**OFA XWG Meeting Minutes**

**June 1, 2017**

**11am Mountain**

1. Roll Call (present in **bold**):

Board Members:

**At-Large / Jason Gunthorpe**

At-Large / Bob Noseworthy

Broadcom / Eddie Wai

**Cray/Paul Grun**

HPE / Andy Reibs

Huawei / Daqi Ren

IBM / Bernard Metzler

**Intel / Jim Pappas (Divya Kolar)**

**Jump Trading / Christoph Lameter**

LANL / Susan Coulter

**LLNL / Matt Leininger**

**Mellanox / Gilad Shainer (Bill Lee)**

**NetApp / David Dale**

**Oak Ridge / Scott Atchley**

Oracle / David Brean

**Sandia / Chris Beggio (Michael Aguilar)**

Unisys / Lilia Weber

**Also present:**

**OFA / Jim Ryan**

**LANL / Parks Fields**

**Summary/conclusions and ARs:**

* We are holding critical budget discussions in a timely manner for the first time in a long time, maybe ever
* There are no clear expectations as of today to change membership dues, but there is other activity, e.g., Bylaws review, that could suggest the need for changes
* Costs broadly tied to supporting the maintainer position were also discussed. Christoph made an initial suggestion of $10K and accepted the AR to provide supporting details on how the money would be spent
* “Special Projects” were discussed, meaning a small set of maybe 2-5, that could be funded by the OFA, starting with one in 2017 and a TBD number in 2018. A few initial ideas were put forward and a process for prioritizing was sketched.
* “Contract Services; Director”, a position currently filled by Jim was discussed. All agreed the position’s roles and responsibilities, hours and billing rated would need to be renegotiated before anything was put before the Board for consideration

1. **Approval of minutes from meeting on 5/25**

* Moved: Mike, second Divya; unanimous

1. **Budget**

* Paul offered some opening remarks on why we were discussing the budget and to the degree of detail at this time.
  + Want to start budget process considerably earlier than in years gone by, avoid the inevitable rush
  + The budget discussion is especially important because of the need to address high-ticket items and a desire to avoid discussing them “in a vacuum”, meaning without a full budget picture in hand
* Bill as our treasurer produced a spreadsheet which is intended to hide details, allowing focus on the big picture. Note, only rows discussed actively are listed below along with the discussion itself
  + Grey rows serve as separators
  + Green rows are matched pairs, for example Plug Fees (row 4) and UNH-IOL (row 13). UNH-IOL provides interop testing for a fixed annual charge. The OFA computes fees for participants based on an algorithm with the objective breaking even.
  + The discussion today is intended to review suggestions of which rows are “requirements”, in terms of the goals of the OFA
  + Membership dues:
    - At the moment, there are no expectations for changes
    - It’s possible, maybe even likely, the distro(s) may join, but not counting on it
    - Bill believes the Bylaws review will influence dues levels because we have different levels with no meaningful difference. We have 15 Promoters, 3 Adopters, 4 Supporters and 1 Individual. Bill believes the Bylaws will lead to a change to fewer levels and possibly an increase in dues. This could be the result of simply increasing the level of dues in some or all levels, as well as reducing the number of levels, presumably causing members to move up to higher levels
  + Intel special contribution is expected to end at the end of 2017
  + PR agency
    - The relationship with the agency is relatively new
    - The agency plays a key role in workshop facilitation, including significant PR, getting speakers signed up, web content, outbound communications, and so on.
    - The same agency is used by the IBTA, so there is synergy.
    - This was shopped out 2 years ago when an expanded relationship with the Linux Foundation was being considered.
  + Press releases – each one has a cost
  + Workshop Contingency
    - The difference between the numbers for 2017 and 2018 is due to the fact we ran short to the tune of $29K and plan to do better in 2018.
    - The last 3 in Monterey were close to breakeven. We may now have to increase workshop fees, which are unchanged for the last few years.
    - To put the $20K/$29K numbers in perspective, the overall budget for the workshop is $125-130K
  + Secure Document Repository –- some form of this is probably necessary, but the current facility on Causeway is lightly used
  + “Web Site Maintenance” was taken to mean support for the open community, possibly via the role of a maintainer
    - Paul asked for comment on whether we need to find a way to support this, including possibly travel or funding event participation
    - Christopher said anything we can do to help improve our credibility with the open community helps.
    - Doug Ledford isn’t asking for money, but he’s also not doing development. At the same time, Red Hat, Doug’s employer is notoriously “tight” on travel.
    - Christoph argues we need an “architect” someone who sees the big picture.
    - What gives us the greatest return WRT to the open community Sis support, discussion, visibility, communication, funding meetings.
    - Other organizations have required a dedicated resource from a member company. WRT the OFA Intel, for example, provides significant resources in the form of Woody, Sean and so on. It’s possible this, and other, contributions, are simply not being perceived. Possibly, we may just need to formalize this somehow.
    - Christoph asks for something like $10K, e.g. for funding support for Linux Foundation meetings. Bill asks for details on activities to be made possible by this funding. Christoph talked about things like meetings at the LF Plumbers’ Conference – inexpensive, and accepted the AR to develop further details.
    - There was also support for some form of funding for Doug, but that’s very broad and needs to be defined, e.g., travel. In return for the funding we’d want Doug to characterize himself as representing the OFA.
    - There was significant discussion around finding ideas for development projects that could benefit the OFA and improve our reputation and recognition within the open community.
    - Paul suggest considering reviving the TAC, but Jason argued there are a handful of obvious candidates that are already known. For example, UAPI, something with verbs, peer direct or something based on the work of the OFIWG. The idea is to find something that needs to be done but which no company has been willing to fund.
    - Bill said this sounded like 2-5 special projects that could be considered for funding at the rate of maybe $100K each. We could afford one this year, more in 2018.
    - This could all be started within the XWG, in terms of evaluating a candidate list of projects. The XWG would then establish the charter for a new working group to oversee the work
  + Rows 11, 12 and 22, “OS Services NRE”, “Training Program Expense” and “Hosting Fees”, will be discussed in the next meeting
  + Bill is looking into row 25, bank service charges, which seem high, and others, but Bill cannot analyze all line items without help. Perhaps others with specific interests and/or Jim could provide needed help.
  + Contract Services; Director
    - This is Jim, with the amount for 2017 based on billing to date. 2018 is currently blank by design; this needs to be discussed
    - Parks says the current hourly rate is too high and asks whether this will be renegotiated before the Board is asked to consider funding? Paul responded on behalf of Susan, who is on vacation, the answer is “yes”.
  + Legal: retainer for our external counsel