

## NIEMOpen Project Governing Board (PGB) MEETING MINUTES

**Date/Time:** 26 Oct 2023

**Location:** Virtual Meeting MS TEAMS

**Chair:** Ms. Katherine Escobar

**OASIS Administrators:** Ms. Kelly Cullinane

**Recorders:**

- Mr. Aubrey Beach, ([beach\\_aubrey@bah.com](mailto:beach_aubrey@bah.com))
- Ms. Shunda Louis, ([shunda.r.louis.ctr@mail.mil](mailto:shunda.r.louis.ctr@mail.mil))
- Mr. Stephen Sullivan, ([stephen.m.sullivan14.ctr@mail.mil](mailto:stephen.m.sullivan14.ctr@mail.mil))

**1. Goal:** The goal of the 26 October 2023 PGB meeting was:

- Inform members of updates to sponsors and PGB voting members
- Update status of ongoing transition activities
- Vote on motions concerning EIN Presswire, AWS hosting, LearnPress LMS & PSD01
- Update on GTRI contract
- NIEMOpen 2024 Summit Overview
- Discuss future business

**2. A YouTube video of the PGB meeting is available at:** <https://www.youtube.com/watch?v=x-qjGEtCz6A>

**3. List of Attendees:**

#	Attendee	Role
1	Katherine Escobar (Joint Staff J6, DSD)	PGB Chair, Voting Member
2	Gary Egner (Equivant)	PGB Voting Member
3	April Mitchell	PGB Voting Member
4	Mark Dotson (GTRI)	PGB Voting Member
5	Thomas Krul (DND, NBAC TSC Co-Chair)	PGB Expert Voting Member
6	Jim Cabral (InfoTech/NTAC TSC Co-Chair Chair)	PGB Expert Voting Member
7	Beth Smalley (Joint Staff J6/ NMO TSC Co-Chair)	PGB Expert Voting Member
8	Dr. Scott Renner	PGB Expert Non-Voting Member
9	Mr. Kamran Atri (A4SAFE/NBAC TSC Co-Chair)	PGB Expert Non-Voting Member
10	Kelly Cullinane (OASIS)	OASIS OPEN Administrator
11	Cathie Mayo (OASIS)	Controller
12	Jane Harnad (OASIS)	Event planner
13	Stephen Sullivan (Joint Staff J6, DSD/BAH)	Meeting Recorder
14	Aubrey Beach (Joint Staff J6, DSD/BAH)	Meeting Recorder
15	Shunda Louis (Joint Staff J6, DSD/BAH)	Meeting Recorder

Quorum: 7 of 10 PGB Voting Members attended.

#### 4. Agenda:

##### Call to Order

- TEAMS Link
- Meeting Etiquette
- Note Takers
- Roll Call & Introductions
  - PGB Voting Members (Sponsors)
  - PGB Expert Voting Members (TSCs)
  - PGB Non-Voting Members (TSC Co-Chairs)
  - TSC Co-Chairs & NIEMOpen Maintainers
- Approval of Agenda
- NIEMOpen Summit 2024– Jane Harnad
- Around-the-Horn – PGB Voting Members
- Approval of Meeting Minutes from 27 July 2023
- OASIS Staff / NIEMOpen Administrator Comments
- Q3 Financial Snapshot – Cathie Mayo (OASIS)
- Sponsor Update
- Transition Progress
- GTRI Contract Update – Mark Dotson

##### MOTIONS

1. Motion to Approve 6.0 Working Draft as PSD 01, Publish to OASIS Library & Approve for 14 Day Public Review
2. Motion to Approve LearnPress Learning Management System (LMS) as a recurring purchase not requiring annual PGB approval

3. Motion to Approve purchase of EIN Presswire Services as a recurring purchase not requiring annual PGB approval
4. Motion to Approve purchase of AWS web hosting services and maintenance as a recurring purchase not requiring annual PGB approval

##### **5 Minute Break**

##### UPDATES

- NTAC Update – Jim Cabral
- NBAC Update – Thomas Krul / Kamran Atri Documents
- Version 6.0 Update
- NMO Update – Beth Smalley
  - Vignettes
    - Outreach & Comms SC – Paul Wormeli
    - Training Snapshot – Shunda Louis
    - Strategic Comms Update – Shunda Louis & Aubrey Beach
    - Web Analytics – Aubrey Beach
- Next Meeting
- Other Business/General Discussion
- Questions/Adjourn

#### 5. Decisions:

- **Motions**

<b>Motions</b>	<b>Description</b>	<b>Vote</b>	<b>Notes</b>
<b>26 Oct 2023 PGB Agenda</b>	(Chair) Motion to approve agenda as presented	Approved, Unanimous consent	N/A
<b>27 Jul 2023 DRAFT Minutes</b>	(Chair) Motion to approve 27 Jul 2023 PGB meeting minutes	Approved, Unanimous consent	N/A

<b>Approve NIEM Model Version 6.0 Working Draft as NIEM Version 6.0 PSD01; Publish to Library; Conduct Public Review</b>	(NBAC Co-Chair Thomas Krul) Motion that the PGB approve the NIEM Model 6.0 Working Draft contained in <a href="https://github.com/niemopen/niem-model">GitHub - niemopen/niem-model</a> at <a href="https://github.com/niemopen/niem-model/archive/8533fb1ef0b86b87ec98e03c7071ee8fab6bf409.zip">8533fb1ef0b86b87ec98e03c7071ee8fab6bf409</a> and all associated artifacts packaged together in ZIP <a href="https://github.com/niemopen/niem-model/archive/8533fb1ef0b86b87ec98e03c7071ee8fab6bf409.zip">https://github.com/niemopen/niem-model/archive/8533fb1ef0b86b87ec98e03c7071ee8fab6bf409.zip</a> in the NIEMOpen niem model dev repository as a NIEM Model Version 6.0 Project Specification Draft (PSD01) and further direct the Chair to work with OASIS staff to publish the PSD to the OASIS Library and submit it for a 14-day public review.	Approved, By Simple Majority Vote – 7 of 10 Voting Members Approved, 3 Not Present	Simple Majority Vote
<b>Procure 1 License EIN Presswire Recurring Basis</b>	(NMO TSC- Beth Smalley) Motion to approve the procurement of 1 license of EIN Presswire as a recurring procurement not requiring annual PGB approval if the General Fund balance permits at time of renewal.	Approved, Unanimous consent	Standing Approval as long as Budget Permits
<b>Extend 1 Current License LearnPress LMS as Recurring Procurement</b>	(NMO TSC- Beth Smalley) Motion to approve <i>LearnPress</i> Learning Management System (LMS) as a recurring purchase not requiring annual PGB approval if the General Fund balance permits at time of renewal.	Approved, Unanimous consent	Standing Approval as long as Budget Permits
<b>Procure 1 License AWS Web Hosting Services as Recurring Basis</b>	(NMO TSC- Beth Smalley) I Motion to approve the procurement of AWS Web Services as a recurring procurement not requiring annual PGB approval if the General Fund balance permits at time of renewal.	Approved, Unanimous consent	Standing Approval as long as Budget Permits

- **Action Items:**

- Finalize OASIS-GTRI contract and authorize start-up with initial \$100K ceiling.

## 6. Discussion:

- Jane Harnad reviewed for PGB members an initiative sponsored by the NIEM Management Office TSC exploring opportunities for a NIEMOpen Summit in the 2024 timeframe, hosted in the National Capitol Area. Ms. Harnad had researched venues accommodating a 3-day event with options including conference rooms, breakout rooms, meals/beverages, and room accommodations. The major constraints include total cost liability and sufficient lead time. The PGB will need to decide whether to target CY 2024 or CY 2025 for the inaugural event.

## 7. PGB Meetings:

- Next PGB Meeting: 25 January 2024

- CY 2024 Q1 - Q4 meeting dates:
  - 25 January 2024
  - 25 April 2024
  - 25 July 2024
  - 30 October 2024

**8. Attachments:**

- (FINAL) 26 October 2023 PGB Mtg Brief

**9. Minutes Approval:** DRAFT, 26 October Meeting Minutes pending review and approval by PGB.

Distribution: <https://lists.oasis-open-projects.org/g/niemopen-pgb>