Annual Report of the Secretary

Introduction

This report is related to the activities and achievements of my third term as Secretary of Open Source Matters, from March 2019 to March 2020.
The Achievements listed here should not be intended as if they were coming exclusively from my action, in fact they came from the collaboration of the whole Board and several volunteers.

2019/20 - The Third Term

The third term has been busy due to several initiatives. A major task has been the formation of the Joomla Foundation, defining a way to ensure stability in governance and linking the two organizations. The Joomla Foundation will allow the Project to receive grants and funds, as a 501(c)(3). Another major task has been the work on the Amendments to the Bylaws of the Corporation, after the vote of the Community (all members) to remove the Local Communities Department and to extend the right to vote for Department Coordinators and Officers to all the members of the Corporation. During 2019 a task force including JED Team, Compliance Team, Security Strike Team, Webmasters Team and me (as DPO) had to deal with a potential data breach affecting the development server of the JED; luckily the incident did not result in any data breach.
As in previous terms, I managed the regular election cycles, the runoffs, the replacement elections and the organization of two Semi-Annual Members Meetings.
2019 ended with the massive change to the Nomination methods for the Directors and Officers elections.
2020 started with the Forum for the Future, the work on the new version of the Joomla Community Magazine and the grant of 10.000 USD from Amazon Web Services to cut operating costs.

Achievements

- Got the mandate to incorporate the Joomla Foundation, an organization meant to obtain the 501(c)(3) status.
- Appointed as Secretary of the Joomla Foundation, Inc.
- Encouraged the formation of the Education Working Group.
- Supported the draft and adoption of the [Use of Official Marketing Resources Policy](#).
- Adopted the Backup Policy for the official Joomla.org / OSM properties.
- Supported the appointment of the Ombudsman.
- Drafted the Bylaws of the Joomla Foundation, Inc.
- Wrote and adopted the [Policy regarding CoC Breaches](#).
- Implemented the new voting methodology (now open to all the Members).
- Arranged two Semi-Annual Members Meetings.
- Prepared the amendments to the Bylaws of the Corporation.
- Wrote and adopted the Corporate Policy regarding Sponsorship Commissions.
- Followed trademark renewals.
- Supported the global Pizza, Bugs & Fun, preparing the agreements for the Sponsors.
- Prepared a standard Forum Sponsorship Agreement.

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- Joined the GitHub Sponsored Teams Advisory Panel as Joomla representative.
- Published the website of the Joomla Foundation, Inc. - foundation.joomla.org
- Implemented the new nomination process for the election of Board of Directors and Officers.
- Encouraged the publication of the unaudited Profit & Losses documents.
- Improved the Open Source Matters website with the addition of information and processes.
- Encouraged the formation of cross-functional teams following the ideas of the Forum for the Future, to improve the collaboration and break silos.
- Served as liaison for GitHub Sponsored Organizations Program for Joomla.
- Published a summary of all the election rules and policies on the OSM website.
- Encouraged the formation of Departmental Leadership Teams, to ensure enough support to Department Coordinators in their role.
- Obtained 10.000 USD as grant from AWS Open Source Credit Programs to cut down operating costs.
- Prepared a Standard Partnership Agreement for two new Partners.
- Prepared the Request for Proposals regarding Bookkeeping Services.
- Prepared the Secure Data Management Corporate Policy.
- Encouraged the adoption of functional mailboxes to simplify access management and avoid loss of data during transitions.
- Encouraged the adoption of formal agreements when sponsoring non-JoomlaDay events.

Statistics

- The Board held 27 meetings during the Term.
- The Board actioned 116 motions during 2019 (January-December).
- The Board actioned 123 motions during the Term (March '19 - March '20).
- I proposed 87 motions (33 excluding statutory motions)[1] during the Term.
- I seconded 19 motions during the Term.

I had the privilege to collaborate with 2 Presidents, 3 Vice Presidents, 3 Treasurers, 17 Department Coordinators and a lot of Volunteers from different areas of the Project. All the achievements mentioned would not have been possible without their precious collaboration, advice and support.

I am fully available for questions and clarifications at luca.marzo@community.joomla.org.

Luca Marzo
Secretary
Open Source Matters, Inc.

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[1] Statutory Motions are the motions to adjourn the meetings and to approve the meeting minutes.