OFA XWG Meeting
September 28, 2017
11am Mountain

1. Roll Call:
   Board Members:
   - At-Large / Jason Gunthorpe
   - **At-Large / Bob Noseworthy**
   - Broadcom / Eddie Wai
   - **Cray/Paul Grun**
   - HPE / Andy Riebs
   - Huawei / Daqi Ren
   - IBM / Bernard Metzler
   - **Intel / Jim Pappas**
   - Jump Trading / Christoph Lameter
   - LANL / Susan Coulter
   - LLNL / Matt Leininger
   - **Mellanox / Bill Lee** for Gilad Shainer
   - **NetApp / David Dale**
   - **Oak Ridge / Scott Atchley**
   - Oracle / David Brean
   - **Sandia / Mike Aguilar**
   - Unisys / Lilia Weber

   Also present:
   - LANL/Jesse Martinez
   - **OFA/Jim Ryan**
   - Intel/Paul Bowden
   - **LANL/Parks Fields**

2. Approve XWG minutes from 9/14

   - A motion to approved the minutes was made by Michael Aguilar (Sandia). The motion was seconded by Scott Atchley (ORNL). The motion was approved unanimously.

3. OFA-owned meeting service

   - The question has come up with, whether or not, the OpenFabrics Alliance (OFA) should lease its own online video conference/meeting account with a conferencing provider. It is believed that having a central video conferencing account and tool would help the Alliance with setting up meetings. Paul Bowden (Intel) sent out an impassion plea for meeting software that is leased by OFA.

   - Jim Ryan (OFA) did some preliminary investigation into video conferencing costs and with the investigation believes that modest costs to OFA would be

incurred. Jim's investigation centered on WebEx, ZOOM, and Blue Jeans video conferencing providers and software.

- Bill Lee (Mellanox) believes that WebEx might be overkill, inappropriate, and expensive. Bill stated that our meetings consist of desktop sharing and a "call-in" space. Bill stated that the purpose of WebEx is as a meeting broadcast tool. Bill recommended ZOOM, as it works as a collaborative meeting tool with a lower cost to lease. Scott Atchley (ORNL) stated that due to security filtering at the Tri-Labs (LLNL, LANL, and Sandia) that WebEx is more effective for OFA National Lab meeting participants. Paul Grun (Cray) noted that we are meeting using the LANL WebEx account.

- Jim Ryan (OFA) was going to perform more thorough research into Blue Jeans, ZOOM, and WebEx to determine the features that each conferencing provider software provides and the cost of the service.

- It was unanimously agreed that OFA would not be interested in Lync or Skype Business conferencing.

4. Operating Reserves – appropriate level

The net takeaways from the (lengthy) discussion were:
1. We agreed to separate "Operating Income and Expense" from "Other Income and Expense"
   a. The latter includes items like expected expenses that don't fall into the category of "Operating Income and Expenses".
   b. We are learning to separate in our minds the distinction between Income/Expense, and Budgetary items.
2. We reached consensus that the OFA should hold "Operating Reserves" approximately equal to one year's worth of Operating Expense (line 23 on the attached spreadsheet) of approximately $140,000. This is a budgetary item and should not be included in either expense category.
3. We agreed that the expected income and expense of the Plugfest ($140,000) should be included in "Other Income and Expense". This is both an income and an expense.
4. We also reached consensus that the OFA should hold approximately $35,000 in Plugfest Contingencies (as a placeholder pending further input from the IWG) in the event of an unexpected failure in the Plugfest program. This is a budgetary item and should not be included as expense.
5. The Workshop this year is expected to operate at a deficit not to exceed $20,000. We reached consensus that this represents an expense and belongs in the "Other income and Expense" category and labelled as Workshop Deficit.
6. We reached consensus to include a separate item in the budget called "Workshop Contingency" of $5,000 in the event of an unexpected problem somewhere in the workshop. As with the Plugfest Contingency, this is a budget item, and does not appear as an expense.

Separating our income/expense from budget items in this way allows us to calculate what our surplus will be at the end of the year. In Jim's spreadsheet, several alternative budgets were presented, resulting in different end of year surpluses.

5. Privacy Statement
   - Jim Ryan (OFA) created a draft Privacy Statement. There was a decision made to submit the preliminary Privacy Statement to the XWG Board for a vote. Once the OFA Board approves the draft Privacy Statement, the statement will be submitted to counsel John Mitchell, as our OFA Legal Representative for final analysis and approval.

6. Draft Mission Statement: Provide a neutral environment for community assets and infrastructure in support of the development and enhancement of highly performant networking software, and the integration of that software with new and emerging technologies.

Bill Lee (Mellanox) made a motion to adjorn the XWG meeting. Scott Atchley (ORNL) made a secondary motion to adjourn the meeting. The motion was approved unanimously.