# C:\Users\chris.aldworth\AppData\Local\Microsoft\Windows\INetCache\Content.Word\DTVKit_Orange.pngDTVKit Governing Board Meeting 08/12/2015

Present: Phil Evans, Paul Martin, Paul Cox, Christof Winker, Harriet Clarke

Next Meeting : TBC

## Announcements

Christof Winker of Eagle Kingdom Technologies Ltd. (EKT) has been nominated as ‘Product Executive’ on the Governing board, in place of Richard Smith.

The 2016-17 annual membership fees have been agreed and remain set at $15,000 USD.

Minutes should be circulated before the next meeting and approved by email. The minutes will be published on the website once approved.

## Apologies

None

## Items

A meeting agenda was distributed prior to the meeting for GB approval.

1. **Current Membership and Financial Overview**
	1. Expecting a surplus of roughly £20,000 by the end of next year, if the members we are expecting to join sign up at the start of the year, and all current members renew
	2. Health and Safety discussion
2. **Membership Prospects for 2016**
	1. Hoping to have at least one more member at the start of the year (Mediatek)

 Preferably need one more active semiconductor

* 1. Prospective members want a turnkey solution

**Decision:** How can we convey our message better? Need to update 2 Page overview Action : PE, AC and HC

**Action:** Spend money on marketing e.g. stand at a show

Market research

 Direct marketing to the credentials e.g. Travel to Taiwan

* 1. Currently only have OBS as a Support member, which creates a bottleneck

 Harmon are expecting to join as a scaling/support member

* 1. Should we simplify/vary the terms to increase chances of success

**Decision:** Just offer a membership and a fee, which would be a fairer deal for everybody

 **Action:** No action taken yet, to discuss again in next GB meeting

1. **DTVKit Budget for 2016/17**

 **Decision:** Budget approved by GB

* 1. Due to expected £20,000 surplus by the end of next year, when the 2016 membership fees come in, PE to travel to Asia

 **Decision:** 1st £10,000 to spend on travel to Asia (4-5 trips)

2nd £10,000 to find a way to facilitate getting good quality reference platform.

1. **Governance**
	1. Outgoings

Any payments up to £1000 PE authorizes directly – except salaries and travel expenses.

Any payments between £1,000-£2,500, 1 governing board members will need to sign

 Any payments over £2,500 need to be signed off by all GB members

 PE salary approved by GB

 Other salaries can be approved only be PE

1. **Roadmap items**
	1. Should we join DTG as a partner member?

Would able us to go to DTG Meetings and network

 Access to debug

 **Decision**: Would make more sense to join HBBTV first

 **Action**: Discuss again in next meeting, regarding budget

* 1. Should we join HBBTV?

 **Decision**: If we receive one more member, then this will be an immediate join

1. **AOB**
	1. Membership categories

Is there any relevance in the Product Plus member

 There is no way of enforcing PP

 **Decision:** Currently relevant for people who don’t use a Broadcom chip

 **Action:** Refine strategy for 2016

 What should we name the category for Harmon?

 **Decision:** Not made

Main points to take forward from the meeting

* Communicating the philosophy
* OBS Scale
* Confusion re turnkey
* How to prove quality
* Immediate reason to change
* Primary target: reach critical mass

## To do before next meeting

Send Christof and Paul statuary accounts