

# Open Source Matters, Inc.

## Full Board of Directors and Officers Meeting

Date: December 21, 2017

Time: 18:00 UTC

Total time of meeting: 40 minutes

### Attendees:

Robert Jacobi (President), Aleksander Kuczek (Vice President), Luca Marzo (Secretary), Mike Demopoulos (Treasurer), Rowan Hoskyns-Abrahall (Director), Sandra Decoux (Director), Yves Hoppe (Director).

### Apologies:

Michael Babker (Director), Søren Beck Jensen (Director).

## Discussion outline

### President

- Updates from the Incorporation Working Group to come in early January.

### Treasurer

- Mike shared the progress of reimbursement payments.
- Full statements from the bank will be available soon.
- Mike shared the opportunity to apply as member of the Open Sourcing Mental Health association.

### Legal & Finance Department

- Trademark Team is working on tickets and has now a clear workflow to follow while approving.
- Rowan is onboarding two new volunteers for the Legal Team.

### Marketing & Communication Department

- Sandra shared the last Department Meeting report.
- "Thank You" campaign (sponsors/partners) started on Dec. 12 (Social Media)
- Holiday Tips campaign started on Dec. 18 (Social Media)
- 2 new languages for the Issue Tracker / 1 more for the Downloads site
- Sandra reminded to inform Marketing and Social Media when attending events representing Joomla in order to ensure a proper communication coverage.

## Events Department

- Events team had a meeting on 20th December to discuss the groundwork for the next year.
- JUG team is running well with new sign ups and a full review of JUGs both for Trademark purposes and validity checking.
- Events team is evaluating to apply major changes to the events website.

## Operations Department

- Working on making sure that all teams:
  - Meet regularly
  - Has defined their own vision of empowering website creators
  - Has discover where they are (including key metrics describing that)
  - Has defined their own KPIs

## Programs Department

- Certification Program is working to respect the milestones and provide the exam in several languages during the first three months of 2018.

## Secretary

- Luca to retrieve the active sponsorship and partnership contracts.
- Provided a Contract Analysis Workbook Template to the Sponsorship Success Team to allow them to use a standard way to analyze and collect data about the contracts.
- Upcoming Elections: the call for nomination will be issued according the Election Cycle document published also on opensourcematters.org and Google Forms will be used to collect nominations. Anonymous voting tool will be used for the voting phase so no one will be able to see/know/monitor the result before the end of the voting period. Given the differences between the Directors and Officers elections, multiple "polls" will be provided to the proper electorate.
- Proposal: adopt Board Policies when possible to write down unwritten rules to provide guidelines to next Boards.
- Luca shared the Board Policy regarding Leave of Absence for approval.

## Motions taken during this meeting

### **#2017/102 - The Board of Directors agrees to apply for an Organizational Membership in CMS Garden for 2018 with the budget spread equally across departments**

Proposed by Aleksander Kuczek, seconded by Luca Marzo.

*The motion passed with unanimous consent.*

### **#2017/103 - Approve the Board Policy regarding Leave of absence**

Proposed by Luca Marzo, seconded by Yves Hoppe.

*The motion passed with unanimous consent.*

### **#2017/104 - Publish the list of motion actioned by the Board of Directors at opensourcematters.org**

Proposed by Luca Marzo, seconded by Sandra Decoux.  
*The motion passed with unanimous consent.*

**#2017/105 - Publish the list of approved domain names by Trademark Team**

Proposed by Luca Marzo, seconded by Rowan Hoskyns-Abrahall.  
*The motion passed with unanimous consent.*

**#2017/106 - Move next Board meeting to Friday January 5th, 2018**

Proposed by Luca Marzo, seconded by Sandra Decoux.  
*The motion passed with unanimous consent.*

**#2017/107 - The Secretary proposes to adjourn the meeting**

Proposed by Luca Marzo, seconded by Sandra Decoux.  
*The motion passed with unanimous consent.*

Motions taken offline before this meeting

**#2017/099 - Approve and publish the Board Meeting Minutes.**

Proposed by Luca Marzo, seconded by Sandra Decoux  
*The motion passed with unanimous consent.*

**#2017/100 - Approve the Joomla Certification Contract for JUGs/JoomlaDays**

Proposed by Luca Marzo, seconded by Yves Hoppe  
*Vote still in progress.*

**#2017/101 - Create a temporary working group without voting rights to find a new hosting service/company for the Joomla.org properties and infrastructure according to the requirements provided by Production and Operations Departments.**

Proposed by Luca Marzo, seconded by Yves Hoppe  
*The motion passed with unanimous consent.*