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

**Date/Time:** 29 May 2025

**Location:** Virtual Meeting MS TEAMS

**Chair:** Ms. Katherine Escobar

**OASIS Administrators:** Ms. Kelly Cullinane

**Recorders:**

* Ms. Shunda Louis, ([shunda.r.louis.ctr@mail.mil](mailto:shunda.r.louis.ctr@mail.mil))
* Aubrey Beach, (aubrey.l.beach.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 30 January 2025 PGB meeting was:

* Update status of CY 2025 project activities
  + NDR Version 6.0 PSD01 - approved
  + Model Version 6.0 PS02 - approved
  + Q3 PGB Meeting date change to 28 August 2025
  + Advancing NDR Version 6.0 PSD01 to PS
  + Advancing Model Version 6.0 PS02 to OS, collect 3 Statements of Use
  + Hackathon postponed
* Funding requests for:
  + Reveal Summit
  + Software
  + Excellence Awards
* Discuss future business.

1. **A YouTube video of the PGB meeting: not available.**
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 | April Michell (FBI/CJIS) | PGB Voting Member |
| 4 | Erin Partin (NIJ) | PGB Voting Member |
| 5 | Erica Smith (BJS) | PGB Voting Member |
| 6 | Christina Bapst-Stump (DHS S&T) | PGB Voting Member |
| 7 | Payton Lamb (OGDA Virginia) | PGB Voting Member |
| 8 | Beth Smalley (Joint Staff J6) | PGB Expert Voting Member |
| 9 | Scott Renner (MITRE/NTAC Co-Chair) | PGB Expert Voting Member |
| 10 | Thomas Krul (National Defence Canada/NBAC Tri-Chair) | PGB Expert Voting Member |
| 9 | Paul Wormeli (NBAC Tri-Chair) | PGB Expert Non-Voting Member |
| 10 | Brad Bolliger (EY/NTAC Co-Chair) | PGB Expert Non-Voting Member |
| 11 | Darcy Staley (Joint Staff J6) | PGB Expert Non-Voting Member |
| 12 | Kelly Cullinane (OASIS) | OASIS Senior Director of Standards Development |
| 13 | Jin Cabral | (OASIS Board Member) |
| 14 | Holly Peterson (OASIS) | OASIS Business Development Manager |
| 15 | Cathie Mayo (OASIS) | OASIS CFO |
| 16 | Rita Petti (OASIS) | OASIS Director of Business Development and Partnerships |
| 17 | Stephen Sullivan (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 18 | Shunda Louis (Joint Staff J6, DSD/BAH) | Meeting Recorder |
|  | Aubrey Beach ((Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 19 | Charles Chipman (GTRI) | J6 Staff |
| 20 | Elana Harner | Guest |
| 21 | Ryan Triplett | Guest |

Quorum: 10 of 14 PGB Voting/Expert Voting Members attended.

1. **Agenda:**

**Call to Order**

* Admin
  + TEAMS Link
  + Meeting Etiquette
  + Note Takers
  + Roll Call & Introductions
    - Announcements
    - 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 30 January 2025
* OASIS Staff / NIEMOpen Administrator Comments
* Q1 2025 Financial Snapshot – Cathie Mayo (OASIS)
* Sponsor Update – Rita Petti/ Holly Peterson
* CY 2025 Tasks
* 22 May Webinar Recap – Paul Wormeli
* 8 Oct Reveal Summit Update
* April16-17 TSC Meeting Recap
* Training/LMS Update – Aubrey Beach
* TSC Working Group
* Forensics Domain/Subcommittee Presentation
* **BREAK**

**Motions**

1. Motion to authorize $ 500 from the NIEMOpen general fund for Excellence Awards to be presented at the NIEMOpen Reveal on 8 October 2025.
2. Motion to authorize $ 6000 from the NIEMOpen general fund for refreshments, snacks, swag & video services at the NIEMOpen Reveal on 8 October 2025.
3. Motion to authorize $100K from the NIEMOpen general fund to procure technical services under the INDEPENDENT CONTRACTOR AGREEMENT between OASIS Open and Georgia Tech Applied Research Corporation.

* Rationale for Tech Support Services
* Draft Work Order Tasks

1. Motion to authorize $ 2100 from the NIEMOpen general fund for purchase of Yoast ($100/annual) and Constant Contact and Marketing ($2000/annual) subscriptions.
2. Motion to advance the NIEM Naming & Design Rules (NDR) v6.0 Project Specification Draft 01 (PSD01) to a Project Specification (PS).
3. Motion to identify 3 Statements of Use (SoU) for Model Version 6.0 PS02 and submit SoUs to the PGB.

**Co-Chair Discussion/Updates**

* NTAC Update – Mr. Brad Bolliger & Dr. Scott Renner
* NBAC Update – Thomas Krul
* NMO Update – Transition - Beth Smalley
* Next Meeting Schedule
* Other Business/Discussion
* Questions/Adjourn

1. **Motions:**

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | Description | Vote | Notes |
| 5/29/25 - Approve 29 May 2025 Meeting Agenda | (Chair) Motion to approve | **Approved** |  |
| 5/29/25 -Approve 30 Jan 2025 PGB Meeting Minutes | (Chair) Motion to approve | **Approved** |  |
| 5/29/25 – Authorize $500 for NIEMOpen Excellence Awards | (Beth Smalley) Motion to authorize $ 500 from the NIEMOpen general fund for Excellence Awards to be presented at the NIEMOpen Reveal on 8 October 2025 | **Approved** |  |
| 5/29/25 – $ 6000 for Support Services for NIEMOpen Reveal Summit | (Beth Smalley) Motion to approve $ 6000 from the NIEMOpen general fund be authorized for refreshments, snacks, swag and video services for the 2025 NIEMOpen Reveal. | **Approved,** |  |
| 5/29/25 – Authorize GTRI Developer Services | (Beth Smalley) Motion to authorize $ 100K from the NIEMOpen general fund be used to procure technical services under the INDEPENDENT CONTRACTOR AGREEMENT between OASIS Open and Georgia Tech Applied Research Institute (GTRI) Corporation | **Approved** | * PGB Chair & NIEM Management Office work with OASIS Open and GTRI to define an agreed upon Work Statement. |
| 5/25/25 – Authorize purchase of Yoast and Constant Contact Software | (Beth Smalley) Motion to purchase Yoast SEO plugin and Constant Contact Email subscriptions an renew annually as funds permit ~ $ 2100 /annual | **Approved** |  |
| 5/29/25 – Advance NDR v6.0 PSD01 to PS | (Dr. Scott Renner) Motion that the NIEMOpen Technical Architecture Committee (NTAC) work to advance the NIEM NDR v6.0 PSD01 to a PS and submit to the PGB for review and vote. | **Approved** |  |
| 5/29/25 – Identify Statements of Use for NIEM Model Version 6.0 | (Thomas Krul) motion that the NTAC, NBAC, & NMO collectively identify a minimum of 3 Statements of Use (SoU) for NIEM Model Version 6.0 PS02 and submit IAW the OASIS Lightweight Rules to the PGB for review and approval | **Approved** |  |
| Q3 Meeting Dates | (Darcy Staley) (Chair) Motion to approve changing CY 2025 Q 3 Meeting Date from 31 July 2025 to 28 August 2025. | Approved | |  |  |  |  | | --- | --- | --- | --- | | **CY 2025 Meeting Dates Revised** | | | | | Q3 | AUG 28 | 2 – 4 PM | EDT | | Q4 | NOV 13 | 2 – 4 PM | EDT | |

* **Action Items:**
  + NBAC, NTAC, NMO identify 3 SoUs for NIEM Model Version 6.0 and submit to PGB.
  + 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

1. **Discussion:**

**PGB Meetings:**

* Next PGB Meeting: 28 August 2025

1. **Attachments:**

* (FINAL) 29 May 2025 PGB Mtg Brief
* (Approved) NIEMOpen PGB Meeting Minutes 30 January 25

**9. Minutes Approval:**  29 May 2025 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