

OSHA board mtg January 17, 2016

Addie convenes mtg @12:00EST

Attending: Michael, Alicia, Joel, Addie, Harris, Nadya, Abishek, Luis, Mattais Jeff.

=====

1. Vote on minutes

Michael moves to approve the minutes from last meeting

Kat seconds. Motion carried.

1. Vote in new officers

Michael -> President

Jeff -> Vice president

Joel -> Secretary

Harris -> Treasurer

2. Vote in Alicia's position and compensation from the comp committee  
Joel and Michael cover the recommendation of the Compensation Committee.

Nadya asked if we can bake in some language in Alicia's agreement that would commit us to pay her as much as we can up to the 50% mark. Kat floats the idea that we set a target fundraising goal to trigger salary increase. Michael brings up the fact that non-profits are not recommended to tie compensation to fundraising. Michael moves to adopt the recommendation. Jeffery seconds. The motion carries.

3. Financial Update + Board Insurance

3(a) Alicia provided an Income statement for review. The finances look good!

We made \$35K, on top of about 20K that we've already had.

We hope to receive recurring donations from some of the big donors.

Mattias raises the point that PayPal has been taking a large fee for the donations. Alicia says that we are paying the non-profit rate at PayPal, and it is not a small fee. Our best option is to receive a paper check. Some of the larger donors will only use PayPal. There are new donor platforms that take lower fees, but they still do have a fee. Joel asks about requesting donors to pay the fee. This is not a viable option. Mattias will put together alternate options and email to the board.

3(b) Board Insurance

Michael introduces the topic and how insurance would protect board members from litigation, and also since we are now paying the ED and looking to hire a community manager it is a necessity. No decision is made regarding this now, but it will be brought up in future.

4. Update on Community Manager

Alicia reviews the hiring process. We are in route to hire someone by Feb 1.

#### 5. Conversation on future 3 Summit locations

Michael introduces the discussion. To start we agree that this year's summit should NOT be an International Summit. As a starting point, thinking about the next 3 years, if we can return to the East coast in two years, and in 2019 we are in position to have an International summit. In order to do an International Summit, we want the International Partner to already have engineered and pulled off their own Summit. Ideally multiple 'candidates' would host their 'mini' summits in 2018, and we would be able to then target an international site for 2019 based on their ability to pull off the 'mini' Summit. Joel brings up the idea that we always hold a domestic summit every year, even if we host the MAIN summit Internationally. Addie makes the point that we need to have our 'next' year's summit location baked in to 'this' year's summit. There are questions about how we can fundraise being a US non-profit raising money in a foreign land. Jeff brings up the idea of soliciting 'bids' from potential international hosts.

Michael proposes a 4 year time frame for international summits

- 2017 Summit in Denver
- 2018 the Summit returns to the East Coast
- 2019 International location
- 2020, back in the US.

This basic shape is agreeable to the board. There is no objection to hosting the Summit in Colorado this year.

#### 6. Criteria for international Summits

Nadya discusses the International Summit Criteria document that she and Mattais put together. These guidelines would present potential hosts with the reality of what they are getting into. Our evaluation of summit contenders should be strict to a degree so that we can verifiably say if we have confidence in them to host the big show. Alicia says that we need to decide if we are asking for mini summits, or contenders for an International Host.

Michael creates the Committee for Creating Criteria for International Summits

#### 7. Conversation on new Summit chair structure

The new summit chair structure. We want to make sure that we compensate people working on the summit correctly, and yet we don't want to have the Summit take over.

Background. 2012 Board voted in a 60K budget for the summit. That hasn't changed. Addie has been the recurring chair, bringing institutional knowledge to the summit chairmanship. The new idea is to pay people fairly for the time they put in. Moving the Co-Chair position to a Venue-Chair position, which would pay a bit less than a Co-Chair, freeing up money to pay others who are devoting time to the Summit. The goal of this structural change is fairness.

This general approach would give Addie (the Summit Chair) control of the 60K budget.

With no objections, we will proceed with the new structure.

=====

Addie moves to end the board meeting, Michael Seconds. The motion carries.

Michael adjourns the meeting @2:05EST

OSHW board mtg February 28, 2017

Michael convenes mtg @ 11:05AM EST

Attending: Michael, Alicia, Joel, Addie, Matthias, Harris, Jeff

=====

1. Vote on minutes

Michael moves to approve the minutes from last meeting

Jeff seconds. Motion carried.

2. Update on financials (Harris) and D&O Insurance (Michael and Harris)

We are looking at getting insurance for OSHWA. Working with the firm called Benefits and Risk. We are waiting for quotes. The idea is to cover the Board and employees.

3. Employee Update (Alicia)

Alicia made us a 'Foreign Entity' to get an employee in Colorado. We have payroll setup and unemployment insurance. Caleb is our Community Manger. He is putting together an overview of his plan, and will present that when he is introduced to the Board. He is currently training and getting up to speed and meeting with Alicia on Tuesdays. He used to work with Aleph Objects. We will meet him

3. Update on Summit (Addie)

Mark your calendars for Oct 5th, at City Hall in Denver!

Date, and Venue have been decided. Addie is in contact with locals on the ground.

Announcement for speakers will go out soon.

Kelly is making the summit site, and we've moved back to Wordpress from Squarespace.

The site will be up and ready next week.

We've caught up on our timeline leading up to the Summit date.

We have already had large sponsors reaching out!

If anyone has ideas for speakers or keynote, we should send them to Addie.

Matthais offered the idea of workshops.

Jeff offered the idea of a Board camping trip.

4. Journal - yay or nay

Alicia outlines the Journal that is looking for stewardship. The biggest concern is about how much work this would mean for the Board. We could limit our contribution to server space. They are not quite up to speed yet, and it seems like it will go forward with or without our participation. It is complicated for us as an organization to partner with another, and we need to know much more about them as an organization and their mission, etc.

5. Discussion about making political statements as OSHWA.

Michael explains that the previous administration OSTP we got contacted and participated. They were very supportive of Open Source. The current administration has taken all of that endorsement of makers. The question is whether or not we should reach out to the current administration to advocate for open-source hardware? Do we have a role in the discussion? We need more information about the agenda of the new administration. Is it purposely aggressive to our community? In deciding this, we also need to make sure that we do not lobby, because we are not a 501c4. Nadia brought up a good point that since we are an international organization, we should perhaps focus on governments that do support Open Source and Makers. Jeff says that we should not be afraid of expressing our views in general regarding the things that we stand for and believe in.

Alicia relayed about being contacted by Adafruit asking us to retweet about the fact that Limor's picture and award was taken down, which is how this conversation got started. The board agrees that we need to have awareness and be ready to discuss participation if/when there is an appropriate event, or strategy that comes up that we want to respond to or participate with.

The conversation will continue on the list.

=====

Michael moves to end the board meeting, Addie Seconds. The motion carries.

adjourns the meeting @12:05EST

OSHA board mtg April 5, 2017

convenes mtg @ 12:07AM EST

Attending: Michael, Alicia, Joel, Kat, Harris, Abishek, Nadya, Jeff, Luis

=====

1. Vote on minutes

Michael moves to approve the minutes from last meeting

Harris seconds. Motion carried.

1. Finance Update /

Current Balance: Wells Fargo: \$56,950 Paypal: \$7,488. We are starting to pull in more Summit Sponsor money, This is on track. Harris mentions that since we have an employees, we should be thinking about how to generate income outside of the summit fundraising time.

Harris discusses insurance. We are working on getting a policy. Meeting in the next week to discuss EPL and Board Members liability Insurance. Once we get the policy and quotes the Board will review next meeting.

2. Summit update - Addie can't make it to this meeting. Michael provides an update. This is the time to bring attention to our open call and sponsorship opportunities. Alicia brings up the idea of having a panel at the next summit. The topic being floated is engineering in the OSH environment. Idea for a potential moderator is Jared Polis who is a congressman representing Colorado. Jared has worked toward IP reform. There is support from Coloradans on the board who have met him. Harris doesn't like politicians.

We are 1/2 of the way to the summit funding goal! Autodesk will donate 10K and they are also making badges. There will be a lot of support from local institutions for things like shwag bag stuffing, etc.

3. Non-US summit rubric - Nadya will finish the document started two meetings ago and then circulate it with the board. Target date for having rubric or guidelines is as soon as possible to give people a sense of where we stand on how this should work. Nadya floats the idea of publishing our Summit budget. Alicia says that we already publish our Summit budget every year. The rubric will include general expenses to help people build their own. Alicia says that we should also announce that summits should happen in the 2018 year to become a contender for our international Summit in 2019. Kat suggests that we give people the option for people to opt out of having their talk published. Michael mentions that this could put us in a tough position if we have to enforce it. We will provide a simple consent in the

application.

4. Jeff and Joel went to the GOSH Conference in Santiago last month. Jeff and Joel report on the event and experience. Organizers would like to coordinate with OSHWA. The possibilities to connect are many and could be a strong connection.

5. Certification updates – Michael reports that we are close to 100 certifications! He has been working with students at NYU law about licensing. They have interesting proposals. This may lead to the ‘nutrition label’ idea that describes licensing. There was also conversation around building an interactive online guide for people to engage with Open Source Hardware.

6. Community updates – Alicia reports on Caleb’s work so far. The report will be circulated this Friday. He has been good at taking over some of the Summit tasks and will add GOSH forum etc to his outreach. He will also work on OSHWA member meetings. He is a good asset, and working out well. Comments on the newsletter should be made by the end of the week.

7. Harris reports that there will be a new release of an Open Source 3D printing filament, and they will also certify with OSHWA.

8. Luis asks if we have had any relationship with people in the Open Compute Community. They are interested in possibly leveraging our organization to amplify their outreach. There is some recollection that we have had a small connection. Michael shows interest in the connection. This is generally accepted as a good idea and a connection that we should make.

=====  
Joel moves to end the board meeting,  
Michael seconds. The motion carries.  
adjourns the meeting @1:02EST

OSHA board meeting May 18, 2017

Michael convenes mtg @ 12:03AM EST

Attending: Michael, Alicia, Joel, Kat, Harris, Nadya, Jeff, Luis, Parasew, Caleb

=====

1. Vote on minutes

Jeff moves to approve the minutes from last meeting

Luis seconds. Motion carried.

1. Communications/Community Strategy Plan (Alicia / Caleb)

Caleb reports that we have 87 active members and 12 new this year. There is a slight issue with the new member platform causing our reported numbers to be low. Newsletter will be going out soon. We are building the strategy for community building and Caleb's tasks.

Feedback for Caleb.

Michael brings up creating event around a new certification in our community. And outreach to companies or projects that could be certification partners.

Alicia says that our goals for Caleb are more members, more summit attendees,

Jeff says: My topic: At Public Lab we do a lot of outreach via our kits -- "onboarding kits". Communicating through objects (makes sense since both PL and OSHA are open hardware).

We're rebooting PL's kits initiative, so in addition, we (as another non-profit) we may be open to doing some kind of kit along those lines in partnership?

(partnership as possibly separate topic)

Alicia says that we as a Board need to go back to our goals. Luis mentions that the social media work is visible, and asks about Facebook presence. Alicia says we have a FB page for OSHA and also the Summit Event.

Caleb's questions for us.

Strategic planning: Wants to know if there are metrics that we want to look at, and if there are any feedback for him.

2. International Summits Update (Nadya + Matthias)

Michael starts by saying the only way to do an international summit is to ensure that the person or organization is capable. This is the original intention and purpose of doing 'mini summits'. Alicia says that we should keep the mini summits to a minimum so the it doesn't



get out of hand.

There are issues about collecting money for the international event if things get run through our organization. Luis offers the idea that the mini summit would do a straight donation to resolve this concern. We need to get some consulting from someone who has done this. Michael offers the idea of letting anyone doing a summit, but if they want to be a contender in the international summit, they need to meet certain standards of openness, etc.

Michael's top concern is that we need to have mini summits in 2018, and so we need to put up guidelines for potential contenders. If we can't get something put together in time (this summer) then we need to re-evaluate the plan and schedule.

Nadya will coordinate with members from the email thread to discuss the questions and issues that are pressing.

Alicia mentions that the Rome summit raised about \$20K, which was made as a donation and then got into some tax issues.

### 3. Finance Update (Harris)

Wells Fargo: ~ \$63,000

Paypal: ~ \$1,500

Alicia says in regard to accounting: One caveat - I had to make a category hack to show which invoices have not been paid yet but have been delivered. That is the category of Banquets & Events for 19k. So separate that out in your heads as not yet paid even though it's listed under income already. Our free accounting software requires some small hacks, but it is all accounted for. Our taxes are extended due to the issues in the accounting software. We may need to reevaluate the accounting software we are using. Alicia says we can keep using it this year.

### 4. RedHat update (Alicia)

Alicia spoke keynote at Red Hat 4K people. It was a great introduction for folks who had not heard about us. Joel asks if we have a messaging problem. Alicia says it's mostly a newbie issue.

### 5. Certification Update (Michael)

Michael updates on the licensing complexities. Law school clinic broke down the problem and decisions for creating Open Source Hardware projects. They put together a checklist/procedure which is in the process of being turned into a website for education and also a checklist for pre-certification. Wire frames will be designed over the next two weeks, then looking for funding to build it out. Sharing in two weeks or so.

6. Summit Update (Addie)

- Ticket Stats, Budget/Sponsor Stats

Everything is falling into place. Luis is doing a good job with sponsorship. All board members will review to select speakers. Sparkfun and Aleph Objects have offered tours of their factories on Friday following the summit with busses starting at 9A. RSVP by August. Website RSVP for the tours is up. (Tours are not a part of sponsorship).

We are still looking for keynote(s)

We need 9 speakers and 4 panelists. Based on the submitted work, we will have that no problem.

25 tix sold and 52 sponsors and ada fellows. 2 months prior to the event, tix usually sell rapidly.

We made \$90K last year, and at this point we are up to \$30K. We need to get more sponsors at all levels and reach out to get the word out.

=====  
Addie moves to end the board meeting,  
Michael seconds. The motion carries.  
Meeting adjourned @12:56EST

OSHW board meeting July 18, 2017

Michael convenes mtg @ 12:03AM EST

Attending: Michael, Addie, Louis, Joel, Alicia, Nadia, Jeff, Harris, Kat, Parasew

=====

1. Vote on minutes

Michael moves to approve the minutes from last meeting  
Joel seconds. Motion carried.

2. Alicia Updates on the venue for Summit 2017.

Three days ago the representative from the event space notified us that construction will not be done until late October. They have about 11 event spaces, and they will try to move us into a space that is close to the hotel we are piling into. We expect to have this resolved this week or next.

3. Update on mini-summits (Nadya + Matthias)

Nadya reports that the organizational capacity to run a mimi even would be different than a full event, and so pulling off a mini summit would not be a good metric for pulling off a much larger event. Having open hardware events in general will be beneficial. We could post events on a calendar as a visibility increaser/general clearing house of events. Down the road, we could do more promotion, etc, but right now we don't have the bandwidth to manage that. Nadya has experience managing a conference in Shenzhen, and her insight and experience would increase confidence to do the international summit there.

Michael asks if we feel like we have on-the-ground partners who would be strong?

Nadya has contacts in Shenzhen including HAX and SEEED. Also maker spaces.

Joel floats the idea of having a mini summit in the US in conjunction with the international summit.

Jeff mentions that GOSH is thinking of Shenzhen as a location. Also getting GOSH and OSHWA together at each other's summit. Also offers the idea of Lima as a location.

4. Certification updates (Michael)

Michal will meet today with the NYU team that is upgrading the cert website. He has also connected with Duke university to collaborate on the educational component. We are up to 100 certifications! OSHWA should have a daily community outreach where we post, etc about companies. The concern with that is our policy commitment to being independent and not support individual companies. This is also part of our IRS rules we follow. This idea falls under the 'thanking sponsors at the summit' scenario.

Luis says that that we could tweet in parallel with our tweets thanking sponsors. With a link to our url to see the cert and learn more.

Harris mentions that the FSF does do promotion of Open Software products. He says that we should put up a table to showcase certified products at the Summit.

Luis says that FSF is particularly strict. They link to their own URL when they promote license partners. He also supports the idea of randomized product promotion at the Summit.

Michael asks to have Caleb put together a proposal that we could then look at and evaluate as a board.

Alicia mentions that sponsors not getting on the table would be miffed.

Harris offers the idea that we ask all of the certified companies to send us their product by arbitrary deadline.

#### 5. Mission discussion (Alicia)

We have specifics in our mission that we are not necessarily doing. For example 'Doing things for social good' which can be misleading. The idea is to recalibrate the statement so that it is tighter and focused. Offer to remove the part about supporting social good. Also, now that we are a certifying body, we should have something to describe that. Alicia will send around a document to vote on.

#### 6. Finance update / Member update (Harris)

We are moving our funds into Elevations from Wells Fargo. The move is not complete because we may run into something before the summit that might ding the Wells Fargo account. Harris thinks we should keep the Wells account at a minimum in case we have any issues with Elevations bank. Alicia says that we get wires via Wells, but Elevations does not do wires. This sounds prudent. We have 110 members signed up this year.

#### 5. Sponsorship update for Summit (Luis)

Luis reports that we are meeting our target in a couple of weeks and will surpass our expected target amount of sponsorship money. Luis has started to engage every sponsor to get certified. There is a badge proposal from one of the sponsors that would have to be discussed with AutoDesk, who is doing the badge this year. Michael asks if we are in the position we want to be at this time. Addie says that we are a little bit behind from last year's sponsors. We expect to have a ton of people get tickets in the last month.

#### 4. Alicia is sharing docs about International Summit and Social outreach stuff.

=====  
Addie moves to end the board meeting,  
Michael seconds. The motion carries.

Meeting adjourned @1:04EST

OSHWa board meeting August 8, 2017

Michael convenes mtg @ 12:00AM EST

Attending: Michael, Louis, Joel, Alicia, Nadia, Kat, Jeff

=====

1 Alicia updates on the Summit venue change. We now have a liquor license! Everything around making the change to the venue has been taken care of. The new venue is McNichols Center in the Civic area of Denver.

2 Alicia updates on sponsorship Last year we made \$42k. Year so far we have made \$60k and stand to clear \$70k by the summit date. Ticket sales are pulling in \$7k. We have the biggest push the week prior and the day of. Arrangements for the sponsor dinner will be spearheaded by Louis and Alicia. Katherine and Addie will be following up with the speakers to make sure that they are ready and that any needs they have will be attended. RedHat has offered to loan a laptop for the go-to speaker tool should they need it. Louis has been keeping track of the badge creators, Autodesk.

3 Michael opens discussion about our future summits. 2018 is looking like East Coast USA, and 2019 would be in a foreign country. We will make sure to put together a story to tell participants at this summit.

4 Michael opens discussion on the Certification Site. Offering plans to upgrade the site and build out the educational resources with NYU law. Michael met with the Sloan Foundation. They were enthusiastic about sponsoring the development of the site. Sloan is able to fund grants at divergent levels. We need to decide if we want to go for a small or large amount of grant funding to fund the certification website and educational material. We have an initial proposal for improving the website within a budget of \$20k. We have to decide if we want to go for a larger grant that has more features, which might be a stronger grant proposal. We should be getting a proposal for a \$20k website upgrade on the 15th of September, at which point we will discuss how to move forward.

=====

Michael moves to end the board meeting,  
Jeff seconds. The motion carries.  
Meeting adjourned @12:52EST

OSHA board meeting November 30, 2017

Michael convenes mtg @ 12:05AM EST

Attending:

Michael, Louis, Joel, Katherine, Addie, Arielle, Akiba, David, Harris, Nadia

=====

0: Approve the minutes

Can't

1: Vote on new members

Michael moves to vote in the new board members

Katherine seconds. Motion carries.

2: Vote out leaving members (Joel, Katherine, Jeff)

This will happen off line in email.

3: Vote on new board positions

This will happen off line in email.

4: OHS 2018 details

Addie updates on the next summit. October 27th or 28th are options at MIT in the same venue that we had the past. We have reserved the dates but we are not committed to having it at MIT. Michael says that the most popular summit was at MIT. She has also been in touch with Parsons, NYU, Columbia, and Cooper Union. They are not able to offer dates yet. Michael takes the temperature of members about location. Options are Boston, NYC, Providence. Initial outreach is being prepared to explore venues in these locations.

Akiba will help on the ground in Shenzhen to prepare for 2019.

5: Discuss new certification site

We got the grant from Sloan, so now we have to figure out how to do it!

Michael will put together a call with members who are interested in chiming in on the site.

Question about how the funds will move into our bank account.

6: New board members introduce themselves, and current board members discuss roles and activities.

=====

Addie moves to end the board meeting,

Michael seconds. The motion carries.

Meeting adjourned @12:58EST