

Meeting Minutes - Open Source Matters, Inc. Board meeting 18 July 2011

Attendees:

Steve Burge, Robert Deutz, Javier Gomez, Alice Grevet, Dianne Henning, Paul Orwig, Ryan W. Ozimek, Jacques Rentzke, Marijke Stuivenberg, Akarawuth Tamrareang, James Vasile,

Unable to Attend: Phil Locke, Altansukh Tumenjargal

Quorum: Yes

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

Jacques brings the motion to approve the minutes from the June 21st board meeting. Dianne seconds. The motion passes by unanimous consent.

**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**

The checking balance to date is \$128,178. There are no additional taxes to be paid, and all tax paperwork will be finalized next week.

Paul has received instructions from Ryan on invoicing sponsors.

### III. **Old Business**

#### a. **Joint Summit**

The Joint Summit Committee is following up with Gunner on finalizing the agenda for the summit.

#### b. **Events Financial Supporting Policy**

This will be discussed next month during the OSM summit.

#### c. **Task + ToDo Management**

Robert will begin setting up Basecamp to manage our action items.

### IV. **New Business**

#### a. **Acting Capital Committee Chair**

Sukh has volunteered to step in as acting leader for the Capital Committee in Phil's absence.

#### b. **Assistant Treasurer**

The bullet list of roles and responsibilities has been shared with our new Assistant Treasurer, Thomas Hampton. Paul will coordinate with Thomas to define and improve processes. An invitation will be extended to Thomas to attend the OSM summit.

## V. Reports

### a. **Capital Committee**

Paul and Ryan are following through invoicing sponsors who have signed contracts this year. Steve will explore CRM tools with Ryan for tracking sponsors.

### b. **License, Trademark, and Copyright Committee**

Meetings have begun to work on simplifying the trademark process. TM variations such as "joo" or "joom" are being clarified. Ryan's bullet points from the TM meeting several months ago will be circulated to all the leadership teams.

### c. **Audit Committee**

The Audit Committee has been formed with members from each leadership team. Although Paul is not on the committee, he will share his understanding of the process with them to get things started.

### d. **Budget Committee**

Ryan is following up with our lawyers about drafting a legal agreement for premium JED listings. This should be fairly straightforward to set up.

### e. **Events**

The call for help wanted on the events team got a good response. Ryan will share his experience as a former events team leader with Robert to help think about ways of improving processes, especially regarding the trademark.

### f. **Demo Site**

New people are being added to the team and trained.

### g. **Shop**

All of the remaining merchandise from the old shop has been shipped to San Jose for distribution at the joint summit. The Shop Team is writing up descriptions on the items that we have. The new shop will be launching soon.

## VI. Celebrating Success

a. Great response to Events Team call for volunteers!

b. Welcome to Sandra Ordonez as External Communications Leader, and Thomas Hampton, as OSM Assistant Treasurer!

Dianne moves to adjourn the meeting. Robert seconds. The meeting is adjourned by unanimous consent.

### ***Next meeting: August 29***

Reference documents and appendix:

1. Board motions taken on the email list

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*Prepared by Alice Grevet (Assistant Secretary)*

*Reviewed by Jacques Rentzke (Secretary of the board of Open Source Matters, Inc)*