

**Sahana Software Foundation
2012 Annual Members Meeting**

“No innovation matters more than that which saves lives.”

Avelino J. Cruz, Philippine Secretary of National Defence on the use of Sahana following disastrous mudslides in the Philippines in 2005.

Record of Decision

Meeting minutes

Saturday 26th May 2012, 09.00 a.m.

Venue: Seer Capital Management
489 Fifth Avenue, 17th Floor
New York, NY 10017
Web: <http://www.seercap.com/>

Welcome by SSF Chair Brent Woodworth

The Chair of Sahana Software Foundation, Brent Woodworth, gave his welcome address and bid the participants a warmly welcome. He thanked the community for the accomplishments made since the annual meeting in Lisbon, Portugal, 7th July 2011, and informed those present about the many activities which the foundation had been engaged in the past year, the financing challenges, and the upcoming opportunities for grants that were imminent.

Welcome by CEO Mark Prutsalis

The CEO of Sahana Software Foundation, Mark Prutsalis, made the introduction to the meeting, thanking our host company; Seer Capital Management, for the meeting venue for the members meeting and OpenGeo for the meeting venue for the Directors meeting, as well as AidIQ, Google, IBM and the National Science Foundation for their financial support to this year's annual meeting and the Salvation Army of Greater New York for their support in hosting SahanaCamp NYC.

Mark made it clear, that without this support, the SahanaCamp and the F2F meetings were very unlikely realisable. Mark commented on the necessity for these annual meetings, making it possible for the community members to meet and discuss matters of interest.

Before the meeting were convened Mark referred to the “Robert’s Rules of Order”.

The CEO informed the community, that the meeting were transmitted via WebEx, and that we would follow up on comments on WebEx when a virtual “hand were raised”. He made it clear, that the WebEx virtual comments were not part of the minutes of the meeting.

The CEO presented the agenda for this year's annual meeting:

"Agenda

OPENING SESSION

- Welcome and Opening Report by Chair of SSF – Brent Woodworth
- Welcome and Opening Report by Chief Executive Officer of SSF – Mark Prutsalis, prior to the
- Convening of Quorum of Members and Directors

REPORT OF OFFICERS

- President & CEO – Mark Prutsalis
- Secretary – Martin Thomsen
- Agasti Chair – Chad Heuschober
- Eden Chair – Fran Boon
- Standards Chair – Chamindra de Silva

REPORT OF EXECUTIVE COMMITTEES

- Board Development – Brent Woodworth
- Community Development – Leslie Hawthorn
- Development – Mark Prutsalis

SELF-ORGANISED SESSIONS

- Presentations, Meetings of Committees, Mini-Workshops
- Team-building discussions

ADJOURN FOR DAY: 05.00 a.m."

The CEO conducted the procedure to probe whether the meeting could be reckoned as lawfully convened and quorate.

The following was noted.

Regarding Quorum of Directors

Prerequisite: Five (5) of nine directors are required to be present/proxy to have a quorum.

At the time of the quorum call 6 directors (of 9) were present: Brent Woodworth, Mark Prutsalis, Martin Thomsen, David Bitner (in person), Chamindra de Silva (by Cisco WebEx), and Louiqa Raschid (by proxy on 26th May, in person from 27-28th May).

Quorum present, recognised and effective for this year's Board Meeting.
Board of Directors was Convened and adjourned on 28th May 2012.

Regarding Quorum of Members

Prerequisite: $\frac{1}{3}$ of our 38 members (13) are required to be present/proxy to have a quorum.

At the time of the quorum call 14 were present: Brent Woodworth, Mark Prutsalis, Martin Thomsen, David Bitner, Fran Boon, Dominic König, Michael Howden, Pat Tressel, Glenn Pearson, Chad Heuschober (in person), Trishan de Lanerolle, Chamindra de Silva (by Cisco WebEx), Maria D'Albert, and Nuwan Waidyanatha (by proxy).

Quorum was present, recognised and effective for this year's Annual Meeting.

Members of Sahana Software Foundation was Convened and adjourned on 28th May 2012.

The Secretary confirmed there was a quorum constituted of Members and Directors and that this year's meetings could be reckoned as lawfully convened and quorate.

Reports of Officers and Committees

President & CEO – Mark Prutsalis (see <http://www.slideshare.net/SahanaFOSS/ssf-2012-annual-meeting-master>)

Reference: Annual report

- Out of the box
- Response team
- Encourage more groups like AidIQ to pitch Sahana

Hereafter followed an open round-table debate.

Secretary – Martin Thomsen

The Secretary informed that the Foundation had acknowledged 9 new members since the last annual meeting.

He presented them by names; country and gender spread, and bid the warm welcome.

António Pedro Oliveira Cunha Santos	Portugal
Dan Zubey	US
Darlene McCullough	US
Eero Pykalainen	Malaysia
Graeme Foster	Vietnam
Laura Lanford	US
Leslie Hawthorn	US
Maria D'Albert	US
Shikhar Kohli	India

- New members (spread: 4 women and 5 men):
 - 1 Portugal
 - 5 United States of America
 - 1 Malaysia
 - 1 Vietnam
 - 1 India

Financial Report & Development Committee – Mark Prutsalis (see <http://www.slideshare.net/SahanaFOSS/ssf-2012-annual-meeting-master>)

Community Development Committee – David Bitner, Michael Howden, Pat Tressel

Sahana Agasti Project – Chad Heuschober, Glenn Pearson (see http://wiki.sahanafoundation.org/lib/exe/fetch.php/foundation:ssf_2012_agasti_venusius_report.pdf)

Sahana Eden Project – Fran Boon (see http://wiki.sahanafoundation.org/lib/exe/fetch.php/foundation:ssf_2012_sahana_eden_report.pdf)

Sahana Standards and Interoperability Project – Chamindra de Silva (see http://wiki.sahanafoundation.org/lib/exe/fetch.php/foundation:ssf_2012_standards_committee_report.pdf)

Self-organised session

- Team-building discussions

Members Meeting; 2nd Day – Official Business continued

Sunday 27th May 2012, 09.00 a.m.

Venue: Prutsalis residence

514 12th Street

Brooklyn, NY 11215

Official business

Member Seats on Executive Committees

Trishan de Lanerolle was elected as Member Representative to Community Development Committee (CDC).

New Member Nominations

The CEO reminded the members that the next round of nomination for Member Nominations were due on Thursday 31st May 2012.

Invitation to join OASIS

The CEO informed that SSF recently had been invited by OASIS to join their consortium. OASIS was founded under the name "SGML Open" in 1993. It began as a consortium of vendors and users devoted to developing guidelines for interoperability among products that support the Standard Generalized Markup Language (SGML). The consortium changed its name to "OASIS" in 1998 to reflect an expanded scope of technical work.

The incoming Chair of the Sahana Standards and Interoperability Committee was appointed by the Board of Directors to select the members who will participate in the OASIS technical working groups (as a member, we can have two persons on each of their working groups).

The CEO made a motion that SSF should join OASIS as a Member this year, and the Members voted affirmatively unanimously to have SSF join OASIS.

Report of Officers

Treasurer/Financial Oversight Committee – Louiqa Rashid.

Following the tentative Financial Report made by the CEO on Saturday, the Treasurer expressed the gratitude of the Financial Oversight Committee for the meticulous financial record keeping done by the CEO. She stated that she had reviewed the annual financial report through December 31 2011. A summary of activities of the activities revealed, that SSF mainly have had to finance travel reimbursement in 2011, that a travel policy guideline and a detailed process for travel approval and reimbursement had been installed.

Louiqa further informed that 23 people (of 26 requested) had completed the 2011-2012 Conflict of Interest (COI) statement, which included a financial COI. It was noted, that until such time as

such a statement had been completed, the privileges to vote as a member have been suspended by the Board.

Afterword

The Sahana Software Foundation wishes to extend a special thank you to Maria and Mark Prutsalis for their hospitality, commitment and hosting of the Sahana Software Foundation Annual Meeting 2012.

Signed on 8th June 2012,



Martin Thomsen
Sahana Software Foundation Secretary



Mark Prutsalis
Sahana Software Foundation President