

# MINUTES

November 19th, 2018 Zephyr Foundation Board Meeting

A meeting of the Zephyr Foundation Board of Directors was held at 9:00 AM PST on November 19th, 2018 via videoconference. Five of nine of the Directors were present: Billy Charlton, Mario Scott, Lisa Zorn, Clint Daniels, and Rosella Picado. Greg Erhardt and Elizabeth Sall attended as a guests. Billy Charlton acted as Chair of the meeting and Elizabeth Sall recorded the minutes.

## **\*1 – Minutes from September Meeting**

The Board unanimously approved the Draft Minutes from the 10/17/2018 meeting and recognized the subsequent proxy vote.

## **\*2 – Project Management Groups**

The chair relayed the proposed project management groups (PMG) proposed by each PMG chair as follows.

**Fast-Trips:** Lisa Zorn (chair, board representative), Bhargava Sana, and Joseph Flood.

**GNFS:** Joe Castiglione (chair, board representative), Michael Mahut, Wu Sun, Guy Rousseau, Chetan Joshi, Jeff Frkonja, and Scott Smith.

**Open Science:** Gregory Erhardt (chair), and Rolf Moeckel.

**Software Badges:** David Ory (chair), Kat Busch, Lisa Zorn (board representative), Kyle Ward, Jeff Newman, Ben Stabler, and Dan Florian.

\*The Board unanimously approved the project management groups proposed by each project management group chair for Open Science, Software Badging, GNFS, and Fast-Trips.

The board recognized that some PMGs did not meet sufficient diversity (e.g. GNFS is all male) or composition (e.g., Open Science doesn't have any board member) requirements which would need to be addressed as soon as possible.

## **\*3 – New Project Management Group**

The board considered and discussed adding a new PMG for the GTFS-ride data standard with the following proposed PMG composition:

David Porter (chair), Matthew Barnes, Aaron Antrim, Clint Daniels (board representative), Alex Bettinardi, and Phillip Carleton

\*The Board unanimously approved adding the GTFS-ride project management group as proposed.

The board recognized that this PMG did not have sufficient diversity and would need to be revisited soon.

#### **4 – TRB Meeting Planning**

The board discussed items related to the awards program, workforce survey, project management group meetings and the reception at the Transportation Research Board Annual Meeting in January.

#### **5 – Administrative Report**

The Chair reported that the IRS had responded with requests for clarification on our 501c3 application and that a draft response was available for the board to review. Response will be submitted by the end of November.

The Chair discussed progress in executive director recruitment and the Treasurer reported that she was still looking into bank account options.

#### **6 – Communications Report**

Mario, chair of the communications committee, reported that there were some new blog posts up, but that PMG chairs needed to submit their promised posts soon. He also reported on twitter, slack, and mailing list statistics.

#### **8 – Adjourn**

There being no other businesses, the board adjourned at just after 10:00 AM PST.

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These minutes were unanimously adopted by a Board vote on January 9th, 2019.