**NIEMOpen Project Governing Board (PGB) MEETING MINUTES**

**Date/Time:** 11 April 2023

**Location:** Virtual Meeting MS TEAMS

**Chair:** Ms. Katherine Escobar

**OASIS Administrators:** Mr. Chet Ensign & Ms. Kelly Cullinane

**Recorders:**

* Mr. Aubrey Beach, (beach\_aubrey@bah.com)
* Mr. Stephen Sullivan, ([stephen.m.sullivan14.ctr@mail.mil](mailto:stephen.m.sullivan14.ctr@mail.mil))

1. **Goal:** The goal of the 11April 2023 PGB meeting was:

* Inform members of updates to sponsors and PGB voting members
* Update status of ongoing transition activities
* Vote on motions concerning Amended NBAC TSC Governance Document, revised PGB meeting schedule, and priorities for procurement of supplemental services.
* Discuss future business

1. **A YouTube video of the PGB meeting is available at**: xxxxxxxxxxxxxxxxxxxxx
2. **List of Attendees:**

|  |  |  |
| --- | --- | --- |
| # | Attendee | Role |
| 1 | Katherine Escobar (Joint Staff J6, DSD) | PGB Chair, Voting Member |
| 2 | Gary Egner (Equivant) | PGB Voting Member |
| 3 | Christina Bapst-Stump (DHS S&T) | PGB Voting Member |
| 4 | Mark Dotson (GTRI) | PGB Voting Member |
| 5 | Duncan Sparrell (sFractal) | PGB Voting Member |
| 6 | Payton Lamb (VA-ODGA) | PGB Voting Member |
| 7 | Jennifer Stathakis (CJISD, FBI) | PGB Voting Member |
| 8 | Kamran Atri (A4SAFE/NBAC TSC Co-Chair) | PGB Expert Voting Member |
| 9 | Jim Cabral (InfoTech/NTAC TSC Co-Chair Chair) | PGB Expert Voting Member |
| 10 | Beth Smalley (Joint Staff J6/ NMO TSC Co-Chair | PGB Expert Voting Member |
| 11 | Dr. Scott Renner | PGB Expert Non-Voting Member |
| 12 | Ashwini Jarall (IJIS) | Representing Maria Cardiellos |
| 13 | Chet Ensign (OASIS) | OASIS OPEN Administrator |
| 14 | Kelly Cullinane (OASIS) | OASIS OPEN Administrator |
| 15 | Carol Geyer (OASIS) | OASIS OPEN Chief Development Officer |
| 16 | Cathie Mayo (OASIS) | Controller |
| 17 | Stephen Sullivan (Joint Staff J6, DSD) | Meeting Recorder |
| 18 | Aubrey Beach (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 19 | Christina Medlin (Joint Staff J6, DSD/GTRI) | Guest |
| 20 | Tom Carlson (Joint Staff J6, DSD/GTRI) | Guest |
| 21 | Lavdjola Farrington (Joint Staff J6, MilOps Co-Chair) | Guest |

Quorum: 10 of 11 PGB Voting Members attended.

1. **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)
* Approval of Agenda
* Welcome new Sponsors
* Around-the-Horn – PGB Voting Members
* Approval of Meeting Minutes from 25 January 2023
* Review of NIEMOpen Standing Rules
* OASIS Staff / NIEMOpen Administrator Comments
* Financials Snapshot – Cathie Mayo (OASIS)
* What Does Sponsorship pay For?
* Sponsor Update – Carol Geyer (OASIS)
* NIEMOpen Transition Progress Update
  + - CTAS 3.0 PS
* Version 6.0 Time Frame

**5 min BREAK**

* New Business- PGB Business for Consideration & Vote
  + - Updated NBAC TSC Governance Doc
    - Proposed changes to PGB meeting schedule
    - Motion to Concur – Proposals
* NTAC Update – Jim Cabral
* NMO Update – Katherine Escobar
* PGB Training Topics – Chet Ensign & Kelly Cullinane (OASIS)
* Next Meeting
* Other Business/General Discussion
* Questions/Adjourn

1. **Decisions:**

* **Motions**

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | Description | Vote | Notes |
| 11 April 2023 PGB Agenda | Motion to approve agenda as presented | Approved, Unanimous consent | N/A |
| 25 January DRAFT Minutes | Motion to approve 25 Jan 2023 PGB meeting minutes | Approved, Unanimous consent | N/A |
| NBAC TSC Governance Doc Amendments | Motion to approve amendments to NBAC TSC Governance document | Approved, Unanimous consent w/ comment | Consider revising the term Sub-Committee sponsor to deconflict with OASIS (funding) sponsor nomenclature |
| PGB Meeting Schedule | Motion to approve revised PGB meeting schedule to accommodate OASIS budget cycle & recommendation that January meeting be face-to-face as well as virtual | Approved, Unanimous consent as amended | **CY 2023**  27 July 2023  26 October 2023  **CY 2024**  25 January 2024  25 April 2024  25 July 2024  30 October 2024 |
| OASIS Supplemental Services Priorities | Motion to concur establishing a PGP preference for allocation of monies available to the project for supplemental services | Approved, Unanimous consent | **Recommended Priorities CY 2023:**   1. Technical support services for maintaining/managing the NIEM model architecture 2. Technical support services for updating NIEM versions (i.e., former releases) 3. Support services to update training materials for 6.0 and subsequent model versions |

* **Action Items:**
  + NIEMOpen Management Office continue to define goods and service for possible procurement and conduct cost comparisons and courses of action for PGB consideration.

1. **Discussion:**

* PGB welcomed 3 new sponsors
  + - United States Department of Transportation(USDOT)
    - Commonwealth of Virginia office of Data Governance and Analytics (VA-ODGA)
    - Criminal Justice Information Systems Division (CJISD), Federal Bureau of Investigation (Premier Sponsor)
* PGB welcomed 2 new PGB members
  + - Mr. Payton Lamb (VA-ODGA)
    - Ms. Jennifer Stathakis (CJIS)
* Mr. Duncan Sparrell encouraged early start of harmonization activities to accommodate deployment cycle for version 6.0 leading to PSD and PS.

1. **PGB Meetings:**

* Next PGB Meeting: 27 July 2023, 2-4 PM EDT
* CY 2023 Q4 meeting dates:
  + - 26 October 2023
* CY 2024 Q1 - Q4 meeting dates:
  + - 25 January 2024
    - 25 April 2024
    - 25 July 2024
    - 30 October 2024

1. **Attachments:** [niemopen-pgb@lists.oasis-open-projects.org | Files](https://lists.oasis-open-projects.org/g/niemopen-pgb/files/25%20January%202023%20PGB%20Meeting)

* (FINAL) 11April 2023 PGB Mtg Brief – Final-v14 4-11-23.pdf
* (FINAL) Cathie Mayo -NIEMOpen Summary Guide 04.10.2023.pdf
* (FINAL) NIEMOpen NBAC TSC Governance Doc (Rev 1) v14-11-2023.pdf
* NIEMOpen-OASIS-Wishlist-SWResources-v3.pdf

**9. Minutes Approval:** DRAFT, 11 April Meeting Minutes pending review and approval by PGB.

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