

## **Agile Alliance Board Meeting - Minutes**

### **December 3, 2012 Telephone Conference**

Attending: Ola Ellnestam, Shane Hastie, Phil Brock, Esther Derby, Declan Whelan, Samuel Crescencio, Rebecca Parsons, joining late: Linda Cook, Jim Newkirk,

Absent: Diana Larsen, Paul Culling, Pat Reed.

Notes: Sharon Cooper

#### Appreciations

**Regular Reports (including A2013):** There was a planning meeting in Nashville in November, the Agile2013 website is now ready to go live, and the submission system is working. Registration will open later today. Brazil still has a little translation work left to be completed, which should be finished today or tomorrow to go live tomorrow. This is the first effort of Agile to have a multilingual site.

**AEF:** Phil updates that Todd and Pat are working together on AEF to identify a chair and co-chairs. Dec 1 deadline has slipped to this weekend, but he expects a final yes today on chair and co-chairs. Through this process they have identified 3 of 8 speakers for the conference so it has helped to bring the program nearly halfway to completion. Both Pat and Todd would be willing to act as co-chairs if necessary. The basic template for the website is in place. Phil is speaking to Dan Neumann to determine whether the Agile Leadership Network is interested in continued collaboration on this conference. Reconciliation for the event has just been completed. This is a small loss: two more attendee's would have brought the conference to a break even point. To recap, Phil believes that we will have identified a chair within the next two days, either Todd or Pat will mentor or co-chair, and ALN will collaborate. Esther raised a concern with consultants being involved, since that has been a priority of past AEF conferences, and asked if it is a concern that Pat is a consultant, and part of the organizing committee. Phil mentioned that ALN membership is largely consultant based, so their involvement is potentially problematic as well. Phil recommends that the steering committee meets to consider this issue more fully and make recommendations.

Rebecca asks if everyone is comfortable proceeding even though the deadline was slipped.

Most weigh in as a yes. Phil does not foresee an issue with the slipped deadline.

Esther recommended Hendrik Esser as a potential speaker, he has been leading Erickson in some creative new ways, and was a participant last year who expressed some dissatisfaction with the level of the conversations happening at the event.

Rebecca asked about reconciliation. Phil notes that there was some slight impact of the AEF on overall revenue for conferences, but estimates a net profit off of the Agile2012 conference of close to \$800,000.

**Treasurers/Operations Report:** Phil comments that the latest report is really an end of October report, not a November report. Agile is showing a \$32,000 receivable that is over 90 days overdue. One ( a little over \$7,000 ) was an attendee group, which has been paid now. The other is a sponsor's outstanding balance for sponsorship commitments. We have yet to see the funds, however Phil believes that Agile has completed all the necessary steps and we are close to closure of that debt.

**Advisory Committee Report:** Phil updates that he has asked the board to submit individuals to nominate. The Board has identified 16 possible candidates with a broad array of backgrounds. The advisory committee will need to meet and pare down the list and make a presentation to the board of the final candidates. Phil would like to send out a final ballot in the form of a poll to the board. Rebecca suggests that we contact the committee and organize a call to discuss the candidates this week.

**Brazil update:** Samuel reports that organization is running slightly late due to website translation issues. The venue and hotel are set, but delayed slightly with promotion due to the website, which should be finished tomorrow. Samuel would like to request help with publicity beginning tomorrow. Phil inquired whether all members of the board have made Visa Applications at this point. Declan is in process and his visa has been stalled in the same place on the website for 3 weeks. Shane does not need a Brazil visa. Linda hopes to use TRAVisa to get hers once she returns from India. Samuel offered to call the consulate for anyone needing help. Linda asked if the vaccination for Yellow Fever is necessary. Samuel responded usually not unless planning to travel in the north. Rebecca mentions that some countries will not allow entry if you have recently traveled to a country that has yellow fever unless you have had the vaccination.

Phil will send e-mails once the registration site is turned on that include a code for the board to register. Esther asks if there is any interest or possibility to do workshops around the conference. Samuel feels that it would be nice but is concerned that there is not time to promote it. Samuel clarifies that the open space idea has been confirmed as the format, so there will be no need of a keynote. Samuel also advises that everyone brings summer clothing to the meeting as it is currently summer in Brazil.

**Agile Vancouver:** A board meeting and potential User Group event with the Agile Vancouver group. The Vancouver group is quite active and they would like to know how many board members would be willing to stay for an extra day to make themselves available for a user group event afterwards. Event details will be based on how many board members will be staying. Dates are: Board Meeting May 10, 11, 12, Vancouver Group Event Monday the 13th. Rebecca, Shane, Esther, Declan, Samuel, and Linda can stay for the event, at this point. Paul is a likely seventh.

**Other Business:**

Rebecca requests objectives for the Brazil Board Meeting this week, so that she can put together the agenda for that meeting within the next couple of days. Samuel invited the Brazilian Organizers to meet with the board on Saturday morning, the 26th.

Esther asks if we need to do something with marketing and branding. Phil and Paul have had a chat and have put together the marketing committee charter. Current efforts and partners have been identified, but the committee has not been able to meet again. Rebecca requests Phil to meet with Paul and try to get another meeting of the committee scheduled before the end of the year.

Phil has identified one firm who will do an audit, however that firm has not been quick to respond to inquiries. He is still looking for a firm in Knoxville that could perform an audit. Any suggestions are welcome.

Hopes and Wishes

Meeting adjourned.