trademark Team Issues**

It would be useful to review the templates and texts used by the TM team for clarity and tone of message.

- **Shop Update**

Dianne reports some difficulty getting a response from Print Mojo about inventory numbers. She has a meeting lined up with Spread Shirt on an upcoming trip to the

States as a possible new company. Andy agrees to help Dianne on the shop team, and James offers to put Dianne in touch with other vendors if needed.

- **Our 5 Main Goals**

Robert will send the results to the list.

- **OSM Board Meeting Time Slot**

Rotating meeting times were set up to accommodate all time zones, however concern was expressed about a time that works well for our members in Asia.

- **Transitioning**

In anticipation of his departure this summer due to a growing young family, Steve Burge commits to transitioning by actively equipping his replacement(s) with as much documentation and information as possible. Handing responsibilities over in this manner will be part of our transitioning best practice for all board positions.

## V. **Reports**

- **Capital Committee**

From Phil's JPeople post asking for volunteers he has gotten 3 people to lead the areas of partners, sponsors and cap committee. Fifteen people have expressed an interest in getting involved in one of those teams.

- **License, Trademark and Copyright Committee**

Jacques has sent a report to the list. Marijke joined the committee recently.

- **Audit Committee**

This will move forward once the budget is finalized.

- **Budget Committee**

See Old Business/Budget above. The documentation of procedures will begin once the budget is finalized.

- **Events Team**

Nothing new to report at this time.

- **Demo Site Report**

Last month the demo site reached the 2000 threshold, and it's already at 2200 this month. The 1.6 demo is still being tested and is targeted for April 1.

## VI. **Celebrating Success**

- **Defining the Communications Team Document**

The document has been well received by all of the leadership.

- **Presidential Evangelizing about Joomla!**

Non-Profit Technology Enterprise Network (online-USA), Taproot Foundation (San Francisco, USA), Open Source Days (Copenhagen, Denmark), Web Master University - US federal government (Washington, DC), Non-Profit Technology Conference (Washington, DC), Penguin Day (Washington, DC). Go Ryan!!!

Dianne brings the motion to adjourn the meeting. Andy seconds.

Meeting is adjourned at 10:00 UTC.

Next meeting: April 26, 2011

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*Prepared by Alice Grevet -- Assistant Secretary of the board of Open Source Matters, Inc*