

Sahana Software Foundation Meeting Notes 7th July 2011

**Sala Mar Da China, IBM Portugal,
Lisbon, Portugal**

Meeting minutes

13:05 Opening

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 Seattle, WA, USA, 2nd May 2010.

The CEO of Sahana Software Foundation, Mark Prutsalis, made the introduction to the meeting, thanking IBM, Google and ISCRAM for their support to this year's annual meeting. Without this support, the F2F meetings were very unlikely realisable. He mentioned the necessity of "getting together" for the community members to meet and discuss matters of interest. This year's Sahana Community Bar Camp was the best example of this.

Before the meeting were convened Mark referred to the "Robert's Rules of Order" (see attached file). The CEO informed the community, that the meeting were transmitted via WebEx (solutions for online meetings), 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 then presented the Meeting Agenda of the 2011 Annual Meeting:

REPORT OF OFFICERS

- Report of CEO – Mark Prutsalis
- Report of Secretary – Martin Thomsen
- Report of Treasurer – Louiqa Raschid
- Report of Community Development Committee – David Bitner
- Report of Sahana Agasti Project Management Committee – Chad Heuschober
- Report of Sahana Eden Project Management Committee – Fran Boon
- Report of Standards & Interoperability Committee – Chamindra de Silva

OFFICIAL BUSINESS

- Changes to SSF Bylaws
- Review of Nominations and Election of New Members
- Review of Nominations and Election of Directors

NEW BUSINESS

- Consideration of Annual Membership Fees

- Member Seats on Executive Committees
- Creation of New Executive Committees
- Committee Appointments
- Volunteer Roles
- Qualification of On-going Membership
- Code of Conduct
- Regular Community Calls
- Other Topics

ADJOURN

There were neither amendments nor comments to the agenda.

For the purpose of convening the meeting, the CEO asked the Secretary for a notification of attendances.

The following was the result of the summoning of the meeting:

Members attending the meeting in person – **F2F**

- David Bitner*
- Praneeth Bodduluri
- Francis Boon
- Chad Heuschober
- Michael Howden
- Dominic König
- Greg Miernicki
- Mark Prutsalis*
- Martin Thomsen*
- Brent Woodworth*

Remote attendees on WebEx – **Virtual**

- Chamindra de Silva*
- Don Cameron
- Pat Tressel
- Louiqa Raschid* (attended later in the meeting)

By Proxy

- Louiqa Raschid*
- Glenn Pearson
- Nuwan Waidyanatha
- Eric Rasmussen

* Member of the Board of Directors: Ref.: http://wiki.sahanafoundation.org/doku.php/foundation:start#board_of_directors

The Sahana Software Foundation Secretary, Martin Thomsen, stated that a Quorum of Members were present (10 required – 17 present including proxies), as were a Quorum of Board Directors (5 Directors required – 6 present including proxies), and the CEO called the meeting to order accordingly.

Post quorum call; the following members joined the meeting

Glenn Pearson (have handed in a Proxy)

Louiqa Raschid (have handed in a Proxy)

Sanjiva Weerawarana.

13:15 Report of officers

Report of CEO – Making Chaos Manageable, Mark Prutsalis

Mark Prutsalis gave his report under the headline “Making Chaos Manageable”.

Content:

- Community Development
 - Aggressively grow our membership numbers
 - Diversity
- Fund Raising
 - Strategic plan as basis of fund raising
- Building stakeholder relationships
 - Supporting requirements of major users
- Branding and Logo
 - New – website: <http://sahana.howlingzoe.com/>, image and marketing
- Making Mayon
 - The CEO presented some of the concepts in Mayon’s design; specifically how the majority of municipal Emergency Management Department’s work with planning; and that proper planning provides a better response.
 - Ref.: <http://blog.agasti.org/2011/05/12/making-mayon-planning-and-response/>
- Major accomplishments
 - Emergency Deployments
 - New Customers
 - Emergency Response
 - Earthquake and Tsunami in Japan – 2011
 - Flooding in Colombia – 2011
 - Flooding in Venezuela – 2010
 - Flooding in Pakistan – 2010
 - Hurricane in Veracruz, Mexico – 2010

- Pre-Disaster Adoption
 - City of Los Angeles (RFP) – 2011
 - IFRC Asia Pacific Disaster Management Unit – 2010
 - Philippines Red Cross in the Philippines – 2010
 - SahanaTW, Academia Sinica, in Taiwan – 2010
 - Asian Disaster Preparedness Center, Bangkok, Thailand – 2010
 - Healthscapes at the University of Wisconsin-Madison – 2010

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 11 to 16.

- Financial Report
 - Total Income \$ 48,211.56
 - Total Expense \$ 48,339.57
 - Total Assets \$ 8,639.30
 - Total Liabilities & Equity \$ 8,639.30

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 17 to 20.

- Update on Fund Raising for 2011
 - Yahoo Employee Foundation Grant (YEF)
 - Sponsored by Employee Champion Avni Khatri
 - \$ 40,000 to support volunteer management requirements of Chicago CERT and other jurisdictions
 - AidIQ voluntary program to donate % of revenue from Sahana projects to SSF
 - Comment from Francis Boon (5 % back)
 - 501(C)(3) status
 - There are 20 criteria to be researched before we can get the status. There will be a determination soon after receiving a letter of inquiry with any questions they may have.

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 21.

- Strategic Plan
 - Used as basis of fund raising with donors and foundations
 - Defines who we are and what we want to do
 - Need input and suggestions to build out our case
 - Shared on Google Docs with Members for comments and suggestions
 - Contents of a Strategic Plan
 - Executive Summary
 - Organisation Analysis
 - Industry Analysis

- Customer Analysis
- Competitive Analysis
- Marketing Plan
- Operations Plan
- Management Plan
- Financial Plan

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 22 to 23.

- 3 Programs
 - Software Development Program
 - Deployment and Training Program
 - Advocacy and Partnership Program
- Supported by Members and Staff
 - Core leadership team and program staff
 - Expanded Community Development Committee
 - New Executive Committees
 - Development
 - Board Development
 - Strategic and Technical Advisory
- Notional Year One Budget
 - Total Income: \$ 317,000
 - Total Expenses: \$ 314,500
 - Net Income: \$ 2,500

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 24 to 25.

Report of Sahana Software Foundation Treasurer, Louiqa Raschid

- Since the SSF Treasurer was yet not online, the CEO pointed to the financial summary he had just presented.
- The CEO could inform, that the Treasurer had been reviewing the small amount of travel expenses that had been utilised, and that she had found them reasonable and justified.

Report of Sahana Software Foundation Secretary, Martin Thomsen

Martin Thomsen went through the numbers of members, including an overview of member diversity based on country and gender:

- Members: 29
- Country-wide: 9 countries
- Gender-wide: 2 women / 27 males
- [Name of new nominee: Avni Khatri]

13:50 Report of the Community Development Committee by David Bitner

Sahana Community Development Committee: 2011 Overview (see slides)

David Bitner expressed thoughts on how the committee could create more exposure especially out of Sahana Software Foundation it selves. He further mentioned that the biggest program at the moment was GSOC and GCI. It had been a successful program for both the last year. There were in the process of preparing for next year. The batch of students this year will be 6. There had been a lot of participation through i.e. Crisis Commons and RHOK.

14:00 Report of the Sahana Agasti Project Management Committee by Chad Heuschober

Sahana Agasti: 2011 Overview (see slides)

14:30 Report of Sahana Eden Project Management Committee by Fran Boon

Sahana Eden: 2011 Overview (see slides)

15:20 Report of Standards & Interoperability Committee by Chamindra de Silva

Report from the 'Sahana Standards PMC' (see slides)

Chad Heuschober shared opinions on standards and interoperability, which had been addressed on the Sahana Software Foundation Community Bar Camp meeting on the 6th May 2011. See slides (Chad | Interoperability Project).

15:40 Official Business

Changes to Sahana Software Foundation Bylaws

"Article IX: Amendment

New bylaws may be adopted or these bylaws may be amended or repealed upon the affirmative vote of a majority of the Board at any regular or special meeting thereof. Notice of any amendment of the bylaws by the Board shall be given to each member of the Board within ten (10) days after the date of such amendments by the Board."

Proposed changes were passed at a Special Meeting of the Board in accordance with the Sahana Software Foundation bylaws on 2nd May 2010. Provide link:

<http://wiki.sahanafoundation.org/lib/exe/fetch.php/foundation:minutesofspecialmeeting2may2011.pdf>

The CEO shared comments from members that had been sent directly to him – to be presented in the meeting. Michael Howden moved for a "motion of support" to the Board of Directors for the new changes been decided by the Board.

Attendees:

– All in favour in the room (10 members).

Virtually or by Proxy:

Aye: Louiqa Raschid, Chamindra de Silva, Glenn Pearson, Pat Tressel, Eric Rasmussen,
Nuwan Waidyanatha

Nay: Don Cameron

Total: Aye: 16; Nay: 1

The Chairman and CEO extended their gratitude for this “vote of trust”, and guaranteed that the necessary steps had been made in the best interest for the Foundation.

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 32 to 35.

Review of Nominations and Election of New Members

- Avni Khatri
 - All in favour.

The CEO extended a warm welcome to Ms. Avni Khatri as a member of the foundation.

15:20 The CEO moved for a recess while the Board was in session.

16:35 The CEO reconvened the annual meeting after the recess.

16:40 New Business (Members meeting)

Reference: <http://www.slideshare.net/SahanaFOSS/ssf-2011-annualmeeting> going through slides 36 to 43.

Consideration of Annual Membership Fees

Michael Howden motivated his proposal to consider an annual membership fee to enhance engagement and commitment of members. Several members took the floor before the meeting on the members list, as well as in the meeting.

Pat Tressel suggested a number of other possibilities to secure member involvement and possible expressions of appreciation.

Michael Howden thanked for the very participatory feedback to the topic, and suggested that his proposal was not moved to a vote.

Member Seats on Executive Committees

Expanded Community Development Community

The CEO motivated the topic, mentioning a possible organisation of voting members: 1 member from each project; 2 members chosen by the members, 1 member chosen by the Board.

The CEO further suggested that non-voting members could participate as well. Michael Howden was very much in favour of anybody being able to join as non-voting members, thereby enhancing membership engagement of the community. Chad Heuschober raised concern of spreading the responsibilities. David Bitner answered to this by stating the responsibility placed on the voting members, and that this should be a guaranty of responsible actions being made.

The CEO concluded that there seemed to be an agreement of principle, which will be a path for the respective community to work on further.

Creation of New Executive Committees

Development Committee

Responsible for assisting in the drafting of proposals (Fund Raising), providing feedback on the fund raising strategy and identifying funding prospects and leads.

Board Development Committee

All Foundation Members or Directors could propose nominees to the Committee, who would then be responsible for actively researching, recruiting and evaluating thoroughly potential Board candidates for their ability and commitment to support and sustain the organisation, including interviews and presenting the strongest candidates to the Board.

Strategic and Technical Advisory Committee

This committee will document and build consensus around the principles of architecture, framework, infrastructure and sustainability and the development path for features, capabilities and usability for all Sahana Software Foundation technical projects, to interpret and clarify these principles when necessary and to provide direction to all Sahana Software Foundation technical projects in these matters as part of a stakeholder engagement process.

Volunteer Roles

Volunteer Co-ordinator
Partnership Co-ordinator
Annual Meeting Planning Co-ordinator
Web Site Content Editor
Social Media Co-ordinator (Twitter, Facebook)

Michael Howden suggested that the roles fit in as part of the committee.

Don Cameron asks for an organogram. Mark directs towards the strategic plan, but states that there is none at the moment.

Code of Conduct

Community Civility

- HFOSS Code of Conduct. The CEO extended a public apology for any inconvenience or any offense made by him, in the deliberations and discussions that have been conducted during especially the last couple of months. It was his firm believes that all members of the Foundation should aim for the widest form of civility and e-mail etiquette, and abstain from harsh words and acquisitions (Ref. <http://bit.ly/ssf-etiquette>).
- This will be a role for the Community Development Committee to uphold.

Regular Community Calls

The CEO informed that it was the intention of the Board to undertake more frequent community calls (2 times a month) as a part of a widened contact with the members.

Other Topics

None.

17:49 Meeting adjourned

Signed on 17th May 2011,



Sahana Software Foundation Secretary, Martin Thomsen



/ Signed Sahana Software Foundation President, Mark Prutsalis