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

**Date/Time:** 27 July 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](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 27 July 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 (REV 2), NIEM 5.2 as OASIS Release, LearnPress Learning Management System, and EIN Presswire
* Update on software & hosting services
* Update on GTRI contract
* Discuss future business

1. **A YouTube video of the PGB meeting is available at**: [https://youtu.be/oXFbVMqtuDg](https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fyoutu.be%2FoXFbVMqtuDg&data=05%7C01%7Cstephen.m.sullivan14.ctr%40mail.mil%7C9a80c1a8dc17431ba10d08db8f73f2b1%7C102d0191eeae4761b1cb1a83e86ef445%7C0%7C0%7C638261500369455783%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ULJwUSDGS8sntUt8fo26ACAeFtUjSV8%2Fkg%2B%2BG66Uvbw%3D&reserved=0)
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 | Mark Dotson (GTRI) | PGB Voting Member |
| 4 | Payton Lamb (VA-ODGA) | PGB Voting Member |
| 5 | Jennifer Stathakis (CJISD, FBI) | PGB Voting Member |
| 6 | Thomas Krul (DND, NBAC TSC Co-Chair) | PGB Expert Voting Member |
| 7 | Jim Cabral (InfoTech/NTAC TSC Co-Chair Chair) | PGB Expert Voting Member |
| 8 | Beth Smalley (Joint Staff J6/ NMO TSC Co-Chair | PGB Expert Voting Member |
| 9 | Dr. Scott Renner | PGB Expert Non-Voting Member |
| 10 | Mr. Kamran Atri (A4SAFE/NBAC TSC Co-Chair) | PGB Expert Non-Voting Member |
| 11 | Kelly Cullinane (OASIS) | OASIS OPEN Administrator |
| 12 | Carol Geyer (OASIS) | OASIS OPEN Chief Development Officer |
| 13 | Cathie Mayo (OASIS) | Controller |
| 14 | Stephen Sullivan (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 15 | Aubrey Beach (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 16 | Shunda Louis (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 17 | Christina Medlin (Joint Staff J6, DSD/GTRI) | Guest |
| 18 | Tom Carlson (Joint Staff J6, DSD/GTRI) | Guest |
| 19 | Lavdjola Farrington (Joint Staff J6, MilOps Co-Chair) | Guest |
| 20 | April Mitchell | Guest |

Quorum: 8 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
* Around-the-Horn – PGB Voting Members
* Approval of Meeting Minutes from 11 April 2023
* OASIS Staff / NIEMOpen Administrator Comments
* Q2 Financial Snapshot – Cathie Mayo (OASIS)
* Sponsor Update – Carol Geyer (OASIS)
* Transition Progress
* New Business- PGB Business for Consideration & Vote
* Motion to Approve Version 5.2 as OASIS Open Project Release
* Motion to Approve NBAC TSC Governance Document REV 2
* NTAC Update – Jim Cabral
* NBAC Update – Thomas Krul / Kamran Atri/ Christina Medlin
  + - Documents
    - Version 6.0 Update
* NMO Update – Beth Smalley
  + - Potential Procurements
      * GTRI Contract – Katherine Escobar
      * Updates – Aubrey Beach
      * Motions – Aubrey Beach/ Beth Smalley
    - Training –Aubrey Beach
* Analytics - Aubrey Beach
* Next Meeting
* Other Business/General Discussion
* Questions/Adjourn

1. **Decisions:**

* **Motions**

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | Description | Vote | Notes |
| 27 Jul 2023 PGB Agenda | Motion to approve agenda as presented | Approved, Unanimous consent | N/A |
| 11 Apr 2023 DRAFT Minutes | Motion to approve 11 Apr 2023 PGB meeting minutes | Approved, Unanimous consent | N/A |
| NBAC TSC Governance Doc (REV 2) Amendments | Motion to approve amendments (REV 2) to NBAC TSC Governance document | Approved, Unanimous consent w/ comment | Add new language for procedure to contribute to OASIS via OASIS email once OASIS legal review complete |
| NIEM 5.2 Model as an OASIS Open Project Release | Motion to approve the NIEM 5.2 Model as an OASIS Open Project Release | Approved, Unanimous consent | * The NIEM 5.2 Model as an OASIS Open Project Release - “Release,” with respect to an OASIS Open Project, is a collection of links to resources within the project that enable the Project Governing Board to deliver software to users: <https://www.oasis-Popen.org/policies-guidelines/open-projects-process/#releases-and-group-releases> * 5.2 was contributed so no CLA issues to contend with * LOE is small to submit as an OASIS Open Project Release * Decision to proceed to PSD/PS/OS can be evaluated separately later |
| Procure LearnPress Learning Management System | Motion to approve the procurement of 1 license of the LearnPress LMS for an initial trial period of 1-year. | Approved, Unanimous consent | Estimate: $2,000 / per annum   * COTS software; 1-year license; does not include cost to produce content * Incorporate engagement to test user understanding of key concepts. * Provide certificate of completion; explore paid training model * IMPACT: Contribute IEPD/MEP for engagement and re-use, COTS service leverages built-in publicly accessible API for metadata |
| Procure EIN Presswire | Motion to approve the procurement of 1 license of EIN Presswire for an initial trial period of 1-year | Tabled, consider again after other hosting/software & supplemental services estimates complete | Estimate: $2,000 / per annum   * COTS software; 1-year license; does not include cost to produce content * Posts press-releases; NIEM milestones, etc to 50+ major news aggregator services * IMPACT: Increase awareness of NIEMOpen outside of existing community; promote to curated target audience |

* **Action Items:**
  + Update cost estimates for software/hosting services procurements.
  + Continue to develop OASIS-GTRI contract vehicle.
  + Develop language describing process for making contributions using OASIS email. This action pending completion of OASIS legal review and implementation.

1. **Discussion:**

* PGB discussed potential procurements
  + - Reviewed Q2 budget and available funds $58K.
    - Received update on GTRI contract progress. OASIS and GTRI resolving contract details.
    - Received update on software & hosting options
      * **MEP Builder Hosting** –hosting services for the Message Exchange Package (MEP) Builder Tool; would require an Amazon Web EC2 Service (AWS) instance w/ Docker, external third-party API sever calls **(Cost Estimate Under Review)**
      * **IEPD/MEP Registry and Repository** - hosting services for a registry/repository on NIEMOpen.org **(Cost Estimate Under Review)**
      * **GitHub Integration for Confluence -** software as a service to support automatic push/pull integration with GitHub repositories; content from repositories would populate the ‘NIEM Support Knowledgebase’ to improve search/accessibility to NIEMOpen content and provide analytics **(Cost Estimate Under Review)**
      * **Atlassian Suite; Jira Service Desk –** centralized Help Desk and Knowledgebase for NIEMOpen outreach and support requests; Service Level Agreements (SLA’s) and Key Performance Indicators (KPI’s) for communication and customer satisfaction; route tickets to specific POC’s **(Cost Estimate Under Review)**
    - Considered motions for purchase of LearnPress Learning Management System (LMS) and EIN Presswire. LearnPress purchase approved. EIN Presswire purchase tabled until other software and hosting services priced.
    - Microsoft, Office of Biometric Identity Management (OBIM) identified as potential near-term sponsors.

1. **PGB Meetings:**

* Next PGB Meeting: 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) 27 July 2023 PGB Mtg Brief – Final-v16 7-27-23.pdf
* (APPROVED) NIEMOpen NBAC TSC Governance Doc (Rev 2) v7-7-27-2023.pdf

**9. Minutes Approval:** DRAFT, 27 July Meeting Minutes pending review and approval by PGB.

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