

Draft Minutes of the First RadioDNS Steering Board

10th May 2010

08:00 ET / 13:00 BST / 14:00 CEST / 22:00 AET, duration 90 minutes.

Attending

Nick PIGGOTT (Global Radio) (Chair)
James CRIDLAND (Not At All Bad Ltd) (Secretary)
Mathias COINCHON (EBU)
Chris GOULD (All In Media)
Nick JURASCHECK (Pure Digital)
David LAYER (NAB)
Ben MATTHEW (Absolute Radio)
John OUSBY (vTuner)
Michael REICHERT (SWR)
Russell STENDELL (ABC Australia)
George WRIGHT (BBC)

Apologies

John OUSBY apologised for not being able to be at the beginning of the call.

Agenda

1. Finance

1.1 Financial actuals and forecast to 31st December 2010

James CRIDLAND covered the basics of the financials:

The income this year is 23 members x CHF2,000 = CHF46,000. This is assuming that all Members pay.

Total costs for NAB Las Vegas was the agreed CHF 2,000.

Nick PIGGOTT asked whether the membership fee should be changed to reflect the surplus of CHF 44,000 currently. It was not deemed necessary.

George WRIGHT asked whether the membership year could remain April-April; Nick PIGGOTT explained the benefits of keeping to a calendar year (including the Swiss authorities').

1.2 Confirm membership fee for the period 1st April - 31st December 2010

The membership fee **was agreed** at CHF 2,000.

Broad budget outlook for 2011, and estimate of membership fee for 1st January - 31st December 2011 (James CRIDLAND)

It was felt by James CRIDLAND, Nick PIGGOTT and Chris GOULD that this should be left open until later in this meeting.

1.3 Bank Account + Signatories policy (NP)

Nick PIGGOTT outlined the need to open a bank account and to set a signature policy. Nick floated the idea of {(Chair OR Secretary) + another Board member} as our signature policy. **This was agreed.**

James CRIDLAND asked whether this was a 'paper' signature, or electronic. NickP confirmed it was probably a paper signature.

Matthais COINCHON volunteered to give more details, and whether the EBU might be able to help, offline.

David LAYER put forward the idea of a Treasurer of the organisation: to take care of the banking/accounting. Nick PIGGOTT discussed why there was currently no Treasurer, on the basis that there didn't seem enough ongoing work to justify separate roles of secretary and treasurer, but there might be governance reasons why this might be something to consider.

Nick JURASCHECK put forward the idea of a level expenditure under which only one signatory was required. Nick PIGGOTT agreed to look at this.

1.4 Auditors + Tax - notification to Swiss Authorities (NP)

Nick PIGGOTT agreed to take on the responsibility to find auditors, and of notifying the Swiss tax authorities of the existence of RadioDNS.

2. Operations

2.1 Process of creating and awarding contract to run RadioDNS name servers

Nick PIGGOTT outlined how the system was currently run (using Amazon EC2 servers paid by Global Radio (CHF 164 a month), manually maintained by Global Radio). He said this was clearly not the right way to continue. He outlined a requirement to correctly host and maintain this service going forward.

He outlined the two issues which will feed the potential cost:

1. An adequate service level requirement
2. The human cost of administering the system. He noted that we have created a fairly administratively-heavy system because of the Trust Model we have appropriated.

He outlined two options:

1. RadioDNS to fund this out of its Membership fees.
2. We tender this work out to a third party, who leverages existing staff. This means that the cost to provide this to our Users is very low, but means that all Users pay a small amount to use RadioDNS.

Chris GOULD discussed the possibility of a four to six month 'free' period to assist in the promotion of RadioDNS.

James CRIDLAND discussed the possibility of offering this to new Users on application to aid promotion.

George WRIGHT offered help with putting the tendering process together, including a separate meeting, and pointed out the benefit of a third party being involved to allow others to trust this process. Nick JURASCHECK agreed the importance of outsourcing. Nick PIGGOTT outlined a separate system requiring each country that wanted to use RadioDNS to make their own arrangements, and thus that RadioDNS would only operate a master system. Matthais COINCHON agreed with the benefits of this approach. James CRIDLAND was keen to point out this was all a little complicated, and advocated the benefits of keeping it simple.

We agreed that RadioDNS should draw up a tender for the operation by a third party.
We agreed that a target date of 31 December 2010 is the latest when this should be in operation.

We agreed to create a Team to draw up a plan and framework for a tendering document. George WRIGHT agreed to head up such a team.

2.2 Project Website - content, hosting, functionality

James CRIDLAND outlined how the website was currently constructed: using Wordpress and Google applications.

Currently we have a

- a public information site
- a public developer's site
- mailing list tools
- a public wiki
- some meeting tools
- a members' mailing list / discussion area

George WRIGHT said that there was a need to move infrastructure together (to remove the use of Google); for reasons of perception, technical reasons, and concern of third parties.

We agreed to park this and bring it up in the next meeting

2.3 Physical / registered office address

Nick PIGGOTT is talking to the EBU about using their offices as a registered office address. **This was agreed**

3.0 Technical

3.1 Role of RadioDNS in managing and developing the individual application specifications

Chris GOULD questioned the separation between RadioDNS and the specifications like RadioVIS etc.

Nick PIGGOTT outlined the statutes of RadioDNS, particularly the requirement around collaboration of royalty/patent-free standards.

3.2 Creation of a Team to verify existent RadioVIS specification

Nick PIGGOTT said that there was a requirement for Members to have a more formal review of the already existing RadioVIS specification (technical and IPR).

He nominated Andy BUCKINGHAM from Global Radio to undertake this work. **This was agreed.**

3.3 Creation of a Team to work on RadioEPG application

Nick PIGGOTT said that there was a requirement for Members to work on this nascent specification.

Ben MATTHEW nominated himself to lead this work; Chris GOULD, George WRIGHT and Nick PIGGOTT offered their assistance. **This was agreed.**

3.4 Creation of a Team to work on RadioTAG application

Nick PIGGOTT said that there was a requirement for Members to work on this nascent specification.

Nick PIGGOTT nominated Ben POOR from Global Radio to undertake this work. Others offered their assistance. **This was agreed.**

John OUSBY pointed out that there is work in the above that has been worked on by other organisations, and that there was a need for clarity where this work was already aligned and agreed. Mathias COINCHON agreed.

James CRIDLAND asked whether we should be explicit about our wish to work together with the IMDA, UKRadioPlayer, WorldDMB and other relevant organisations. **We agreed** that Steering Board members should submit by the end of Friday any organisations that teams are explicitly expected to work together with.

3.5 Call for other applications / technologies

held over

4.Promotion

Discussion about how RadioDNS should promote itself (NP) - **held over**

5. Any Other Business

Discussion about RadioDNS involvement with other relevant organisations - particularly EDRF and IMDA. Aim to identify areas where it is profitable to collaborate or not (JO) - **dealt with above**

The next meeting will be in three months' time, at an exact time and date to be determined.