Meeting started at 1:05pm ET, Jan 12, 2016

Katherine, Addie, Alicia, Michael W, Toni, Joel, and Jeff attending

1. Michael W. moves to nominate Michael Knowles as board secretary, seconded by Addie, no objections

2. Joel moves to ratify Michael Weinberg in new term as board president, seconded by Toni, no objections

3. Compensation committee formation - install Alicia as chair, Dan and Michael K as members, seconded by Katherine

4. Michael moves to ratify minutes from prev. meeting, seconded by Jeff, no objections

5. OHS discussion as led by Addie; website, dates, venues, night-before event, sponsors

6. Certification - drafting of actual license timeline - by mid/late Feb. Stanford Law Clinic. Next steps are to reach out to initial certification interests.

7. OSHWA @ SXSW - accepted, planning

8. Budget discussion, led by Alicia. Committee nominated by Alicia: Addie, Katherine, Toni. Vote on committee will be by email, ratified at next board meeting.

9. Branches meeting discussion, by Alicia. Finding a date.

10. Director's report upcoming by Alicia - medium to long-term plans.

11. Alicia -- "Month of open hardware" -- document your work, etc., board members could host local meetups. Relation to summit timeline. "sprints". Open Hardware Awards; for best documentation, best collaborative process, most transparent, lowest barrier...

Meeting adjourned by Jeff, seconded by Joel at 14:00 ET

Organize the awards -- draft and circulate?

Meeting started at 12:05pm EST, April 12, 2016

Katherine, Addie, Alicia, Michael W, Toni, Joel, and Jeff attending

1. Michael moves to elect Joel as secretary Seconded by Katherine. No objections.

2. Michael motions to approve salaries, ratify minutes from last meeting. Addie Seconds. No objections.

2. Thanks to Addie for doing taxes. Filing in the next few days.

3. Addie reports that the taxes look good for this year, not much different than last year. The ship is sound.

4. Alicia reports that we have $5800 in PayPal and $10800 in Wells Fargo. Operating expenses are discussed. Clarification on the monthly internet charges.

5. Alicia adds update about Open Source Sustainability Meeting. There are issues of donor fatigue in the OS Software space. Alicia is monitoring the situation. Question about funding a presence at OSCON (May 18th to 19th)
Jeff observes that some orgs are not fundraising but are more open collaborations between companies and get compensation by trading work.

6. Michael provides a certification update. Sanford is doing a final pass on the language. It will be done in a week. Next is to reach out to companies to review, and then prepare to recruit for the launch. Discussion about Binary v Tiered question is discussed. Binary won.

7. Addie updates about the summit. There are no worries yet. We need more promotion of the tickets, talks, etc. Toni brings up the Facebook page. It's slow getting back from sponsors, but the companies are getting around to it.

8. Summit Budget committee update by Toni, possibility of offering swag booth at our summit for selling stuff that's not crap. Possibly raising ticket prices while still making it accessible ($60 increase). Maybe making a board member fundraising mandate. Summit tickets are priced to be just under the letter writing requirement. Possibly to use prebuilt website for fundraising with shwag. OSHWAG!

9. Michael asks about international component leadership. We may need to suspend the chapter idea until we have more bandwidth to address it. Move the conversation to email.

10. Michael brings up the OHWA month/week. Solicitation for leadership of this idea and associating it with the summit.

Motion to adjourn from Addie. Toni seconds. No objections. At 12:59 EST

Meeting started at 12:05pm EST, May 25, 2016

1. Michael moves to approve minutes. Seconded by Katherine. Approved.

2. Budget Update by Toni. New numbers are getting assembled, and when they are together the update will be done. Assuming ticket sales hit targets and sponsors are good the break-even point is feasible.

3. Summit Update by Alicia. Sponsorships are coming in sustainably. $7K in the tank. Always need more work on outreach and marketing to get more people involved.

4. Alicia updates about contact with IEEE and Innovation and Technology Czar from the office of the President. IEEE: They want to be involved and provide resources. Still figuring out how that will manifest itself. They are excited about the trademark/certification. Cross Promotion and getting out the PR, and this kind of in-kind is where we are starting. Michael raises small concern about OSHWA's independence in the relationship.

5. OSTP Office of Science Technology Policy Alicia had a call about the 'national day of making' in June and organizing a 'manufacturing month' in October. Alicia will attend the Day of Making on June 23. We should prioritize getting in the door with them. Also on this line we agree that the govt should be aware of our position in the Open Source space as they embrace it more.

6. Michael updates on Certification. Thanks to Jeff for work on the LOGO. The design is approved. Michael will send it to the attorney and they will move forward with it. Michael asks for approval for paying the registration fee of $250 per category. Categories of interest are General Electronics and other categories are being looked into. The option for registering/filing in other countries is discussed. This is a possibility for us in the future.
The initial company partners getting involved need to be invited and the mechanical process of registering needs to be finalized. This will be hammered out in June. Stanford team is asking if it would be useful to have a comprehensive license comparison. They want to have an online resource for people to see what the effect of selecting one over the other. In the process, they have decided that they can make a better license. There is a good amount of drive on their end to do this. Once the Stanford team has some of their own language we will get it. Joel floats the idea of sponsoring their participation in the Summit. Alicia offers the idea that they go through the fellowship to get in. Alicia asks about when we will have the certification/mark up for public comment. Michael says Mid June will be the start of a 30 day public comment period. Jeff brings up the idea of storing the mark on github.

Michael motions to adjourn Toni Seconds. Meeting ended at 12:01 EST.

Meeting started at 12:05pm EST, August 18, 2016
Katherine, Addie, Alicia, Michael, Toni, Joel, and Jeff attending
Michael opens the meeting

1 Michael presents a design for a portal to the self certification process. On our website, there will be a page that discusses all of the details and then links to a google doc-thing for people to go through the process and sign off. Outreach to early adopters and 'beta' users. Question about using some budget (1K) to create a 'better look and feel' for the certification.
Question is raised about fundraising around the certification. Do we ask form money to support this initiative directly? Or do we leverage it to get general support. Alicia mentions support.

2 Budget discussion. We are getting much better support from larger companies than we have in the past. The current numbers are very good and we are heading into the summit with a lot of momentum. We decide that Alicia should be able to spend money without having to get board approval up to a limit of about 3K. Michael moves to 'softly' approve. Toni Seconds. Voting on it will happen next meeting. Alicia presents the idea of hiring a community manager. The budget for such a person would be ~$40K. This is just the start of a conversation. We decide to give Alicia the authority to hire a part time community engagement person.

- Discussion about setting up a compensation committee for the ED position. Alicia brings up the idea of coupling compensation to income goals. Committee members are Michael and Joel. Michael moves to form the committee. Katherine Seconds.

Toni discusses the budget details. The cost of a community manager is discussed and the ultimate salary/time commitment of a person is TBD. Proposal to amend the budget by combining the Community Engagement person into 'Salaries and Benefits' that will include the ED as well as a Community engagement person. Katherine moves to approve the budget with the amendment, Michael seconds.

3 Summit & Documentation Day Discussion. The schedule and speakers for the program are settled, and the speakers are committing to be there. Kat supports changes to the submission review process. This will be discussed. Alicia reports that the President's people might be coming by. TBD. Ticket Addie reports on ticket sales and request for participation at tables during the summit. Michael proposes to post the list of speakers/schedule. Kat will put together the list and talks so that Alicia can get a post up on the website.

Documentation Day Update. Alicia requests dates and venues from the board for local documentation day.

4 Michael presents Board Attendance Rules. Kat moves to accept the new rules. Addie Seconds. Motion approved.

5. Give/Get Board Policy is discussed. Board members on the next board cycle will be required to give or get a minimum of $300 each year. A change to allow the Board President and ED to wave the requirement for any board member. Jeff Motions to approve the motion. Kat seconds.

6. Board member Cycling. Michael, Rose, Toni, and Dan are due to cycle off the board this term. Nominations for new board members will be open in September.
Kat moves to end the meeting. Addie seconds. Meeting adjourned at 1:03

OSHWA board mtg September 29, 2016

Michael convenes mtg @00:00ET
Attending: Michael, Kat, Alicia, Joel, Addie, Jeff, Toni

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1. Vote on past meeting minutes
Kat motions to approve, Toni seconds, motion carries.

2. Finances FYI
Income statement for your FYI. (Doesn't include sponsors we received this week.)
WF: $66,488.54
PP:$2882.

3. Vote to spend $3K to pay Kelly and Zack to upgrade website
Upgrading the donor database
Kat moves to approve, Jeff Seconds, motion carries.

4. Michael brings up the White House Maker is looking to break out and start their own org. There's some question about the viability of this.

5. Summit Summit Summit
        Tickets — 234 (including speakers and sponsors) = $11,000
        Sponsorship — $81,000
        Amount Paid — $50,000/$68,000

Addie updates about Wifi. The venue has Wifi, but there is some concern about bandwidth. Question about using a local service for $3500. Toni brings up media presence needs. Cost is an issue. Deciding to NOT pay the money for the service.
Alicia updates ticket sales. They are coming in daily. Last year we sold 100 in the last week. We have ~200 left. Board members can help by pushing their social networks. And stuff bags the day before.
Alicia brings up that we have 3 Visionary level sponsors, who we owe a dinner date to. Scheduling that for Friday after the summit.
Addie is doing a documentation day on Saturday. Toni says that the board was invited to an event on Thursday with sponsors. Under the Crystal Hotel. Altium, Octopart, etc.
Thursday night 'bar night' on Thursday. 30 seats reserved.
Speakers are lined up. Goodie bag parts are coming in.

6. Certification Update
Michael says that the certification is up and running. All of the mechanical parts are up and running. Launch parters commit to certifying by the end of the year. The flow is going to be: fill out a google form, Michael (or someone) looks it over (screening). Once it's screened, the person gets a registration number.

7. Documentation Day Dates
Alicia updates that we have many dates from our board members. There are some outside groups that are hosting them as well. Alicia asks for help on materials, Jeff offers.

8. Alicia wants to open nominations for new board members at the beginning of the summit.

9. Seeed contacted Addie about having the 2017 summit in Shenzhen. The Rome summit was negative. We lost sponsorship, had a struggle the next year keeping people involved and connected. Budgeting it was a disaster. Alicia recommends that we don't partner, and that we decide future locations so that our attendees can trust we will be back. Boston was our biggest event (553). Joel brings up 'satellite' summit. Michael floats the idea of having international people 'proving' that they can run the event and get enough people to attract us overseas. The board will all be on the same page, because SEEED will be approaching us during the summit. There is also the possibility of franchising the summit ala Maker Faire. Alicia mentions that because we are a non-profit, this idea is difficult to pull off.

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Kat moves to end the board meeting, Toni Seconds.
Michael adjourns the meeting @12:45ET

OSHWA board mtg November 10, 2016

Michael convenes mtg @12:07EST
Attending: Michael, Alicia, Joel, Addie, Toni, Harris, Nadia, Abishek, Luis, Mattais.

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1. Vote on minutes
Joel moves to approve the minutes from last meeting
Addie seconds. Motion carried.

2. Vote in new board members & thank departing members
Toni moves to vote in new members.
Addie seconds. Motion is carried unanimously.
Toni moves to remove Toni from the board.
Michael seconds. Motion carries.

2.1 Vote to remove Rose, Michael Knowles, and Dan Guernsey
Addie moves to remove board members.
Michael seconds. Motion carries.

3. Present board positions.
Michael presents the board positions. Board President, Board Vice President, Secretary, Treasurer. Michael will ask members to self nominate via email, and we will ratify next meeting.

4. Summit after-action (including brief discussion of possible locations next year)
Michael gives Addie the floor. She has detailed notes foremother chairs detailing how to improve/better make the summit next year. ~ $24,000 remaining from the summit budget. Lots of request to have the Summit in Colorado next year. Alicia reports that the speaker lineup got very good response/feedback. Lots of positive compliments on the community warmth and acceptance. Addie will send out a link to the doc.

Michael reports on the history of the Summit, and how it has moved to different cities. There are some issues around moving the Summit over seas. We will likely have the Summit in the US. Important issues are accessibility for the community, It's important to have someone on the ground in the city. Kat just got back from SuperCon in Pasadena, near JPL, also she floats Oakland as an alt to SF. Louis asks about a co-location for the Summit. He brings up the Plumbers and Kernel Summits, and floats the idea of tying different Open Summits together in co-location. Our history has been co-located with Maker Faire. We moved away because they wanted to swallow us up (asking for money, having the Summit on-site). She also says that an example of close connections is with Red Hat, and that we had a good experience at SXSW. We are cooking our relationship with IEEE and Open Badges. Louis

reports that Plumbers has picked LA for their Summit next year. Kat makes the point of expanding our Summit for two days, and add more content (workshops, etc). Nadya makes the argument that we should consider the implications of being associated with other groups and their agendas.

5. Certification update
Michael updates about Certification. Certification has achieved orbit. There were a couple of errors (duplicate numbers) that were fixed. Right now Michael is doing the verification.

6. Exec Director compensation committee report.
Joel reports on the recommendation of the Compensation Committee. The committee recommends that Alicia is paid $10K, which is what we can currently afford, with a long term goal of paying $40K (salary/no benefits). The position is currently 1/2 time. Depending on Alicia's responsibilities, the $10K number could increase.

7. Updated on hiring community person.
Alicia reports on the community hire.

8. Anything else/airing of grievances.
Louis asks if we can use git or some other versioning and edit history. No opposition is presented to the idea.

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Joel moves to end the board meeting, Kat Seconds. The motion carries.
Michael adjourns the meeting @12:45EST