

# NCSG Executive Committee Meeting Minutes

Date: 20 February 2014

Time: 16:00 UTC

Meeting called to order at 16:04 UTC by Chair, Rafik Dammak

## Members Present:

Rafik Dammak, Chair

Robin Gross

Tapani Tarveinen

Rudi Vansnick

Lori Schulman

## Business:

- Approval of new members
  - 15 individual applications approved
  - 4 organization applications approved
  - 4 individual applications under review
  - 0 organization applications under review
  - 3 individual applications rejected
  - 0 organization applications rejected
- Motion from Lori Schulman – New application form to be reviewed by the EC team within a given time frame (1 week)
  - Vote: Motion Carried
  - Resolved: Rafik to send email reminder to EC team with given time frame
- Motion from Tapani Tarvainen – Method of confirming email address of new applicants
  - Vote: Motion carried
  - Resolved: Maryam Bakoshi to send email to address to confirm it is correct; This will become automatic (automated) part of the application process in future
- Motion from Rafik Dammak – ALL EC members to review and comment on applications under ‘review’ before next EC meeting
  - Vote: Motion carried
  - Resolved: EC team to review applications under ‘review’
- Membership Management Database
  - Motion from Rafik Dammak – to work on a community solution for member database with Tapani Tarvainen and Maryam Bakoshi
  - Vote: Motion carried

- Resolved: Rafik Dammak to work with Maryam Bakoshi in creating a requirement document to be shared with EC team (1 month)

**Further Action Items:**

- Maryam Bakoshi to send emails to individuals and organizations under review for further information/clarifications
- Maryam Bakoshi to send email to Judith Hellerstein to re-apply as an Organizational member; Rudi Vansnick to follow up with Judith

Meeting Ends 18:00 UTC