

OpenStreetMap Foundation

25th May 2011

AGENDA & MINUTES

Participants

Present: Henk, Oliver, Mikel, Steve
Apologies: Ivan
Unavailable: Simone

Agenda and Minutes

Administration

Approve minutes of previous meeting
Minutes of 18 May 2011

- proposed: Steve
- seconded: Oliver
- No objections
- approved

Agenda items for this meeting

Old Business

Budgeting

Review of Budgeting documents. Where tasked to Emilie & Mikel. Reassigned to new Treasurer and Mikel. **[ACTION: Oliver & Mikel] Pending**
Oliver has reviewed the docs and there are still some comments to work out. Planning on having a proposal by the Face to Face.

Banking

Banking accounts needs to be transferred to other people within board **[ACTION: Oliver]**
Requested the transfer documents from Barclays bank. Waiting for the documents to arrive. Due to time to process the documents, it's expected to have the banking accounts transferred around mid June. >> Pending

Accountant

The accountant currently prepares OSMF tax information. The accountant will be directed, if willing, to also maintain OSMF books. Reassigned to new Treasurer **[ACTION: Oliver]**

Have had contact with Andy. Will set up a meeting with the current accountant during Face2Face.

Working on getting the books for 2010 closed. Still one item needs to be sorted. Will be able to finalized by the end of the month. (although challenging).

Appointment made, Financials of 2010 are other item on agenda. >> Done.

Financial update

Treasurer to provide financial updates approximately every two months in future.

Reference to previous financial statements for burn rate. Henk has set up a financial spreadsheet. Spreadsheet needs updating with latest figures. Reassigned to new Treasurer **[ACTION: Oliver]**

Oliver has taken over the PayPal account. Banking account still needs to be handed over. When that's ready, a complete financial update can be made.

Update of end of 2010 is ready. Now getting the current situation clear. >> end of June

Membership registration

Our membership registration needs to be made up-to-date. **[ACTION: HENK]**

The membership list has been made up-to-date. Currently we have 437 members of whom 149 are fully paid up. Those who are behind on their membership fee are being send a renewal notification.

There is nothing out of the ordinary to report on the membershiplist.

Notification of membership-fee-payment is now forwarded to membership secretary. The board has requested a quarterly update on the membership (unless urgent matters arise)

Action Oliver: Communication WG coming up with welcome-template

SotM

SotM WG to provide financial risk summary to board. Event insurance to be considered, perhaps from same vendor as last year? **[ACTION: HENK] - In progress**
Summary send to Oliver. Will also be made available to other board members.
Insurance still pending.

Face2Face meeting prior to SotM-EU

Meeting will be held in the weekend of June 10-12th in England. Location to be decided on next week.

When location is fixed Oliver will take care accommodation. **[ACTION: OLIVER] >>**

Done

An draft agenda for the weekend will be made by Steve **[ACTION: STEVE]**

Will publish the agenda when we all agree on it.

The suggestions of items for the F2F meeting will be prioritized before the meeting.

UCL Hosting power outage

Board has taken notice of announcement of 3 weekend power outages at UCL where our main servers are located. There are already some questions asked to people with TWG for viable scenario's and the potential costs for them.

Waiting on response in order to make further decisions. **[ACTION: Mikel]**

Inquiry has been made whether Imperial would be an back-up option. Still pending

Board agreed on exploring alternatives for UCL power outage. Board agrees on taking up Imperial as back-up hosting partner.

Mikel >> Inform TWG

Steve >> Ask Grant to explain our plan with UCL

New business

Financial statement 2010

The financial statement of 2010 has been passed around the board members. They were unanimously accepted. Oliver is going to file them with Companies House.

List etiquette

OSMF Board support expanding the authority/role/level of activity of moderators. SWG needs to draft some guidance for moderators. **[ACTION: Mikel]**

Working groups update

Not discussed

Any other business

None

Meeting End

Meeting ended at 19:07 CET

Date of next Meeting

Wednesday June 1st at 18:00CET 1600 UTC (dial in).

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Items to be discussed in a later meeting