# C:\Users\chris.aldworth\AppData\Local\Microsoft\Windows\INetCache\Content.Word\DTVKit_Orange.pngDTVKit Governing Board Meeting 13/09/2014

Present: Amy Cleary, Paul Martin, Paul Cox, Christof Winker (on behalf of Richard Smith)

Next Meeting : 21st October, 2014

## Announcements

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

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

## Apologies

Richard Smith

## Items

1. Discussion of timescale to set objectives, budget and membership fees.

**Decision:** During the month of November the budget and membership fees will be set. At the end of November existing members will be invoiced on 90 day terms.

**Action:** Amy to propose Governing board conference call date for 3rd week in October and 3rd week in November, to discuss and agree the budget and membership fees.

1. Discussion about whether membership fees should remain pro-rata or if members should pay the full year regardless of which month they join.

**Decision:** Continue as we are with 15 months renewal. Look at changing rules in next revision.

**Action:** Amy to make note of this to discuss for next membership year.

1. Discussion about whether DTVKit should directly fund R&D / documentation from member funds or if this should only be used for running costs and marketing.

**Decision:** DTVKit should not directly invest, instead it should go out to tender.

**Action:** The Technical Steering Committee (TSC) should come up with detailed points of what is required to improve the technical documentation. Once received, a DTVKit notice should be put on the website for tender with an agreed deadline.

1. Discussion about possibility of having a high-level document aimed at decision makers within a company so they fully understand DTVKit, its objectives and how it can benefit them etc.

**Decision:** Yes this should be part of the sales and marketing collateral to attract more members. This will come out of membership budget.

**Action:** Amy to put together a detailed proposal of what should be included in the document and then distribute to Governing Board for feedback. Once the content is approved, the document should be designed so it is in fitting with current branding.

1. Brief comment about whether there should be a budget review at specific points in the year.

**Decision:** Yes the budget should be reviewed every quarter.

**Action:** Amy to schedule for discussion each quarter.

1. Discussion about whether the current CEO of DTVKit should remain as Paul Martin.

**Decision:** The Governing board voted at the GB meeting that Paul Martin would remain as the CEO of DTVKit up until the point that DTVKit can afford to become completely independent. At this stage, a replacement CEO/CTO will be employed on a part-time basis ideally in the 2015/16 membership year.

**Action:** To be included in the budget forecast.

1. AOB

Nothing further to discuss.