

Leadership Council Teleconference - 2009-07-15

Kantara Leadership Council Teleconference

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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>*
- *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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