

# OSGeo Oceania Board Meeting Agenda/Minutes

9 Feb 2024

Present: Dorothy, Renee, Elisa, John, Raf, Alex, Jonah, Ewen, Simon Nitz (guest)

## Agenda/minutes

### Insurance

- [quote for Management Liability insurance](#)
- May become more important if we have employees
- This policy has a \$50,000 retention for employment insurance, we would need that as free cash to be covered
- General discussion, consensus to decline for the time being

### Use of an OO Shared Drive for Open Data Cube community

- Suggested action to create a Google Shared Drive in the OSGeo Oceania account for the ODC community
- Alex drafted a letter ([here](#)) proposing an arrangement:
  - used for ODC docs only, reasonable use limitation, will cease in the event of OO winding up, ODC retains ownership
- Rafael - concerns about illegal files being stored (pirated movies and media etc); other organisations have been taken to court over illegal conduct
- **ACTION: Raf to suggest additional clauses in the letter**
- **ACTION: Alex to finalise and put on Loomio for vote**

### FOSS4G International 2025

- Simon & Alex co-chairing Local Organising Committee (LOC)
  - OSGeo docs: [Bid process](#), [Request for Proposals](#)
  - LOC docs: [Letter of Intent](#) (LOI), [Budget](#)
  - LOI to be submitted by 15th Feb
- Simon walked through the LOI
  - support from Auckland University of Technology) AUT
  - space for up to 550 for plenary
  - dates: 17 Nov - 22 Nov
- Questions for Simon/Alex
  - Human resources will be a major factor: what was the team effort like last year?
  - How much additional effort do you think it will take compared to the 2023 conference?
    - more sponsorship
    - may need a few extra hands occasionally
  - What risk mitigation strategies do you see in the event of a shortage of volunteer effort?

- plan is to engage a Professional Conference Organiser (PCO)
    - there is the possibility of funding from Tourism NZ
  - Has anyone on the LOC been to the global FOSS4G?
    - Simon, Alex, Hamish have been to global FOSS4G events.
  - Is the venue big enough?
    - capacity for 550: the main room we used at AUT at 2023 conference, plus the catering area
    - There are other areas available
  - Are other conferences happening at the same time?
  - 2023 ticket sales were below projections, what will we do differently to ensure this doesn't happen?
    - Marketing effort
  - What specifically are we endorsing right now?
    - This is not a commitment to run the event - LOCs have withdrawn after LOI stage
    - A limited endorsement of LOI only, with the expectation of a thorough review of the plan before endorsing a full proposal
  - Will we be able to see other LOIs
    - Yes - they will be posted on the OSGeo mailing list
  - There has been discussion about "showcasing the Pacific" but there aren't any Pacific people on LOC?
    - Yes - this will need to be addressed
  - Will it impact PGRSC, dates may be very close?
    - Good point - will need to make sure we stay in close contact with PGRSC
  - Eli: could the LOC provide a list of items required for OO to endorse (full proposal)?
    - Simon: yes, we can do this
- Does OO support it? And how?
  - Raf: supporting the conference has serious consequences going forward; if the conference goes ahead, there are big commitments in the later stages, both financial and time commitments. What if someone steps back from the LOC? It will fall on OO to hold the torch. We must take this into account and be very thoughtful about our involvement.
  - John: A lot of concerns, would like to work through the details, but the LOI is due very soon. If we can do a staged endorsement (endorse LOI now, with a thorough review before considering full proposal) then OK with LOI.
- **MOTION to support the letter of intent: Ewen, Seconded: Eli**
  - **All in favour (Alex abstains due to conflict of interest as co-chair of event)**

## FOSS4G SotM Oceania 2024 updates (Alex)

- planning for 5-8 November
- first committee meeting a few weeks ago
- still negotiating with venue
- no budget yet
- **ACTION: Alex to provide a proposed budget & documentation by the next board meeting**

## Finance committee

- [Management Report Link](#) (all board members should have Xero logins to access this)
- Current profit/loss for this FY to date: -\$3037
- Raf: there has been recent discussion about various spending initiatives, can we set a budget so we know what money is allocated?
  - Alex: we have a budget in the finance folder, which contains the budgeted vs actual spending: [Budget Document Link](#) (no actuals for FY 2024 yet). Doesn't map 1:1 with line items in Xero. There is budget functionality in Xero but we don't use it.
- John: is there currently a process in place for budget planning?
  - Annual budget is set by the board
- John proposes a process along the lines of: first draft by April meeting, 2nd draft for May meeting, approve final by 31 May
  - suggestion this could happen even earlier
- ACTION: Timeline of budget actions to facilitate discussion and acceptance going into new financial year ??
- Question from Grants committee (Eli) - how much money can be spent on grants?
  - Grants and sponsorships is already over budget by \$226
    - The budget has \$5,000 for grants and sponsorships
    - The management report shows expenditure of \$3,030 for microgrants and \$2,196 for sponsorships (for the financial year June 23 to May 24)
- John: the budgeted amount is too low, we should increase it, this is one of the most important things we do. It was acknowledged at the beginning of the FY that this line item could be expanded.
- Alex: important to note it's not up to the finance committee to give spending permission, that needs to come from the board
- Ewen: I would like to some feedback on the bigger grants that have been approved to see what the OO return is
  - Elisa: Big grant is Geogeeks, they are good with reporting back

## MOU with Geospatial Council of Australia

- Alex meeting with GCA on Monday 10am TAS time; Ewen and Jonah tentative
- suggestion that if we do an MOU with GCA we should do them with other orgs as well, eg PGRSC, S&SNZ

## New actions

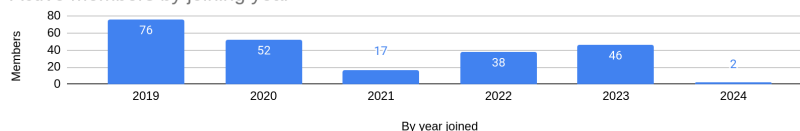
- ACTION: Raf to suggest additional clauses in letter to Open Data Cube community group
- ACTION: Alex to finalise ODC letter and put on Loomio for vote
- ACTION: Alex to provide a proposed budget & documentation for FOSS4G SotM Oceania 2024 by the next board meeting

— *Meeting ended* —

## Out of time; on the agenda but not discussed:

- Grants committee
  - Updates about the Grant committee meeting on 7/2/24 ([minutes here](#))
- Membership Committee

Active members by joining year



- Communications Working Group (CWG)
  - John B and Ewen H met virtually
  - Considering running webinars every 1 or 2 months, with a possible collaboration first up
  - Please send us any interesting events that we add to the calendar
  - Planning to put out a call ASAP for interested people to join CWG
- Proposed committees:
  - Governance committee - proposed
    - Review the [Governance](#) TOR
  - External relationships
    - Review the TOR [Link?]
- COG25 letter of support
  - Let's summarise the discussion by email and decide what to do
  - Elisa to write the letter
- MOU with SSSI, GCA and PGRSC
  - Intro on what's a MOU and why would be useful/good
  - recog from & for GCA
  - Proposed entities for a MOU
  - How to proceed
- Brainstorm about [2024 OKRs](#)
  - Education
  - Engagement
- OSGeo Foundation Budget
  - call for community sponsorship opportunities
  - <https://lists.osgeo.org/pipermail/discuss/2023-December/040015.html>
- OSGeo Admin password: Elisa proposes that Chair, Deputy Chair and Treasurer should have access to the admin email
- Proposed joint webinar with GCA

## [Review of past actions](#)

- COMPLETE
  - John and Renee to begin work on a written guide to operational assets, systems, etc [Director Onboarding](#)
  - John to finish draft of minutes and put on Loomio by 14 Jan for discussion/approval
  - John to send more info by email about COG25 request for letter of support

- Everybody review insurance quote for discussion at next board meeting
- Ewen to initiate board Loomio discussion about sponsorship
- IN PROGRESS
  - Ewen & John: create/re-engage a communication working group
  - Jonah, Alex, John to convene Finance Committee
- TO DO
  - Share with the community the outcomes of Loomio and engage in broader discussion
  - Alex to test the waters for individual sponsorships by implementing GitHub Sponsors program that we've been accepted to (after board & community discussions about sponsorship)
  - Alex to document processes, procedures, habits: [finance procedures](#)
  - Renee to write proposal for Governance committee
  - Raf to write proposal for External Relationships committee