

## Quarterly Report of the Secretary

### Introduction

This report is related to the activities and achievements of the first Quarter of 2021 as Secretary of Open Source Matters, from January 2021 to March 2021.

*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.*

### 2021 - Q1

The First Quarter of 2021 has been very hard on a personal / family level with unplanned travels and a temporary relocation that impacted heavily in terms of time availability.

The main milestone of the Quarter has been the completion of the work done on the Bylaws of the organization, started in Q4 2020 with the precious collaboration of Jennifer Gress. I would like to take the opportunity to thank Jenn for her devotion and commitment to such an important task.

The revision of the Bylaws required also the call of a Special Members Meeting in order to present the changes and request the vote of the members.

Besides the Special Members Meeting, as Secretary I also organized the regular Semi-Annual Members Meeting.

January has also been the month of Group 2 Election in which I was directly involved as nominee for another term as Secretary.

As the Secretary of the organization I've been active in fundraising (applied for FUNDOSS), improving the governance (advising to reinforce the leadership structure through Assistants to DCs), increasing the level of internal transparency (requesting more frequent and detailed reports).

I did my best to share my experience and knowledge with newly elected Board Members.

As a volunteer, I'm active in several teams and aspects of the Project. My main focuses are the Magazine where I'm the Co-Lead Editor, Compliance and Certification.

### Achievements

- The Joomla Community Magazine published on a regular monthly schedule.
- Kept the OSM website up to date with filings and Board documents.
- A new version of the organization Bylaws, following the work done with Jennifer Gress.
- Applied to FUNDOSS
- Adopted a new Principal Office address for the Organization.
- Financial transparency within the Board of OSM thanks to the read-only access to QuickBooks.
- Increased financial accountability and information for the Board Members thanks to frequent reporting.
- Continued the improvement of administrative workflows.

### Statistics

- The Board held 7 meetings during the Quarter.

# OpenSourceMatters

- The Board actioned 24 motions during the Quarter (January '21 - March '21).
- I proposed 20 motions (7 excluding statutory motions)<sup>1</sup> during the Quarter.
- I seconded 1 motion during the Quarter.
- Organized a Special Members Meeting and a Semi-Annual Members Meeting.

**Over the years, I had the privilege to collaborate with 3 Presidents, 5 Vice Presidents, 5 Treasurers, 23 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](mailto:luca.marzo@community.joomla.org).*

Luca Marzo  
Secretary  
Open Source Matters, Inc.

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<sup>1</sup> Statutory Motions are the motions to adjourn the meetings and to approve the meeting minutes.