

**OpenStreetMap Foundation**  
**Management Workshop (Board)**  
**24/25<sup>th</sup> January 2009**  
**Holiday Inn, Woking**  
**MINUTES**

Present: All of Board . Mike from 10:30 , Plus Simone from 10:45      Apologies. None

Minutes of last Meeting. Not covered during workshop. Approve at next meeting.

**MATTERS ARISING**

**SATURDAY 24th January**

**Introduction** 10:00

Workshop commenced with everyone present suggesting points that should be covered during the workshop.

From this list a voting took place to list in order of importance. The top 12 items were placed on the agenda for debate. These were:

1. Licensing
2. OSM 2014
3. SOTM
4. Fundraising
5. Staffing
6. Risk analysis
7. Technical
8. PR/Communications
9. Engaging the community
10. Yahoo
11. Anonymous editing
12. API 0.6

Items were not discussed entirely in the above order to better fit available time and individual availability.

1. **Licence (ODbL)**. - 10:30 - 12:00

Steve Coast apologised that the current version of the license had not been circulated to team@ as agreed at the last meeting. It was agreed to overturn the previous decision and circulate the current version of the license to Board members only because... It was also agreed that the license should be reviewed and approved by the whole Board before release to the OSM community.

**Action:** Steve circulated the current draft version of the license to OSMF board members for information only.

Steve reported that the Open Knowledge Foundation (OKFN) has agreed to host the ODbL license and Jordan Hatcher and Rufus Pollock (OKFN) have agreed to host and act as moderators on a license advisory panel. A representative of OSM, nominated by the OSMF board, will also be included on this panel.

Steve tabled a draft implementation plan which was discussed and amended. The plan will be published simultaneously with the publication of the final draft of the License.

Steve confirmed that Wilson Sonsini (WSGR) had reviewed all the use cases published on the Wiki, but was not sure at what point in time they viewed this.

**Action:** Steve will ask WSGR for a written opinion on each use case that they reviewed.

It was agreed that when it is published OSMF will accept comments on the implementation plan but not the licence. Community comments on the licence should be directed to OKFN who will be the custodians and maintainers of the license.

It was agreed that the board should propose the license to the Foundation membership. There will then be a vote by the Foundation membership on whether or not the license should be put forward for adoption by the community. The vote will be based on a simple majority of respondents. There will be a voting period of one week and only OSMF members in good standing as at 23rd January 2009 will be eligible to vote.

## 2. **Discussion - OSM 2014** - 12:00 - 13:00

A "Six Hats" brainstorming session was used to focus discussion.

Results from this process (Green hat) were:

- We need staff
- Improve user experience
- Need ongoing high quality legal resource
- Broaden engagement of contributor community
- Better technical hosting & network infrastructure.
- 5 Year plan
- Need to measure quality & coverage
- Need PR representation
- We need a defined product
- We need a product process
- Evolve tagging process in positive way

These points were not developed further during the workshop.

## 3 **SOTM** (15:00 till 16:00)

It was noted by the board that the Dutch conference committee are very organised and are doing an excellent job.

Henk explained that the Dutch conference committee wish to lead the planning and organising process but would appreciate guidance and input from people with experience of organising the previous conferences.

Henk reported that the aim is for 300 attendees over a three day conference period with the first day having a business focus.

The board examined the budget and assessed the financial risk and exposure of the plan. Etienne pointed out that the cost of the Felix Meritis venue (over €20,000) was quite high and would require a guarantee of €10,000 from sponsors before a contract could be signed with them. Alternatively, the CCC venue cost (approximately €7,000) can be covered by existing foundation funds and the cancellation terms are much more favourable.

The board's recommendation was that the CCC venue is, from a financial risk perspective, the best choice.

**Action:** Henk to communicate this recommendation to the SotM organising committee.

Etienne pointed out that there would be considerable benefits if the foundation had a Euro currency bank account. Our current bankers, the Co-operative, do provide a euro based bank account but it is antiquated and does not provide the services that we need (such as a payment card, cheque guarantee card, or on-line banking).

**Action:** Etienne to evaluate the offerings from other banks (HSBC was suggested).

**Action:** Henk to investigate whether an account with a Dutch bank would be feasible.

There was considerable discussion on delegate pricing and structure and how to attract serious business delegates for the business day at a high price, while at the same time attracting community delegates with a much lower price.

Various pricing models were discussed, both during the meeting, and later outside of the meeting.

**Action:** Henk to take these pricing suggestions back to the SotM organising committee for further discussion and analysis.

#### 4 **Points raised by P Miller email of 23 Jan. (16:00 till 17:40)**

The board debated and prepared a response to an email received from P Miller email of 23 Jan.

#### 5 **Yahoo (17:45 to 17:55)**

Steve confirmed he had had a meeting with our primary contacts at yahoo! to discuss our use of their imagery and was reassured that there is no change to the existing relationship.

#### 6 **Anonymous editing (17:55 to 18:05)**

There has been recent discussion on the mailing lists about whether anonymous editing should continue to be permitted.

The board agreed unanimously that in their opinion anonymous editing should not be permitted. This view should be communicated to the mailing list to elicit serious arguments for continuing to permit anonymous editing. If none are received then the board will request software modifications to disable anonymous editing.

**Action:** Will draft an email to communicate the board's views to the list and ask for serious and legitimate objections to the proposal to disable anonymous editing.

#### 7 **API 0.6 (18:05 - 19:45)**

Steve updated on the current progress with the implementation of API 0.6. Technical meeting agreed that the proposed move would occur on a four day period over the weekend of 20/23 March. The plan assumes that a new database server will be available to host the migrated database.

Etienne pointed out the need to raise £10k in two months to fund the new server, and that this had not been mentioned as a dependency in the communication email to the mailing list.

**Action:** Steve - Technical Group minutes required.

Etienne asked whether the 0.6 API code is now frozen and whether someone could confirm that the test server is actually running the latest code. He pointed out that OSMF is responsible for provision of the API service and we should assure ourselves that it is adequately tested, stable, and that downtime and other disruption is minimized.

Etienne asked whether any key ancillary tools were not yet 0.6 ready. Concern about the readiness of Potlatch was noted.

**Action:** Steve to forward these questions to the SysAdmins.

Namefinder is not currently performing well. As it is a key part of any new visitor experience to the OSM web-site it was the recommendation of the board that it should be removed from the UI until it is functioning effectively.

**Action:** Steve to request a web-site change to disable Namefinder.

## **SUNDAY 25th January**

### 8. **Response to P Miller** 08:45 - 09:25

Further response to Peter Miller debated and prepared.

### 9. **Staffing** 09:25 - 10:25

Links to flip charts:

[Chart 1](#)

[Chart 2](#)

### 10 **Fundraising** 10:25 – 11:00

Six Hats approach. Links to flip charts:

[Yellow](#)

[White](#)

[Red](#)

[Green](#)

Steve left the meeting at 11:00am

### 11 **Risk Analysis 11:00**

It was agreed that the board should carry out a risk assessment at least annually.

Backups - no board member present knows where the off-site backups are stored nor how to access them.

Passwords - who holds passwords for what?

**Action:** Andy to request.

GoDaddy - domain name registrars - Etienne and Andy hold the password.

### 12 **Technical (Servers & Hosting)** After lunch

Service level aspiration. Separated by service.

Automated monitoring. Measure our accessibility.

Rota of people who are responsible – consider different timezones

Agreed process of downtime and a backup plan if the downtime is exceeded or a problem

Product management and support.

Service priority - Photo of flip chart

### 13. **Community Engagement** (Discussed over lunch)

A general discussion was held over lunch about methods of improving community engagement.

14. **PR/Comms** (Not covered covered specifically due to lack of time but the need for PR cover was noted during discussions elsewhere)

**ANY OTHER BUSINESS**

15. **68 Donated GPS's**

Etienne proposed the following distribution for the donated GPS units:

- \* Colombia 6 units
- \* Bolivia 26 units
- \* South Africa 3 units
- \* Cape Verde 1 unit
- \* India 20 units
- \* Mapping parties: 2 x 6 unit kits

Etienne pointed out that we may need to purchase data cables for these units as only 4 were donated and they are not suitable for our purposes without them. The cost would be approximately £500 - £600.

The Workshop concluded at 15:00

Next meeting: TBD