

# 2016-09-07 Meeting Minutes

## Date

Sep 07, 2016

## Attendees

Representation		Name	Attended
<b>Connected Life Innovation Groups</b>			
IRMWG	1st	<a href="#">Salvatore D'Agostino</a> (LC Secretary)	Yes
IRMWG	2nd	Bill Nelson	No
UMAWG	1st	<a href="#">Eve Maler</a>	Yes
UMAWG	2nd	Maciej Machulak	No
CISWG	1st	<a href="#">John Wunderlich</a>	Yes
CISWG		<a href="#">Mark Lizar</a> (LC Vice-Chair)	Yes
CISWG		<a href="#">Mary Hodder</a>	No
IDoTDG		<a href="#">Ingo Friese</a>	No
BSCDG		<a href="#">Thomas Hardjono</a>	No
BSCDG		<a href="#">Eve Maler</a>	Yes
<b>Trust Services Interoperability Groups</b>			
IAWG	1st	<a href="#">Ken Dagg</a>	Yes
IAWG	2nd	<a href="#">Andrew Hughes</a> (LC Chair)	Yes
HIAWG	1st	NON-VOTING 2016-09-07	-
eGovWG	1st	<a href="#">Rainer Hoerbe</a>	No
eGovWG	2nd	<a href="#">Keith Uber</a>	No
FIWG	1st	John Bradley	No
FIWG	2nd	Walter Forbes Hoehn	No
OTTOWG	1st	<a href="#">Michael Schwartz</a>	Yes
OTTOWG	2nd	Janusz Ulanowski	No
<del>CISPDG</del>	4	<del><a href="#">Neil McEvoy</a></del>	-
<b>Staff</b>			
Kantara	-	<a href="#">Colin Wallis</a>	Yes
Kantara Intern	-	Eric Prigden	Yes
Virtual	-	<a href="#">Shannon Taylor</a>	Yes

## Agenda and Meeting Notes

Topic	Desired Outcome
<b>Meeting Administration</b>	
Roll Call	Roll call was taken and quorum was achieved.  NOTE: Health ID Assurance WG has no chair, and is excluded from voting status and quorum calculation until a new Chair is selected and in attendance.
Agenda Confirmation	The agenda was reviewed.  Ken noted that there is a Board meeting tomorrow. He is providing the Board with WG/DG updates electronically and will be pulling all updates from the LC Status Blog. If you haven't yet updated your status blog please do so ASAP.

Ongoing Meetings	<p>Discussed moving the Leadership Council meetings to once per month going forward. Please use the electronic status updates in between meetings.</p> <p><b>Motion:</b> Andrew made a motion to change the frequency of the LC calls to once every four weeks with the first meeting being September 7.</p> <p><b>Seconded:</b> Eve Maler</p> <p><b>Motion carried.</b></p>
Meeting Minutes	<p>Approve past meeting minutes:</p> <p><b>Motion:</b> Eve made a motion to approve the minutes as presented.</p> <p><b>Seconded:</b> John Wunderlich</p> <p><b>Motion carried.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">August 24, 2016</a></li> <li>• <a href="#">July 27, 2016</a></li> <li>• <a href="#">May 18, 2016</a></li> <li>• <a href="#">May 4, 2016</a></li> <li>• <a href="#">April 20, 2016</a></li> </ul>
Blockchain & Smart Contracts DG Discussion	<p>The Blockchain and Smart Contracts Discussion Group is two months into its six month life span. The group has been having discussions on scope. Eve Maler discussed with the LC where the DG is at, what is rising to the top to focus on noting that the ultimate goal of the DG is a report with recommendations. Updates on the DG can be found in the <a href="#">Status Blog</a>.</p> <p>Should anyone have questions, comments suggestions for this DG please email to Eve.</p>
<b>Organization Updates</b>	
Executive Director Report	<p>Colin provided an ED report, highlights include:</p> <ul style="list-style-type: none"> <li>• Two events were held in May. <ul style="list-style-type: none"> <li>• MyData in Helsinki: great event, very good awareness for Kantara.</li> <li>• Future of Identity Conference in Estonia: invite only event</li> </ul> </li> <li>• ID Pro <ul style="list-style-type: none"> <li>• Project has taken a lot of staff time as we have taken the opportunity to refresh the GPA and Privacy Policy.</li> <li>• Survey to the pledgees launched today</li> </ul> </li> <li>• Org Health Check <ul style="list-style-type: none"> <li>• Kantara has received non-profit status from the IRS.</li> </ul> </li> <li>• Membership <ul style="list-style-type: none"> <li>• Looking for ways to provide value to members.</li> <li>• Membership in general over the summer is a bit slow but was predicted.</li> <li>• Looking to gain new members from the MyData event.</li> </ul> </li> </ul>
Staff Report	<p>Status update from the staff.</p> <ul style="list-style-type: none"> <li>• All-member Ballots status <ul style="list-style-type: none"> <li>• Identity Assurance Framework approved</li> </ul> </li> <li>• LC Ballots status <ul style="list-style-type: none"> <li>• NIST DG approved</li> <li>• Cloud Identity DG closure approved</li> <li>• ID Pro Charter approved</li> </ul> </li> <li>• Code of Conduct <ul style="list-style-type: none"> <li>• There is no code of conduct in Kantara, something that is on the Kantara project list and will be looking for LC input.</li> </ul> </li> <li>• Operations <ul style="list-style-type: none"> <li>• Staff is looking at the membership value and structure, more to come.</li> <li>• Operating Procedures will be redlined and shared with LC.</li> </ul> </li> </ul>
LC Chair Report	<p>Status update from LC Chair</p> <ul style="list-style-type: none"> <li>• Andrew reminded everyone that these calls are for all officer's of WG and DG's. Each WG receives one vote. If you are not able to attend send an alternate to the call to represent your WG/DG.</li> </ul>
Board of Director Liaison Report & Action Requests	<p>Ken reported that the last meeting of the Board was informal, there is a formal meeting tomorrow. Ken is providing the Board with WG/DG updates electronically and will be pulling all updates from the Status Blog. If you haven't yet updated your status blog please do so ASAP.</p>
<b>New Business</b>	

<p>WG/DG Updates</p> <ul style="list-style-type: none"> <li>• IRM</li> <li>• UMA, UMA-DEV</li> <li>• CIS</li> <li>• IDoT</li> <li>• BSC</li> <li>• IA</li> <li>• HIA</li> <li>• eGOV</li> <li>• FI</li> <li>• OTTO</li> </ul>	<p>WG/DG Updates</p> <p><u>IRM WG</u></p> <ul style="list-style-type: none"> <li>• Sal reported that a draft report is being created and reviewed. Would like to see this done within eight weeks and then figure out where the group goes next.</li> </ul> <p><u>OTTO WG</u></p> <ul style="list-style-type: none"> <li>• Mike reported that the group is still working on their document and hope to have it ready for feedback at the IIW event.</li> </ul> <p><u>CIS WG</u></p> <ul style="list-style-type: none"> <li>• Progress is being made on the two projects.</li> </ul>
<p>Launching WG /DG Discussion</p>	<p>Discussion of potential new WG/DGs</p> <p>A parking lot of potential new WG/DG is listed below, as these become closer to reality there will be an opportunity to learn more information.</p> <ul style="list-style-type: none"> <li>• Ken Klingenstein - Scalable Consent</li> <li>• Mark Lizar - Consent Conformance</li> <li>• Andrew Hughes - Next-Gen IAF</li> <li>• Andrew Hughes - FIDO-aware IAF</li> <li>• Peter Davis - IoT policy enablement for XACML</li> </ul> <p>Past topics discussed but not yet chartered:</p> <ul style="list-style-type: none"> <li>• Ken Dagg - RP Requirements</li> </ul>
<p><b>Long-running Topics</b></p>	
<p>Action Items Review</p>	<p>Review action items</p>
<p>Contributor IPR</p>	<p>Status update on changing to Contribution Agreement type</p>
<p>Tips and Tricks</p>	<p>Continued conversation on group and conversation management tips and recommendations.</p> <ul style="list-style-type: none"> <li>• Seeking a tutorial on how to use github to do collaborative document editing</li> </ul>
<p>Kantara Policy Audit</p>	<p>Discussion on audit of Kantara policies - including changes to GPA and privacy policy</p>
<p>2017 Project Funding</p>	<p>Requests due by the end of September</p>
<p>Document repo</p>	<p>Structure revamp and solidification of process</p>
<p>Kantara Publications Library</p>	<p>Andrew to draft proposal for processes</p>
<p>AOB</p>	<p>Open discussion</p>