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

**Date/Time:** 1 August 2024

**Location:** Virtual Meeting MS TEAMS

**Chair:** Ms. Katherine Escobar

**OASIS Administrators:** Ms. Kelly Cullinane

**Recorders:**

* Ms. Shunda Louis, (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 1 August 2024 PGB meeting was:

* Update status of CY 2024 project activities
  + Vote on motions :
    - Approve 1 August 2024 meeting agenda.
    - Approve 11 April 2024 meeting minutes.
    - Approve CY 2025 PGB Meeting Dates.
* Provide NIENOpen 2025 Reveal Overview.
* Discuss future business.

1. **A YouTube video of the PGB meeting is available at:** [https://youtu.be/ZcOm1CPnCzQ](https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fyoutu.be%2FZcOm1CPnCzQ&data=05%7C02%7Cstephen.m.sullivan14.ctr%40mail.mil%7Cfbb829eb449641afcad908dcb5539443%7C102d0191eeae4761b1cb1a83e86ef445%7C0%7C0%7C638584617832908839%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=tgzoBuZKV7xYETxLeVx%2B6hJmXcRn9gB2f8L%2FAIYxfhE%3D&reserved=0)
2. **List of Attendees:**

|  |  |  |
| --- | --- | --- |
| # | Attendees | Role |
| 1 | Katherine Escobar (Joint Staff J6, DSD) | PGB Chair, Voting Member |
| 2 | Mark Dotson (GTRI) for John Wandelt (GTRI) | PGB Voting Member |
| 3 | Erin Partin (NIJ) | PGB Voting Member |
| 4 | Gary Egner (Equivant) | PGB Voting Member |
| 5 | April Michell (FBI/CJIS) | PGB Voting Member |
| 6 | Tim Kearley (BJS) for Erica Smith (BJS) | PGB Voting Member |
| 7 | Beth Smalley (Joint Staff J6/ NMO TSC Co-Chair | PGB Expert Voting Member |
| 8 | Jim Cabral | PGB Expert Voting Member |
| 9 | Kamran Atri | PGB Expert Voting Member |
| 10 | Thomas Krul (DND, NBAC TSC Co-Chair) for Mr. | PGB Expert Non-Voting Member |
| 11 | Dr. Scott Renner(MITRE) for Mr. Jim Cabral | PGB Expert Non-Voting Member |
| 12 | Kelly Cullinane (OASIS) | OASIS Senior Director of Standards Development |
| 13 | Holly Peterson (OASIS) | OASIS Business Development Manager |
| 14 | Stephen Sullivan (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 15 | Shunda Louis (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 16 | Paul Wormeli | Speaker |
| 17 | Jennifer Stathakis | Guest |

Quorum: 8 of 13 PGB Voting Members attended.

1. **Agenda:**

**Call to Order**

* Admin
  + 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
* Around-the-Horn – PGB Voting Members
* Approval of Meeting Minutes from 11 April Jan 2024
* OASIS Staff / NIEMOpen Administrator Comments
* Q1 Financial Snapshot – Holly Peterson/Cathie Mayo (OASIS)
* Sponsor Update – Carol Geyer
* CY 2024 Planning
* Reveal Update

**5 Minute Break**

**Motions**

* 1. 2025 PGB Meeting Dates

**Updates**

* + NTAC Update
    - NDR6 – Jim Cabral
  + NBAC Update – Kamran Atri
  + NMO Update
    - PS02 Update –no change
    - API 2.0 Progress – no change
    - MEP Tool – Aubrey Beach
    - LearnPress – Aubrey Beach
    - Communications & Outreach Sub-Committee-Paul Wormeli
  + Next Meeting
  + Other Business/General Discussion
  + Action Items
  + Questions/Adjourn

1. **Decisions:**

* **Motions**

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | Description | Vote | Notes |
| 1 August 2024 PGB Agenda | (Chair) Motion to approve agenda as presented. | Approved, Unanimous consent | N/A |
| 11 April 2024 DRAFT Minutes | (Chair) Motion to approve 11 April 2024 PGB meeting minutes. | Approved, Unanimous consent | N/A |
| CY 2025 Meeting Dates | (Beth Smalley) Motion to Approve the following CY 2025 PGB meeting dates:  Q1 30 January 2024  Q2 24 April 2024  Q3 31 July 2024  Q4 28 October 2024 | Approved, Unanimous consent | N/A |

* **Action Items:**
  + Sign up for Summit: <https://sites.google.com/oasis-open.org/niemopen-training-2025/register>
  + Submit Nominations for NIEMOpen Excellence Awards
    - Instructions will be posted end of August on NIEMOpen Website
    - Questions Email: [shunda.r.louis.ctr@mail.mil](mailto:shunda.r.louis.ctr@mail.mil) [beth.l.smalley.civ@mail.mil](mailto:beth.l.smalley.civ@mail.mil)
  + Provide input on “how your organization is using NIEM”
    - Email: [shunda.r.louis.ctr@mail.mil](mailto:shunda.r.louis.ctr@mail.mil) [aubrey.l.beach.ctr@mail.mil](mailto:aubrey.l.beach.ctr@mail.mil)
  + Post your IEPDs/MEPs to repo
  + Proceed with PS02 (NBAC, NTAC)
  + Proceed with NDR 6.0 specification

1. **Discussion:**

Katherine Escobar welcomed new sponsors from NIJ and BJS and encourage all members to encouraged their colleagues to register for the NIEMOpen Reveal Summit.

1. **PGB Meetings:**

* Next PGB Meeting: 7 November 2024

1. **Attachments:**

* (FINAL) 1 Aug 2024 PGB Mtg Brief
* (Approved) NIEMOpen PGB Meeting Minutes 11 April 24
* Q1 2024 Financials

**9. Minutes Approval:**  1 Aug 2024 Meeting Minutes pending review and approval by PGB.

Distribution:  <https://lists.oasis-open-projects.org/g/niemopen-pgb> , https://github.com/niemopen/oasis-open-project/tree/main/pgb-meeting-minutes