**OFA Executive Director Accomplishments**

**2017-06 through 2018-06**

**Specific Projects:**

* Select a web-based collaboration product that would support sharing documents, phone, video and recording
	+ Took recommendations from Board members and quickly determined there were a small number of products worth considering.
	+ Piloted the use of Zoom and recommended its adoption.
		- Effect: This has turned out to be a valuable tool for working chairs and anyone arranging an online meeting. This tool seems easier for folks with various devices to call in.
* Develop a Privacy Statement
	+ Collected examples of Statements and developed and circulated drafts.
	+ Based on feedback, developed a version that the Board approved.
		- Effect: After receiving legal approval, the first Privacy Statement for the OFA was published. It is being reviewed now for compliance with GDPR.
* Updated and renegotiated the Linux Foundation (LF) Statement of Work (SoW) as required annually
	+ Led the review of the SoW and recommended approval which was received and approved by the Board.
		- Effect: The annual review requirement was met.
* EasyChair Session Management tool for the OFA Workshop
	+ Set-up the parameters for EasyChair and managed the processing of session proposals.
	+ Provided weekly reports on sessions received compared to the previous year.
	+ Facilitated communication with session submitters.
		- Effect: The processing of sessions was efficiently handled and the administrative burden of that handling was offloaded from the participating TPC members.
* Select new legal counsel
	+ Two candidates were proposed given prior experience.
	+ Developed discussion questions and led the interview with the candidate and the Leadership Team (LT). The LT is made up of the Chair, Vice-Chair, Secretary and Treasurer positions.
		- Effect: New and more appropriate legal counsel has been acquired. This will be critical as the Bylaws modifications are completed.
* MWG functional improvement and new leadership
	+ Developed a set of requested deliverables.
	+ With the Vice-Chair, closely coached our new MWG Chair who had no previous marketing experience.
		- Effect: The MWG has improved its effectiveness and has launched an effort to re-market and newly advertise the OFA.
* SNIA/SSSI Persistent Memory Summit
	+ Participated in all of the Summit planning meetings
	+ Secured a table at the summit where the Vice-Chair represented the OFA.
		- Effect: Increased visibility for the OFA at the Summit, one of the key events of its type.

**Ongoing Responsibilities:**

* Review and analyze the cost and value of the UNH-IOL InterOp program
	+ With the Chair, approached UNH-IOL for details related to the costs and specifics related to this program, as held at their InterOperability Laboratory.
	+ Reviewed the responses from UNH-IOL and identified additional data to be gathered.
	+ Scheduled and participated in conversations with organizations taking advantage of this program to discover the value these organizations place on the program and get feedback on possible improvements.
		- Effect: Significant insight into this program was gained, which will be used to define the value of this program and identify opportunities to improve or modify it.
* SNIA/SSSI Strategic Alliance
	+ Contributed to the “Work Register” that was required to be established as an alliance partner.
		- Effect: The OFA is now one of a half-dozen alliances promoted by SNIA, resulting in significant marketing support.
* Improve the relationship with the “Open Community”
	+ Started the process of becoming a “Community Partner” with the Open Source Summit.
	+ Worked with the MWG to develop a plan for visibility at events with the OSS and Linux Foundation and selective sponsorship.
		- Effect: The ground work for this effort, which has no obvious path and/or approach, has been laid.
* Explore new alliances
	+ Reached out to other organizations including Gen-Z, UCX and the IBTA
		- Effect: This effort is in the early stages and therefore has few tangible results.
* Acting Treasurer
	+ Took on this responsibility when the incumbent could no longer serve and no one else stepped forward.
	+ Rapidly ramped on all areas of responsibility.
	+ Developed the first annual budget, maintained as part of the financial reports from the LF.
		- Effect: The responsibilities assigned to this office continued in a smooth manner.