Open Source Matters, Inc.
Full Board of Directors and Officers Meeting

Date: October 08, 2020
Time: 17:00 UTC
Total time of meeting: 1 hour 35 minutes

Attendees:
Brian Mitchell (President), Justine Ayebale Abunyanga (Vice President), Luca Marzo (Secretary), Radek Suski (Treasurer), Marco Dings (Director), Hugh Douglas-Smith (Director), David Opati Aswani (Director), Jaz Parkyn (Director), Marianela Queme (Director).

Apologies:
-

Proxies:
-

Discussion outline

Treasurer
- The onboarding process of Radek as Treasurer is still in progress.
- The onboarding process for the bank account can be done without travelling to the USA, even though it requires a lot of paperwork.
- Bank Statements are current through the end of September 2020 and are available in drive for board review.
- Radek shared the bank balances as of today.
- D&O Insurance renewal has been paid.
- Venable invoices have been paid.

Production Department
- Benjamin Trenkle volunteered as Joomla 4.1 Release Lead and motion was passed to accept his appointment.
- Joomla 3.9.22 Released

Legal & Finance Department
- Hugh conducted a thorough review of the Sponsorship status. During the first quarter of this Fiscal year, income from sponsorship has been higher than expected.
- Hugh prepared a spreadsheet to track income from Sponsors, including a comparison with previous year.
- New sponsorship enquiries are now being managed with the Capital team through Hubspot, we have a free licence and it makes sense to track everything in a way that will provide an
archive to future L&F Coordinators.
- Hugh is reviewing the Corporate Sponsorship status and checking the renewal opportunities with them.

Marketing & Communications Department
- Marianela highlighted the current issues with the Shop.
- Marianela presented the results of the Instagram contest campaign. Followers and engagement increased.
- There will be a specific campaign on LinkedIn this month.
- Marianela to have a meeting with Marco and Luca on Monday to work on the requirements of the landing page for Joomla 4.

Events Department
- On boarding/Off boarding complete with Djamel.
- Election of new Events Team Leaders complete.

Operations Department
- Wilco is taking care of daily operations of the department while the election process for the replacement as DC is in progress.

Programs Department
- Quarterly / Year End report is in progress.
- Department meeting postponed by one week due to unexpected availability of the majority of team leaders.
- Certification Team has a meeting planned with TechJoomla to review the current blockers with testing the new exam component.

Vice President
- Justine is working on the voice over for the PBF with Benjamin.

Secretary
- [Partnership] The announcement of the partnership with Google has been published. 
  https://joom.la/rma . They sent the PO and are waiting for an invoice to pay for the sponsorship.
- [Reporting] Board Members reporting due date:
  - October 04, 2020 - 180 day Reporting for Group 2 Members.
  - October 12, 2020 - Year End Report for outgoing/confirmed Group 1 members.
- [Deadlines]
  - October 12, 2020 - Annual Filing for Charitable organisations (New York State) - Form CHAR500
  - October 14, 2020 - U.S. Corporation Income Tax (Form 1120)
- [Elections] The replacement election for the Operations Department Coordinator is in progress. The Assistant to the DC is in charge of the daily operations, given that the former
DC started effectively his new role as Treasurer of the organization.

- **Onboarding** The new Board Members have been on-boarded to the OSM drive, folders and documentation with their functional mailboxes. This will ease the onboarding/offboarding procedures.

**President**

- Brian requested to move the President's box at the end of the meeting.
- Brian shared the financial reports classified by each department with the board for review before tax filing. This will increase financial transparency within the board and simplify the budgeting process.
- Brian is supporting Radek during the onboarding process as the new Treasurer, updating the Treasurer Guide that includes all the transition documents and information.

**Other business**

- Brian reported about the Leadership consultation connection with Elisa. We have an offer for free consultation services. We are consistently identifying sources of conflict/tension within the community. These are the types of items that this firm addresses. Brian suggested to work offline to define the issue that we want to address in a more clear way and then proceed with the consultation.

**Motions taken during this meeting**

**#2020/125 - The Secretary proposes to adjourn the meeting**
Proposed by Luca Marzo, seconded by Hugh Douglas-Smith.
*The motion passed with unanimous consent.*

**Motions taken offline before this meeting**

**#2020/124 - Approve and publish the Board Meeting Minutes.**
Proposed by Luca Marzo, seconded by Jaz Parkyn.
*The motion passed with unanimous consent.*