

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