Trust over IP Foundation
MINUTES OF THE STEERING COMMITTEE 24/25 August 2021

A regular meeting of the Steering Committee of the Trust over IP Foundation was held on 24 August 2021 at 21:00 - 22:00 PT August 25, 2021 - 4:00-5:00 UTC via teleconference.

Steering Committee Members Attending and Participating
- John Jordan - Executive Director (Prov. of BC)
- Steven McCown (Anonyome Labs)
- Sankarshan Mukhopadhyay (Dhiway Networks)
- Drummond Reed (Evernym)
- Wenjing Chu (Futurewei Technologies)
- Karl Kneis (IDRamp)
- Andre Kudra (esatus)
- Hwajeong Hwang (LG CNS)

Also Participating
- Judith Fleenor (ToIP - Director of Strategic Engagement)
- Kaliya Young (CCI/ GHP WG Chair)
- Scott Perry (GSWG Lead)

Call to Order
Judith Fleenor called the meeting to order at approx. 21:04 - 22:00 PT, announced the meeting would be recorded and took the official minutes. There were no objections.

Antitrust Policy Notice
Judith Fleenor reminded the Steering Committee of the Antitrust Policy.

Agenda
Judith Fleenor introduced the agenda. No additional topics were added.

Approval of Minutes
Judith Fleenor presented a resolution to approve the minutes from the previous two Steering Committee meetings (Exhibit A) June 30th and (Exhibit B) July 26th and solicited questions from the group. There were no questions or objections.

Judith Fleenor indicated that consensus had been reached and the following resolution was approved:

RESOLVED: That the minutes of the June 30, 2021 and July 26th, 2021 meetings of the Steering Committee, in the form attached hereto as Exhibit A and Exhibit B, are hereby confirmed, approved, and adopted.

Membership Review and Approval
Judith Fleenor presented a list of new contributor members. There were no new Steering Committee members, so no approval required.

Governance Stack Working Group approved deliverables
Scott Perry, the Lead for the Governance Stack Working Group, previously submit two deliverable for Steering Committee approval:

- **ToIP Risk Assessment Companion Guide**
- **ToIP Risk Assessment Worksheet Template**

Both deliverables were approved by the GSWG on June 17, 2021 and sent to the Steering Committee for the 7 day review period. During the review period some suggestions were made by Andre Kudra. These were responded to by the Scott Perryworking group lead. Andre Kudra agreed that it was sufficient to move forward with deliverable approval.

Judith Fleenor indicated that consensus had been reached and the following resolution was approved:

RESOLVED: That the "ToIP Risk Assessment Worksheet Template" and "ToIP Risk Assessment Companion Guide" Working Group Approved Deliverable submitted by the Governance Stack Working Group be hereby approved by the Steering Committee as a Trust Over IP (ToIP) Approved Deliverable.

BLOG Post Writing Guidelines
Judith Fleenor presented the BLOG Post Writing Guidelines created by the Communications Sub-Committee.

Working Group Lead discussion item
Scott Perry the Governance Stack Working Group Lead brought a topic for discussion regarding mis-expectation of parties seeking assistance from ToIP around Governance Frameworks and the fundamental strategy to operationalize and sustain them when built.

After a robust discussion, it was decided that these issues should be discussed at the Working Group level, and then brought to the Steering Committee only when guidance is needed, or if the Working Group has a specific proposal.

Steering Committee Members suggestions for Members Experience

Sankarshan Mukhopadhyay brought several suggestions for creating a better member experience. A rich discussion followed.

Creation of Criteria for Steering Committee Membership

Judith Fleenor suggested that the Steering Committee should consider creating "criteria" for becoming a Steering Committee member. A committee was formed to create such criteria. Members of that committee are: Wenjng Chu and Karl Kneis.

Creation of a Process for Code of Conduct Violations

Judith Fleenor explained that the JDF 5.0 documents, page 3, item 15 states that "The Project has adopted the terms of the Community Covenant 1.0" Judith Fleenor, recommends that the Foundation creates a policy ready explaining the steps taken, if someone "Contacts the Project Chairperson". No Action was taken

Upcoming Meetings

Discussion about the upcoming meeting dates and topics.

Linux Foundation Member Summit

Judith Fleenor announced the Linux Foundation Member Summit and told anyone who needed the registration code to contact her.

Open Discussion

Adjournment

At approx 22:00 PT, Judith Fleenor adjourned the meeting.