**OFA XWG Meeting**

**Jan 31, 2019**

**10am Pacific Time**

1. Roll Call:

Board Members:

 **At-Large / Harold Cook**

Broadcom / Eddie Wai

**Cray/Paul Grun**

**HPE / John Byrne**

Huawei / Daqi Ren

IBM / Bernard Metzler

**Intel / Divya Kolar**

Jump Trading / Christoph Lameter

**LLNL / Matt Leininger**

**Mellanox / Gilad Shainer**

**NetApp / David Dale**

Oak Ridge / Scott Atchley

**Red Hat / Doug Ledford**

**Sandia / Mike Aguilar**

Others In Attendance

 Intel/Paul Bowden

 **OFA/Jim Ryan**

 Intel/Arlin Davis

1. Opens, Agenda Bashing
2. Approve XWG minutes from **1/17/19**

A motion to approved the minutes from 17 January was made by: Michael Aguilar (Sandia). The motion was seconded by John Byrne (HPE).

1. Bylaws update program
	* Proposed approach – Paul G
* Start with a new outline based on the FASTR example
	+ Filling in the text for the existing outline from 1/17/2019
	+ Identify missing sections
		- Licensing sections – not a feature but needs to be here
* Turn the writing crank on text for the following sections based on votes taken to date and/or the FASTR template
	+ Article I: Name, Offices and Purpose-Paul Grun
	+ Article II: Membership-Paul Grun
	+ Article III: Board of Directors-Paul Grun
	+ Article IV: Officers-Mike Aguilar
	+ Article V: Working Groups- John Byrne
	+ Article VI: Financial Administration and Recordkeeping-Jim Ryan
	+ Article VII: Indemnification and Insurance-Jim Ryan
	+ Article VIII: Amendments-Jim Ryan
* Identify missing sections that will require proposals and votes before writing-Doug Ledford
* Licensing
* Copyright
* Intellectual Property Rights
	+ Bylaws Reflector – Jim Ryan
1. Repository for Board Documents – Jim Ryan
	* New OFA Board added to the webpage
		+ Proposal: The XWG will be treated as any other existing working group. Some work may be required to make it easier to post documents. (8/22/2018)
		+ Folders will be added underneath the link
			- Meeting Minutes, Adopted Motions, etc.
		+ Public documents
		+ Confidential documents
* Parsing the GDPR documentation provided the following guidance….
	+ It appears that there are several categories of data where OFA plans to retain data for an "infinite" duration. The GDPR has some overarching principles related to data collection. One relates to minimization - taking steps to avoid collecting unnecessary data. Another deals with data retention and requires that personal data only be retained for as long as is necessary to process it for the purposes for which it was collected. So some analysis over the period of retention of data, and tying it to the purpose for which it was collected or should be retained might be important to have documented for purposes of GDPR compliance.

(8/31/2018)

* Workshop Opt-in:

Question on 2018 registration: “I agree to have my contact information (name, company, and email) added to an OFA Workshop 2018 attendee roster.  This roster will only be made available to onsite attendees and its intended solely for communication purposes among attendees to continue valuable conversations after the workshop. Use of this roster for solicitation purposes is strictly prohibited.” With optional checkbox next to the question.

(9/13/2018)

* Retention policy as newly established by the GDPR work, scanning of
 remaining paper documents, archiving of scans in a secure location):

(9/19/18)

* Retention---Dccuments will be kept until unnecessary

(11//2018)

1. Upcoming Events
	* Libfabric webinar – Tuesday, 2/5/19, 10:AM PST
		+ Sean Hefty will be presenting
	* Workshop
		+ A discussion of the Technical Program Committee will be about the possible expansion of the technical tracks.