Committee Chair Meeting Minutes
Monday March 14, 2011 (17:00-18:15 GMT)

Present:
Jason Li (Projects), Mark Bristow (Conferences), David Campbell (Industry, filling in for Joe Bernik), Dan Cornell (Membership), Tin Zaw (Chapters), Martin Knobloch (Education), Kate Hartmann, Sarah Baso

Regrets:
Jim Manico (Connections)

Introduction/Purpose of Meeting (KH)
- At the Summit it was suggested that the global committee chairs meet regularly to discuss organizational issues and cross-committee communication.
- KH set up wiki discussion page prior to the meeting to set forth rules of engagement as well as facilitate pre-meeting discussion and set agenda items for the call. For details on rules of engagement: http://www.owasp.org/index.php/Talk:Chairs:_March_14,_2011

Follow-up on Items from last Board Meeting (KH)
- The Board voted to approve hiring support staff for the Conferences, Chapters, and Membership committees (Industry Committee's support position had already been approved).
  - KH posted a job description which generally defines the roles and responsible for the operational support position. This position will report primarily to KH (Director of Operations) and secondarily to the committee chair.
    http://www.owasp.org/images/6/6b/Operational_Support_for_OWASP_Global_Committee.pdf
  - SB briefly described what she currently uses to organize her time and duties with the GIC – a spreadsheet that states each task/deliverable assigned to her as well as the date it was assigned, date to be completed, and date actually completed. She also has a time sheet listing the actual time she spends each week with a brief description of the tasks. The position should average 5 hours/week with no more than 10 hrs on any given week.
  - SB already working with GIC and will soon provide support for Conferences Committee.
  - Kelly Santa Lucia, who is currently working PT as operational support for the NY/NJ Chapter, is planning on taking the operational position with the Membership Committee.
  - KH has some resumes to consider for the Chapters Committee position. If the committee has anyone who is interested in the position, they should forward on the resumes to KH .
  - Education committee to submit proposal and include in their budget if they think they are in need of operational support position.

- Committee budget's need to be submitted to Kate by March 28 (a week before the next Board meeting on April 4), so the Board has time to review the budgets before the meeting.
  - Conferences committee submitted and had their budget approved by the Board at the Summit.
  - Each committee should prioritize the items on their budget. The Board may approve the budget in pieces based on available funding and date that the committee needs the funding.

- o Committees should let KH know if they need assistance in putting together their budgets.

- KH put together a proposed org chart – please review and send her any comments or suggestions. http://www.owasp.org/images/3/32/Org_chart.pdf

Raising Revenue
- DCampbell presented JB's idea for a new "corporate membership" -- Right now in OWASP we have a $5k Corporate Membership and a $50 individual membership. Maybe we should have something in the middle, for example: a $500 corporate employee membership - where there is an open disclosure but still a protection of their interests in their membership agreement.
- JL brought up the idea of members having an OWASP email address, which would add "legitimacy" to their comments/involvement and also shelter members who want to contribute without using a corporate email address.
- DCornell noted that right now some corporate members/sponsors have asked not to have their name listed on our wiki, and OWASP has honored that.
- Although OWASP will not revisit the issue of NDAs to protect corporate interests, most chairs expressed interest in coming up with a model for a tiered membership or a possible tiered conference ticket. How do we balance accessibility and revenue?
- DCornell also noted that new members to the Membership Committee have been discussing the need to provide LOWER membership costs, especially in asia.
- Action item: Membership Committee should come up with a possible tiered membership approach and then talk to the Industry Committee for feedback on what individuals from Industry would like to see.
- Action item: Raising revenue and tiered membership to be discussed again at next meeting

Conferences Initiatives (MB)
- Conferences committee is in the process of putting together a global sponsorship model, which will be a big ticket item for a company that wants to sponsor all the AppSec Conferences
- The idea of an OWASP "booth in a box" to be used for promotion, one for each continent is also on the conference committee radar

OWASP Points Program (MB)
- MB rolled out OWASP Points Program at Summit as a way to give credit/recognition to individuals involved with OWASP on various levels.
  http://www.owasp.org/index.php/OWASP_Points

- Action item: Each committee should provide MB with a list of what points should be given to people related to that committee's tasks/roles

Cross-Committee Concerns
- Currently, Education, Chapters, and Membership Committees all have had some involvement in OWASP University Chapters and Academies Program. These three committees should group up and discuss who should handle what and make sure they are on the same page.

Committee Missions and Governance

- Conference Committee has put together a model for committee governance:
  http://www.owasp.org/index.php/Global_Conferences_Committee_Governance
- Is this a generic template that all committees can use (with a few modifications) for their own governance rules? Probably need to change at least "Removal from the Committee" and "Travel" as these are specifically targeted for Conference Committee.
- KH – There should be clarification at least from a high level perspective on what each committee does, so if/when KH gets inquiries and emails she can direct them to the appropriate committee.
- Action item: Each committee should review or draft their mission statement and role(s) within OWASP to discuss at next committee chairs meeting.
- DCampbell – The GIC has revised their mission and would like to move forward in getting it approved.
- MB – GIC's new mission seemed to make for further confusion on the roles of each committee, especially distinguishing between Industry and Connections.
- KH – we each need to define where we are currently before we can decide on new missions and merging committees (including whether the industry and connections committees should merge).

Next Meeting

JL – Chaired/ran this meeting, proposes that this role is rotated between the committee chairs for each meeting

MB – We should schedule meetings 1 time a month roughly around the time of the board meeting – any preference on whether it is before or after?

KH to send out doodle and organize next meeting -- April

Summary

Post-Meeting Deliverables

1. Committee budget's need to be submitted to Kate by March 28 (a week before the next Board meeting on April 4), so the Board has time to review the budgets before the meeting – budgets should have items/funding initiatives prioritized
2. Review KH's proposed org chart and send her any comments or suggestions:
   http://www.owasp.org/images/3/32/Org_chart.pdf

3. Membership Committee should come up with a possible tiered membership approach and then talk to the Industry Committee for feedback on what individuals from Industry would like to see.
4. OWASP Points Program -- Each committee should provide MB with a list of what points should be given to people related to that committee's tasks/roles
5. Currently, Education, Chapters, and Membership Committees should group up and discuss who should handle what and make sure they are on the same page with regard to OWASP University Chapters and Academies Program
6. Each committee should review or draft their mission statement and role(s) within OWASP to discuss at next committee chairs meeting.