RadioDNS Project

20th Steering Board Meeting Draft Minutes (SB 20/10)

Tuesday 22nd December 2015
20:00:00 GMT/ 21:00:00 CET/ 07:00:00 AEDT/ 15:00:00 EST

Attendance

Nick PIGGOTT (Global Radio) (Chairperson)
Mathias COINCHON (EBU) (Secretary)
Kath BROWN (Commercial Radio Australia)
Floris DAELEMANS (VRT)
John FARRELL (Frontier Silicon)
Walter HUIJTEN (NPO)
Sean O'HALPIN (BBC)
Skip PIZZI (NAB)

Apologies

Nick JURASCHECK (Silver Lining Consultants)
MIchael REICHERT (SWR)

1.   Approval of the Minutes of the 19th Steering Board Meeting (SB19/11)
The meeting commenced at 20:06. The minutes of the previous meeting were approved by the Board as a true and accurate representation.

2.   Project Organisation - Role of the Chair (SB20/02) - Mathias Coinchon
NP handed the Chair to MC for this item.

MC - summarised the paper (Role of the Chair SB 20/02 as linked above) which was discussed in conjunction with SB20/02b Project Director Role Definition.

SOH - do we have any clauses requesting mandatory reporting to the Board on specific issues when the Board requires it eg requiring PD attendance at SB meetings and also clauses pertaining to gross misconduct etc?

MC - this should be covered by the Service Agreement/Terms of Engagement contract.
SOH - no specific mention of outputs required from the PD, how we can maximise this role engagement eg perhaps publically publish the outputs and achievements?

The following action arose from the discussion of SB20/02b Project Director Role Definition:

ACTION: This document is to be developed by JF, KB and MC from a template used by Frontier Silicon. The SB will approve this document, with a target completion date set for 14 Jan 2016.

Discussion of SB20/02 -
MC - the detailed aspects of the PD's role eg KPI's/objectives are to be decided later in the process, this is an overall vote on the creation of the role as per the following 3 points:

1) *The Board resolves to create the role of Project Director. This role shall commence on 1st January 2016, and shall be defined by the Project Director Role Definition. The Project Co-ordinator role shall report to the Project Director. The Project Director shall not be Chair of the Board. The role shall be funded for a minimum of 6 months, at a maximum of £2,500 per month.*

RESOLUTION: There were no objections and the Board unanimously approved this proposal .
RESOLUTION: Should Nick Piggott accept the role of Project Director, he shall resign as Chair.

2) The Board resolves to delegate responsibility to Floris, Walter, John, Kath, Mathias (and Sean as observer) to commit RadioDNS Limited to the agreement with the Project Director, subject to ratification at the next Board meeting, and with a target completion date of 14th January 2016..

RESOLUTION: The Board approved this proposal. MC reiterated that all members should please participate actively.

3) The Board resolves that in the event of the Chair resigning prior to the 10th General Assembly on 10th February 2016, Mathias Coinchon shall act as Interim Chair, and Floris Daelemans shall act as Interim Secretary. There shall be elections at the 10th General Assembly for the roles of Chair and Secretary.

Discussion of Treasurer role (within SB20/02):

The Steering board must confirm the decision to create a Treasurer Role and define also how it is appointed. NP recommended the following option out of the choices outlined in SB 20/02:

● *Replace the Secretary (so the board would be Chair, Treasurer plus 9 Board members).*

WH - what is inherent in the Secretary role? Perhaps it is more of a Vice Chair role at present?
MP - seconds Nick's proposal, and queried who could take the role?
WH - also second's NP's proposal, with a suggestion of an addition of a Vice Chair appointed by the Board.
NP - regarding the timeline of changing the Articles - they must be checked legally then circulated to GA by 8th Jan, and 75% of entire membership will have to approve this at the GA on 10th Feb or by proxy.
JF - do we need to do this is it is just a case of amending the Secretary role description? Seems excessive and expensive? WH seconded this - the Secretary should perhaps concentrate on the

financial aspects of the role as already stated, and the clerical aspects transferred to eg PO or PD.

ACTION: The Board agreed unanimously that the Articles should not be changed, the discrete role of Treasurer should not be created, and the role definition of the Secretary shall be revised to make it clear that the Secretary oversees financial oversight.

KB - how shall we handle the Vice Chair appointment? Does this need to be taken to the GA 2016 or can it be decided internally?
NP - yes, handled internally, and notify the GA.

ACTION: Vice Chair to be nominated by SB - email discussion to be started by PO.

3. [Project Logo Update](#) (SB20/03) - Nick Piggott

SOH - would be interested in developing this discussion further - is tonight the appropriate time to do so? Perhaps schedule for a full discussion? This was seconded by WH and FD.
NP would welcome a full discussion on this.

ACTION: PO to organise full email/ conference call discussion of Project Logo in Q1 2016.

4. [2016 Plan](#) (SB20/04) - Nick Piggott & Caroline Brindle

MC and SOH requested further time to discuss the 2016 Plan before voting on it. The Board agreed that this was reasonable. NP cautioned that we would need to have this discussion and approval in good time for the GA 2016 approval. Perhaps the Board could comment on the general discussion of the proposed objectives?
NP - are the three objectives listed here agreed in principle by the Board, given the limited resources of the Project at present?
KB - would consider that one objective could be replaced with working with the board to develop a robust, easily presentable strategic plan for the organisation vs tactical objectives. SOH seconded this.
NP - but is this a full year objective? eg these original tactical objectives can be measured and achieved, so should not be confused with strategic objectives?

Discussion re tactical objectives vs strategic objectives, and perhaps it was unclear that the 2016 Plan does not contain strategic objectives, but measurable tactical objectives.
WH - agrees - and noted that in any case an organisation's strategy should be discrete and stable, and not changed year on year.
KB - perhaps the RadioDNS original strategy document ([linked for the minutes here](#)) should be revised in order to draft a robust strategy for RadioDNS. Once this is achieved, the tactical objectives (eg a 2016 Plan) should then be derived from the strategy document.
WH - Concerned however that this may mean that the revised strategy plan will not be ready to present a renewed 2016 plan to the GA?
MC - requests a clear prioritisation by the SB on what the high-level strategic objectives of RadioDNS should be, given the limited resources available to the project.

ACTION: NP to clarify the document SB20/04 with an explanatory narrative of the existing strategy which lead to the 2016 objectives, and send to SB with a target deadline of 4th Jan.

ACTION: SB to look at this revised doc and comment on edits and amendments with a target deadline of 8th Jan.

5. [Trademarks Update](#) (SB20/05) - Nick Piggott

WH - what is our status financially with this extra Murgitroyd bill? NP - the organisation is not in jeopardy financially, but we will negotiate this requested bill and pay in 2016 to manage costs.
SOH - Does anyone legally own these trademarks already? NP - no, we are applying for trademarks and appealing any negative responses. Nobody owns these trademarks so we will not be contesting ownership etc.
WH - Total expenditure on ™? NP - £28, 300 in legal/trademarks in 2015.

6. [Test and Demonstration Platform](#) Update (SB20/06) - Nick Piggott

FD - service following aspect is very important for auto manufacturers. NP - yes, and we are working informally with Alpine to forward the T&D development.
WH - Are you confident that this development will be delivered on schedule? NP - yes, we are working very closely to ensure the developer is on task.
JF - what is the timeline on delivery and detail re access for members/non members? NP - Discussion started inre access - membership vs initial entry fee - to be decided in Q1 2016.
SOH - charge more for non-members? Seems a sensible option.

7. Working Group Reports
    a. [TAG Working Group](#) (Andy Buckingham) (SB20/07)
No comments on this paper.

    b. WEB Working Group (Alex Erk) (No paper)
MC: can this be expedited in any way?
NP - substantial movement at RadioHack at EBU 2016 could lead to a renewed motivation in this group.

    c. SPI - API-key authentication (Ben Poor) (No paper)

ACTION: SOH to discuss the ETSI spec offline with Andy Buckingham.

8. [Project Office Report](#) (SB20/08) Caroline Brindle
No comments on this paper.

9. Application to open [new bank account](#) (SB20/09) Nick Piggott

JF - what are the credentials of Triodos?
NP - ethical, FSA registered.
WH - very well known in the NL for ethical and well established practice.

ACTION: The Board approved the resolution to open a new bank account with Triodos.

10. Any Other Business

    a. **2016 Proposed Meeting Dates**

ACTION: the Board should notify the PO by 4th Jan should any of the dates as below be unsuitable.

22-Mar-16   London - Tuesday, 22 March 2016, 20:00:00 GMT
        Geneva -Tuesday, 22 March 2016, 21:00:00 CET
        Sydney - Wednesday, 23 March 2016, 07:00:00 AEDT
        Washington DC - Tuesday, 22 March 2016, 16:00:00 EDT

07-Jun-16   London - Tuesday, 7 June 2016, 12:00:00 BST
        Geneva -Tuesday, 7 June 2016, 13:00:00 CEST
        Sydney -Tuesday, 7 June 2016, 21:00:00 AEST
        Washington DC -Tuesday, 7 June 2016, 07:00:00 EDT

19-Sep-16   London Monday 19th September 2016, 20:00:00 BST
        Geneva - Monday 19th September 2016, 21:00:00 CEST
        Sydney - Tuesday, 20 September 2016, 05:00:00 AEST
        Washington DC - Monday 19th September , 15:00:00 EDT

05-Dec-16 -   London - Monday, 5 December 2016, 08:00:00 GMT
        Geneva - Monday, 5 December 2016, 09:00:00 CET
        Sydney - Monday, 5 December 2016, 19:00:00 AEDT
        Washington DC - Monday, 5 December 2016, 03:00:00 EST

b) USRP Project
WH - any news? NP - still in dialogue with manufacturers to implement it, still in conversation with broadcasters to support it - although not specifically a RadioDNS project.

c) Continue discussion informally
SOH - would anyone like to continue the discussion after the official meeting?

d) **2016 NAB Show presence**
SP - Noted that spaces for 2016 NAB Show are going fast so high priority action required if RadioDNS would like to be involved.

ACTION: PO to contact NAB asap to request booth space.