

HL7 FHIR Foundation Board Call
Monday, September 12, 2016
4:00 – 5:00 pm ET
Dial in: 770-657-9270 Pass code: 2627371#
To mute:*6; to un-mute: *6

Expected Participants: Stan Huff, MD; Pat Van Dyke; Russ Leftwich, MD; Chuck Jaffe, MD, PhD; Wayne Kubick; Micky Tripathi; Dave Shaver; Todd Cooper; Paul Biondich, Ewout Kramer; Karen Van Hentenryck (scribe)

Agenda

1. **Roll call/agenda review** (2 minutes) – Huff called the meeting to order at 4:05 pm ET.
2. **Approval of the minutes from 08/12/2016 call** (2 minutes) – **MOTION** by Hammond: To approve the minutes; seconded by Leftwich. The motion carried unanimously (one abstention from Van Dyke).
3. **Review proposed process for nomination/election of Board members** (15 minutes)
– Hammond summarized the proposed process outlined the document. Question for discussion: Can two individuals from the same organization serve on the Board? Hammond feels we should not impose this limit for a strategic Board. Leftwich suggested the limit might be no more than two from a given organization on the Board. After some discussion, there was agreement that this decision should be left to the members of the Board.

Suggestions/comments on the proposed nomination/election process:

- Make certain that the 5 members supporting the nominee are not board members.
- Strike the 5 year relevant experience requirement from the process and include in the solicitation.
- Under 5D – ask what they believe they could add to the FHIR Foundation. Better yet, extend 5C to cover both – why they want to serve and what they could contribute.
- Nominee interview should be done by a member of the committee rather than requiring interview by full committee.
- Specify what support means in the context of nominees needing support from other HL7 FHIR Foundation members.
- Nominee must be a member in good standing at the time of the solicitation
- Capture within the solicitation some of the items that we are eliminating from the process. That way we are not bound by restrictions or processes that aren't always appropriate.
- Should there be a minimum timeframe that nominations should be open? There was agreement to capture that in the solicitation.

Biondich is developing language for a similar process for another non-profit organization and will share that with this group. Huff observed that the tone of the

current document assumes that multiple people wish to serve and there is a need to weed out some of the candidates. That may not be the case. Regardless, the solicitation should provide some introductory language describing the organization, its mission/vision, etc. **ACTION ITEM**: Van Hentenryck will update this document based on today's conversation and post to Google docs so everyone can access it. A vote will be taken after these steps are completed.

4. **Review proposed membership proposal** (15 minutes) – Grieve/Kubick – Since Grieve was not able to join today's call, this item will be carried forward to the next agenda.
5. **Business plan for sustaining the organization** (15 minutes) – Huff noted we will have memberships but will be also secure grants and contributions? We need a strategy for sustaining the organization. Should we charge for certain services, etc. Cooper suggested that we might raise funding by leveraging FHIR.org to sell services and information that people can use. Tripathi noted that other Boards he's served have appointed an ad hoc committee to develop a business plan. **ACTION ITEM**: Tripathi, Shaver, Biondich, and Jaffe will serve on this ad hoc committee and bring back their ideas on a later call.
6. **Policies for hosting implementation guides and other third party artifacts on the FHIR.org website** – Huff (15 minutes) Grieve and Huff have not gotten around to finalizing this action item. Kubick indicated that the FHIR governance board had discussed this issue and documented the following requirements for hosting on the artifacts on HL7.org (not FHIR.org):
 - Explicitly agree to the appropriate IP agreements (open source)
 - Ensure backup and continuity plans
 - Recognizes responsibilities of a committer and ensure there's control over who can commit
 - Ensure there's a clear publication copyright license
 - Ensure clear visibility arrangements for current version.
7. **Housekeeping** (1 minute) - Huff
 - Next meeting is Sunday, September 18 @ 5pm in the Camden/Lombard room of WGM hotel (third floor). Van Hentenryck will schedule the next meeting about two weeks after the WGM.
 - Agenda items for next call
 - Updated nomination/election document/process
 - Proposed membership proposal (Grieve/Huff)
 - Policies for hosting third party artifacts on FHIR.org
 - Report from business plan ad hoc committee

Meeting adjourned at 4:43 pm ET