

OpenSourceMatters

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

Date: July 01, 2021

Time: 17:00 UTC

Total time of meeting: 1 hour 30 minutes.

Attendees:

Justine Ayebale Abunyanga (Vice President), Luca Marzo (Secretary), Marco Dings (Director), David Opati Aswani (Director), Hugh Douglas-Smith (Director), Jaz Parkyn (Director), Wilco Alsemgeest (Director), Philip Walton (Director).

Apologies:

Radek Suski (Treasurer).

Proxies:

Philip Walton served as proxy for Radek Suski.

Discussion outline

Production Department

- Joomla 4 Release Candidate 3 and Joomla 3.10 Alpha 8 were released.
- Production took over the management of the documentation portal. George Wilson updated mediaWiki. Further updates to be applied soon.
- A Translation coordination meeting was held to ensure alignment between Production and the Joomla Translation Program Team. Llewellyn and Marco will liaise on short term until after startup and workload is clear when either the position will be filled as a role or separate team-member is found depending on the workload.
- The leadership of the Production Department has been informed about the approved budget.

Legal & Finance Department

- Hugh thanked Wilco for his effort to bring back to work the community donation page.
- Documents related to the Argentina trademark renewal have been received by the office and the procedure is now progressing.

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Marketing & Communications Department

- Joomla 4 RC3 article published and translations added.
- Newsletter for the releases restarted. A new schedule for posting decided upon and tried, result so far are a >10% increase in openings (450+ emails extra)
- New fresh designs which work better in social media commissioned by Josean from Lili. Thank you both for all your work. Final work being done, hope to be in circulation for blogs, They will be in circulation in the next month.
- Had first departments meetings, a very positive and full report will be following in the next few days, many good proposals to many to list here. The knowledge and wisdom from the teams will be incorporated into the Marketing strategy and published in July.
- Need to review sponsors and make their help and our thanks more prominent, propose liaising with the Legal & Finance Department.
- Semrush meeting held with Semrush and Chris Wagner. Test accounts given to both Chris and Philip to evaluate. Follow up meeting scheduled for 1st July.
- Several new members have been added to the Marketing as well as the Social media teams. People with industry related skills in the areas of work they will be doing and the growth in numbers is welcome but we still need more.

Events Department

- Todd Woodward has been elected Team Leader of the JUG Team, while Ahmad Moussa as Assistant.
- Deadline for reaching out to all JUG organizers is set to the end of July.
- Review on migration to be done in a couple of weeks as work is progressing well.
- Quarterly Report done.

Operations Department

- No major updates since the last meeting.

Programs Department

- The Educational Outreach Working Group has passed a motion to pause their activities for the foreseeable future.
<https://volunteers.joomla.org/teams/educational-outreach/reports/1526-jeo62021>

Vice President

- Submitted the Q1 Report.
- Justine is continuing to engage with the JUGs.

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Secretary

- **[Grants]** The request of a 20.000 USD grant has been applied to our Amazon Web Services account within the AWS for Open Source Program.
- **[Grants]** Thanks to the hype generated by the volunteers in several channels and social media, we've completed a successful funding round within the FundOSS pilot program. We collected USD 781 from 61 donors and USD 3585 from matches. The total funds will be USD 4323 (net). The payment will be done on our PayPal account.
- **[Elections]** The replacement elections for the President role are ongoing.
- **[Budget]** We need to publish the budget blog post that includes the reasoning that brought us to approve the plan and the spreadsheet with the budget. Historically the President / Treasurer worked on that and published on the Community website.
- **[Donations]** Beyond the Community Sponsorship page, there are additional ways to donate to the Project:
 - GitHub Sponsors: <https://github.com/sponsors/joomla/>
 - OpenCollective: <https://opencollective.com/joomla/donate>
 - PayPal: [PayPal Donations to OSM](#)
- **[Reporting]** The deadlines for Quarterly Reports are approaching:
 - Group 1: July 09, 2021
 - Group 2: July 06, 2021
- **[Reporting]** Reports for Q1 2021 have not been provided yet by:
 - Vice President
 - Treasurer
 - Production Department Coordinator.
- **[Data Protection]** Given the support that he daily commits in supporting my role as DPO for OSM, I would like to propose appointing Wilco as Deputy DPO to formalize his supporting role. A motion has been prepared for the purpose.
- **[Bookkeeper]** The Bookkeeper requested the payment of several invoices. She has not been paid since January. The Treasurer has been requested to proceed with the payment.
- **[Teams]** During this election, I found out that several teams, although listed as official, don't have Team Leaders or Assistant Team Leaders. I'd urge the DCs to check their teams and ensure that the Volunteers Portal is up to date.

Other Business

- Luca asked the Legal & Finance DC whether the work on renewal for the sponsorships signed in 2020 has been started. Hugh confirmed that he's dealing with this task already. Philip is having a meeting with a sponsor too and renewal will be part of the discussion.
- Philip proposed to have Board meetings open to Members. Given that there are President elections in progress, the motion will be tabled and voted at the first meeting in which the new President will hold the role.
- Marco requested clarifications on how the banking onboarding/offboarding process works.

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- Hugh requested confirmation that the new reimbursement forms were operating correctly, Luca was able to confirm that emails were received by him and showed them being delivered to the Treasurer.

Motions taken during this meeting

#2021/056 - Publish budget vs actual reports by Department on a quarterly basis on the opensourcematters.org website

Proposed by Jaz Parkyn, seconded by Luca Marzo.

The motion passed with unanimous consent.

#2021/057 - Temporarily shutdown the Educational Outreach Working Group as per their decision to pause activities for the foreseeable future, until such a point where volunteers wish to re-join and re-start the Working Group's activities again.

Proposed by Jaz Parkyn, seconded by Marco Dings.

The motion passed with unanimous consent.

#2021/058 - Allocate the budget earned through FundOSS to Production to facilitate coding sprints.

Proposed by Luca Marzo, seconded by Jaz Parkyn.

The motion passed with unanimous consent.

#2021/059 - Appoint Wilco Alsemgeest as Deputy Data Protection Officer of Open Source Matters, Inc.

Proposed by Luca Marzo, seconded by Jaz Parkyn.

The motion passed with unanimous consent and 1 abstention. Wilco Alsemgeest abstained.

#2021/060 - Move the next Board meeting to July 22, 2021.

Proposed by Luca Marzo, seconded by Hugh Douglas-Smith

The motion passed with unanimous consent.

#2021/061 - 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

#2021/055 - Approve and publish the Board Meeting Minutes.

Proposed by Luca Marzo, seconded by Radek Suski.

The motion passed with unanimous consent.