Minutes of Shibboleth Consortium Board Meeting #124
9th October 2024 – Videoconference

Attendees

Name	Organisation	Country
Scott Cantor (SC)	Developer Representative	United States
Grace Moore (GM)	Jisc	United Kingdom
Kevin Morooney (KM)	Internet2	United States
Pal Axelson (PA)	NORDUnet	Finland
Steve Zoppi (SZ)	Internet2	United States
Alex Stuart (AS)	Jisc	United Kingdom
Davide Vaghetti (DV)	GARR – Member Representative	Italy

Apologies

Wolfgang Pempe (WP)	DFN – Member Representative	Germany
Emily Brown (EB) Secretary	Jisc	United Kingdom

Meeting Minutes approved from August 2024

1. Actions

Ref	Description	Owner	Complete by	Status
106.7	Board to agree plan about review of regulations/whether they wish to explore becoming a legal entity, and what next steps would be	Board	End of June 2025	**Open**
106.8	Board to agree plan to tackle succession planning	Board	End of June 2025	**Open**
109.1	Revise membership documents. Move away from ‘charter’ language. Look at what it means for a member to join.	Board	TBC once 106.6 complete.	**On hold until 106.7 progresses.**

109.2	Investigate legal status.	SZ	TBC once 106.6 complete.	**On hold until 106.7 progresses.**
123	FWD Monthly Finance & Membership Presentation to the board	EB	August 23	**Closed**
124	Check how many ‘out of office’ responses received when rate increase email was sent out and confirm % of total list to the board, if possible, to allow them to determine if a resend of rates is required.	EB	August 23	**Closed**
125	Consortium Manager should also aim to start renewals earlier than usual to allow time for people to cancel/object before invoice is sent out (for example, 30 days before invoice is sent, and include reminder about rate increase)	EB	September 24	**Closed**
126	Need to update website and potentially the Wikimedia pages to ensure members are aware of impending rate increase	SC	September 24	**Closed**
127	Consortium Manager to develop proposal for annual process that supports us in revalidating the contacts on the members list	EB	November 24	**Open**
128	Consortium Manager to develop onboarding tracker as part of the financial and membership update pack	EB	November 24	**Open**
129	Consortium Manager to explore whether we can automate certificate for Wordpress site, and if additional monitoring is required	EB	December 24	**Open**
130	Consortium Manager to investigate if we can invoice Steven Primo as an individual or against the US-based LLC entity	EB	November 24	**Open**

131	SC to develop proposal for Steven Primo, for board approval	SC	November 24	**Open**
132	SC to develop proposal with PainlessSecurity, for board approval	SC	December 24	**Open**

2. Financial and membership updates

- Presentation was shared during the meeting
- Question about whether UCAP had paid.
  - EB to request support from SZ/KM if not
- Discussed that we should start tracking onboards
  - Added as action 128
  - SC can support EB in understanding who's already been onboarded this year
- No other questions posed by the board

3. Development update

https://shibboleth.atlassian.net/wiki/spaces/DEV/blog/2024/10/07/3918528519/October+2024+Update

- Scott talked through monthly update during the meeting
- No major updates for this month
- SC's key concern was resolving the certificate on the Wordpress site
  - Discussion about automation and monitoring to ensure SC doesn't have to chase this each year
  - Consortium Manager has since confirmed that the new certificate has been issued
  - Longer term requirements added as action 129
- No immediate questions posed by the board

4. Discussion of Development Roadmap and sustainability of Development team

- Opportunity to utilise Steven Primo
  - Interested in an individual membership / donation
    - Action 130 is for Jisc to understand how this might work
    - It's believed he has a US based LLC that could be invoiced
  - Discussed opportunity to contract him to support old + new SP development work, by taking on the documentation requirements
    - Board agreed a max budget of c. $50,000
    - This is based on $90-120 per hour, at 0.2 FTE (16 hours per week) for about 6 months
    - SC to develop a proposal
    - Jisc to negotiate once board approves and clarity is provided about setting him up as a contractor
- Discussed that the Groupr community could also help us with the longer-term documentation strategy, as this is something they've been reviewing / working on

- Opportunity to utilise PainlessSecurity
  - They have contacted SC looking for opportunities
  - Have provided examples of projects and were endorsed by InCommon
  - Could support work for new agents, or verified credentials
  - Could provide resiliency for the work Phil Smart is doing
  - Also supports us in diversification in a way that's mindful of the community and seeks to protect their investment in us
  - Discussed that there are a few models to explore:
    - Quarterly retainer to support operations
    - Ad hoc / incremental – based on hours and deliverables
  - InCommon advised that we should approach them with a rough estimate in mind, go through an exploratory process and then refine the budget and scope
  - For the Apache agent deliverable – there was confidence we could put together a relatively robust assessment of timeline and delivery requirements
  - Next step is for SC to scope out and agree a proposal for the board's approval

5. AOB

- Strategy Planning
  - Discussion about the purpose statement that will guide MoSCoW requirements for exploring becoming a legal entity, as well as succession planning & community engagement conversations
    - InCommon have now provided a draft statement: https://docs.google.com/document/d/1yaJyxSG7ODJ-HqJRFKOxgNP5Euj-bd0LcEs0xcbnIpQ/edit?usp=sharing
    - One observation from the InCommon team is that we need to better understand usage of the product to inform how we invest in the project, going forward. Some questions for us all to consider are how we systemically and systematically identify who is using it, why, and how. What mechanisms do we have for achieving this? And how do we get them to better engage and contribute?
  - There are 2 asks for all board members ahead of the next meeting:
    - **If you cannot attend the session on 13th November –** please let us know by Friday 18th October, as we need to ensure all participants can attend. If we find this date doesn't work, we will book a dedicated session instead
    - **If you can attend and have time between now and the next board meeting** - please make sure to review the draft statement provided by InCommon and be prepared to feedback on this

6. Next Meetings:

- Wednesday 13th November 2024
- Wednesday 11th December 2024