

Eclipse AsciiDoc Working Group Steering Committee Agenda & Minutes

2021-November-30

Passcode: 789441

Agenda Topics	Moderator	Minutes
Welcome, roll call, & quorum	Dan	5
Approval of November 16, 2021 Minutes	All / Steve	5
Approval of 2022 Program Plan	Sharon	5
2022 Draft Budget /Review of 2021 Q3 Financials	Sharon	15
Purpose & scope of asciidoc-sc mailing list	Dan	5

Attendance

Steering Committee Representatives:

Steven Anderson (Mulesoft)

Alexander Schwartz (independent)

Dan Allen (OpenDevise)

Simon Dew (Couchbase)

Jay Bryant (VMware)

Jason Porter (Red Hat)

Guillaume Grossetie (independent)

Tammy Fox (CloudBees)

Other Attendees

Sharon Corbett (Eclipse Foundation)

Absent

Welcome and Roll Call

Dan welcomed everyone, and noted that the primary purpose of today's meeting is the review of the financials (budget to support for program plan).

Approval of November 16, 2021 Minutes

Minutes are not yet available. Steve will review the call and prepare the minutes later in the week.

Approval of 2022 Program Plan

Approved by simple majority of the steering committee members via email.

2022 Draft Budget/Review of 2021 Q3 Financials

Sharon shared with us our highlights of 2021. There is no carry forward of budget from 2021 to 2022. In Q3, Eclipse introduced governance and management expense which will be an item going forward. There was an extended copyright review in the EU. There is a surplus of \$207 for the year.

Budgeting and program management will be tracked closely in the future. Expected revenue will be the same for 2021 and 2022. The Working Group Participation fees cannot be changed unless there is a super majority of the steering committee and executive approval.

For 2022, there is a new template for the budget. Line items are the following:

- Specification editor - \$5,000
- Governance and management - \$15,000
- Trademark and compatibility - \$7,000
- Website design and management - \$7,500
- Marketing and developer relations (swag) - \$4,000
- G&A - 12% of revenue

[2022 Eclipse AsciiDoc Working Group Draft Budget](#)

Motion to approve budget made by Jay Bryant. The budget was approved by unanimous vote of the steering committee members present. Jared voted in favor following the meeting.

There was a discussion about registering MIME types and the challenges to getting it done before the trademark is filed and accepted.

Purpose & scope of asciidoc-sc mailing list

The budget went out to the asciidoc-sc mailing list. In the past, emails intended for the eyes of the steering committee only were sent directly to each member. We'll use this list instead. The list is not archived. To ensure that the list doesn't get overused, and to ensure transparency, only send messages that cannot be shared with the entire working group. When you send a message to the list, please indicate why the email should go to the steering committee and not the larger working group (provide a justification).

AsciiDoc Trademark & Compatibility Program

We ended with a discussion of holding a vote approving the AsciiDoc Trademark & Compatibility Program. Full details are at

https://drive.google.com/drive/u/0/folders/1q8a8j-5eP_HirSbN8xnXsAz3wXJS0AMk

The ballot will be initiated the week of Dec 13th at the request of Couchbase to give Couchbase and other members a chance to review the decision with their legal teams.