Leadership Council Teleconference - 2009-07-15

Kantara Leadership Council Teleconference

Date and Time

- **Date:** Wednesday, July 15, 2009
- **Time:** 8am PDT | 11am EDT | 15:00 UTC *(Time Chart)*
- **Teleconference Info:**
  - Skype: +9900827043671716
  - US Dial-In: +1-201-793-9022 | Room Code: 3671716

NOTES:

- Skype calls are toll-free, and you do NOT need to enter the Room Code.
- International Numbers: [http://kantarainitiative.org/confluence/display/GI/Telco+Bridge+Info](http://kantarainitiative.org/confluence/display/GI/Telco+Bridge+Info)
- Contact the Chair if you cannot use Skype and need a toll-free phone number (US or international)

Attendees

- Trent Adams (Chair)
- Roger Martin
- Brett McDowell (staff)
- Iain Henderson
- Joni Brennan (staff)
- Frank Villavicencio
- Conor Cahill
- John Fraser
- Britta Glade (staff)
- Eve Maler (Secretary)
- Ken Salzberg
- Bob Pinheiro
- Myisha Frazier-Mcelveen
- Robin Wilton
- Quorum reached (6 of 11 voting members; multiple WGs chaired by the same person count only once)

Apologies

- None.

Agenda

1. Approval of prior meeting minutes
   a. Please review: [Leadership Council Teleconference - 2009-07-08](#)
2. WG / DG Updates:
   a. Progress Update: ID-WSF Evolution WG [Paul]
   i. Provisioning? [Joni]
   b. Pending WG: Identity Assurance Work Group (IAWG) [Frank]
   i. Discussion
   ii. Call for vote during teleconference.
   c. Pending WG: User-Managed Access Work Group (UMA) [Eve]
   i. Discussion
   ii. Call for vote during teleconference.
   d. Pending WG: Healthcare Identity Assurance Work Group (HIAWG) [John]
   i. Acceptance of Charter? [Eve]
   ii. Discussion
   iii. Set date for vote [Trent]
   e. Placeholder for other WG / DG items
3. Board of Trustees Update [Colin, Conor]
4. Work Group and Discussion Group Budgeting Process [Brett]
5. Event Task Force Update [Dervla]
6. Email Policy Review:
   a. Review: [Wiki Page](#)
   b. Call for approval pending modification suggested via email.
7. Blogging Discussion
8. AOB

Minutes

- Regarding quorum:
  - **AI:** Secretary to manage the voting roster in an ongoing fashion in preparation for each call.
• Discussion ensued about the potential problem of WG chairs routinely not showing up to LC meetings, contributing to lack of quorum and stalling of LC work.
• AI: Chair to find someone to investigate whether we need a policy to handle chronically absent voting members and a policy to ensure that group formation during a meeting doesn’t negatively affect quorum already reached.

1. Approval of prior meeting minutes
   a. Please review: Leadership Council Teleconference - 2009-07-08
      • Minutes approved by unanimous consent.

2. Email Policy Review (moved up in agenda):
   a. Review: Wiki Page
   b. Call for approval pending modification suggested via email.
      • The previous objection about the use of the term "moderate" has been resolved in a revision.
      • The title of the policy needs revision on the website.
      • A motion to approve the policy was made and seconded; the motion passed by unanimous consent.
      • AI: BoT liaisons to apprise the BoT of the policy and work to ensure the two groups are in agreement.
      • Noted that our BoT liaisons can represent the LC in disposing of minor issues raised by the BoT in reviewing and revising the policy.

3. WG / DG Updates:
   a. Progress Update: ID-WSF Evolution WG [Paul]
      i. Provisioning? [Joni]
         • The group email list, wiki area, and telecon number are provisioned.
         • Next step is for Paul to announce the group publicly.
         • The provisioning process continues to get more streamlined, though not yet 100% mechanical.
         • It was suggested that a central wiki page be created with signup instructions.
   b. Pending WG: Identity Assurance Work Group (IAWG) [Frank]
      i. Discussion
      ii. Call for vote during teleconference.
         • Small revisions have been made to put the charter into "accepted" form.
         • A motion to approve the charter was made and seconded; the motion passed by unanimous consent.
   c. Pending WG: User-Managed Access Work Group (UMA) [Eve]
      i. Discussion
      ii. Call for vote during teleconference.
         • It was noted that the NHIN Consumer Preferences Service may be relevant to the UMA work, either solving some of the same problem or possibly usable in concert.
         • It was mentioned that one use case might be granting doctor #2 access to information being hosted at doctor #1.
         • During the call, a mention of NHIN and related Kantara healthcare groups was added to the charter as potential liaison candidates.
         • A motion to approve the charter was made and seconded; the motion passed by unanimous consent.
         • The goal for provisioning this and other new groups is 48 business hours, with a goal of much sooner.
   d. Pending WG: Healthcare Identity Assurance Work Group (HIAWG) [John]
      i. Acceptance of Charter? [Eve]
      ii. Discussion
      iii. Set date for vote [Trent]
         • The charter was not yet accepted because the required changes have not yet been made.
         • AI: John and Joni to confer on getting permission and instructions to edit the charter.
         • Voting date not yet set.
   e. Placeholder for other WG / DG items
      • None.

4. Board of Trustees Update [Colin, Conor]
   • Nothing to report.

5. Work Group and Discussion Group Budgeting Process [Brett]
   • AI: Group chairs to think about what resources they might need in the 2010 calendar year above and beyond the normal provisioning; if none, no action needs to be taken.
   • Examples: special projects like market research; bringing in a subject-matter expert; holding workshops and other extra events; funding open-source or other code development.
   • Budget decisions will need to be made by the time of the Kantara F2F meetings in September.
   • A question was raised about budget requests for the rest of 2009; bring any such proposals to Brett, who will handle them case-by-case.

6. Event Task Force Update [Dervla]
   • Deferred.

7. Blogging Discussion
   • Deferred.

Teleconference Recording

• NOTE: Teleconferences will not be recorded until a recording policy is in place.

Next Meeting

• Date: Wednesday, July 22, 2009
• Time: 3pm PDT | 6pm EDT | 22:00 UTC (Time Chart)
• Teleconference Info:
  • Skype: +9900827043671716
  • US Dial-In: +1-201-793-9022 | Room Code: 3671716

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