Minutes for the OSHWA Board Meeting held on January 19th, 2024. Meeting opened at 12:03 PM NY time.

Attendees: Andrew, Oluwatobi, Kat, David, Alicia, Kat, Michael, Lee, Jinger, Nadya,

1. Opening business (Michael)
   a. Approve minutes
   b. Ratify new officers
      i. President: Thea Flowers
      ii. Vice President: Kat Scott
      iii. Treasurer: Jinger Zeng
      iv. Secretary: Lee Wilkins

   Michael proposed
   Thea seconded

2. Summit report (Lee)
   a. Over 100 submissions, Lee is preparing the schedule, speaker acceptance emails going out
   b. Two days:
      i. First day: tables and talks
      ii. Second day @ hackerspace: workshops and unconference
   c. Day Zero/Day Three activities
   d. Eventbrite event is up
   e. Ad going up in make
   f. Badge prototype looks good
   g. Sponsorships currently at $40k, we’d still like more, referrals & contacts welcome, Alicia happy to help, each board member make 1-2 sponsor ask

3. Executive director report (Alicia)
   a. Member’s meeting summary
      i. Member meeting went well
      ii. Sloan grant finished but report due Feb 1
      iii. Push for end of year gifts and memberships, newsletters/emails/members list.

4. Treasurer report (Jinger)
   a. Public support status (Jinger, Alicia)
      i. Had meeting with accountants to confirm details about public support test, 2024/2025 to turn this around
      ii. We need to find 750k in 50k portions or take less from Sloan
      iii. We filed an appeal with the NSF, this would be 1.5m as total public funding which would qualify for required support
      iv. Accountants indicated that if we continue to fail the test we might be subject to an investigation (details unclear)
v. Potential announcement at the summit for possible donations. Money raised from the summit counts towards this.

vi. Membership is a possible great way to offset some cost

b. IRS 990 policy requirements (Kat, Andrew)
   i. Policies need to be updated because of having more funding.
   ii. Policy document. Compliance Officer needed, can be appointed or associated with another role.
   iii. Document retention / destruction policy. Considering a 7 year minimum retention on documents.
   iv. Gift policy. Decisions need to be made on how gifts are vetted. We are considering option D, listing out gifts that we accept and ability to decline gifts.

5. Directors and subcommittee reports (Thea)
   a. Announcement from David
      i. New job, includes advocating for Open Source Hardware
   b. Possible executive committee meetings
      i. Regular meetings for the committee to meet, Thea to schedule this.
   c. Alicia gave a talk at CERN!

6. Action items (Thea)
   a. Board: Approve minutes for Oct 2023 meeting in the next meeting
   b. Board: Needs to designate a compliance officer, Nadya recommends the VP is always the compliance officer.
   c. Alicia: Send email to board with info on summit sponsorship requests
   d. Thea: schedule executive committee meetings

7. Adjournment (Thea)
   a. Thea, seconded by Michael

Meeting was adjourned at 12:47 NY time