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

**Date/Time:** 11 April 2024

**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)
* Mr. Stephen Sullivan, ([stephen.m.sullivan14.ctr@mail.mil](mailto:stephen.m.sullivan14.ctr@mail.mil))

1. **Goal:** The goal of the 11 April 2024 PGB meeting was:

* Update status of CY 2024 project activities
  + Vote on motions :
    - Approve 11 April 2024 meeting agenda.
    - Approve 25 January 2024 meeting minutes.
    - Approve CY 2024 Revised Q3, and Q4 PGB Meeting Dates.
    - Approve 2025 NIEMOpen Reveal (18-20 Feb 2025 at National Press Club) payment to secure facilities contingent on available funding.
    - Approve proceeding with Model Version 6.0 PS02.
* Provide NIENOpen 2025 Reveal Overview
* Discuss future business/transition of NMO.
* **A YouTube video of the PGB meeting is available at** <https://youtu.be/s9QuXx_f3Mg>

1. **List of Attendees:**

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| --- | --- | --- |
| # | 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 | Payton Lamb (ODGA) | PGB Voting Member |
| 4 | Gary Egner (Equivant) |  |
| 5 | Ms. April Michell (FBI/CJIS) | PGB Voting Member |
| 6 | Dr. Scott Renner(MITRE) for Mr. Jim Cabral | PGB Expert Voting Member |
| 7 | Beth Smalley (Joint Staff J6/ NMO TSC Co-Chair | PGB Expert Voting Member |
| 8 | Jim Cabral (InfoTrack) | PGB Expert Voting Member (joined late, Dr. Renner voted in his place) |
| 9 | Mr. Thomas Krul (DND, NBAC TSC Co-Chair) for Mr. | PGB Expert Voting Member |
| 10 | Kelly Cullinane (OASIS) | OASIS Senior Director of Standards Development |
| 11 | Ms. Carol Geyer | OASIS Chief Development Officer |
| 12 | Cathie Mayo (OASIS) | OASIS CFO |
| 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 |
| 16 | Paul Wormeli | Speaker |

Quorum: 8 of 10 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 25 Jan 2024
* OASIS Staff / NIEMOpen Administrator Comments
* Q1 Financial Snapshot – Cathie Mayo (OASIS)
* Sponsor Update – Carol Geyer
* CY 2024 Planning

**5 Minute Break**

**Motions**

1. Motion to approve CY 2024 Q3 &4 PGB Revised Meeting Dates – Beth Smalley
2. NIEMOpen Reveal Event Update – Katherine Escobar
   * Motion to approve Committing funds to reserve facilities at the National Press Club– Beth Smalley
3. PS02 Update – Jim Cabral

Motion to approve Updating NIEM Model Version 6.0 to PS02.

**Updates**

* NTAC Update – Jim Cabral
  + CMF Tool
  + NDR
* NBAC Update – Kamran Atri
* NMO Update
  + NMO TSC Transition – Katherine Escobar
  + API 2.0 – Shunda Louis
  + MEP Tool – Aubrey Beach
  + Comms & Outreach SC – Paul Wormeli
* Next Meeting
* Other Business/General Discussion
* Questions/Adjourn

1. **Decisions:**

* **Motions**

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | Description | Vote | Notes |
| 11 April 2024 PGB Agenda | (Chair) Motion to approve agenda as presented. | Approved, Unanimous consent | N/A |
| 25 Jan 2023 DRAFT Minutes | (Chair) Motion to approve 25 Jan 2024 PGB meeting minutes. | Approved, Unanimous consent | N/A |
| CY 2024 Q3 & 4 PGB Meeting Dates | (Beth Smalley) Motion to Approve the following CY 2024 PGB meeting dates:  Q3 1 August 2024  Q4 7 November 2024. | Approved, Unanimous consent | N/A |
| 2025 NIEMOpen Reveal Facilities purchase National Press Club 18-20 Feb 2025. | (Beth Smalley) Motion to Approve committing approximately 31K to secure meeting facilities at the National Press Club contingent on the availability of funds. | Approved, Unanimous consent | Approval to commit funds. |
| Update Model Version 6.0 to PS02. | (Dr. Scott Renner) Motion to approve updating the NIEM Model Version 6.0 (PS01) to PS02. | Approved, Unanimous consent | Approval to proceed with PS02 and submit to OASIS library. |
|  |  |  |  |

* **Action Items:**
  + Secure National Press Club meeting space for NIEM Open Reveal ( Mayo, Harnad)
  + Proceed with PS02 (NBAC, NTAC)

1. **Discussion:**

* At the beginning of the meeting, Katherine Escobar introduced a “Call to Action” for PGB consideration. Reminding the PGB that there are costs associated with model releases, maintenance and updates
  + Development Support
  + OASIS Workflow
    - Project Specification Draft
    - Project Specification
    - OASIS Standard
  + —Harmonization
  + —Model Release

the case was made that PGB needs to be aggressive in identifying new sponsors, consider making additional contributions beyond dues and/or providing in-kind technical labor.

1. **PGB Meetings:**

* Next PGB Meeting: 1 August 2024
* CY 2024 Q4 meeting date:
  + - 7 November 2024

1. **Attachments:**

* (FINAL) 11 April 2024 PGB Mtg Brief
* (Approved) NIEMOpen PGB Meeting Minutes 25 Jan 24
* Q1 2024 Financials

**9. Minutes Approval:** Approved, 11 April 2024 Meeting Minutes.

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