**From:** Diana Hage [<mailto:Diana@rfidgs.com>]   
**Sent:** Wednesday, June 19, 2013 3:51 PM  
**To:** [rfidinstitute\_founders@RFIDinstitute.org](mailto:rfidinstitute_founders@RFIDinstitute.org)  
**Subject:** RFID Institute Board minutes, Fri., 6/14

To: RFID Institute Board members

RFID INSTITUTE BOARD MEETING MINUTES

Date: June 14, 2013

Meeting convened: 3:12pm EST

Board Attendees:

Sylvanus Bent, Chair

Mark Brown

Anthony Palermo

Josef Preishuber-Pflugl

Mark Roberti, Vice-Chair

Other Attendees:

Diana Hage, acting Secretary

Not in attendance:

Aneline Brown

Ernesto Castagnet

Sanjiv Dua

**Minutes**

The acting Secretary and Chair reviewed the agenda for the 6/14 Board meeting.

**Vote on Interim Officer appointments**

A motion was made by Sylvanus Bent, Chair, to ratify the nomination of two interim Officers – Diana Hage as Interim Secretary, and Ernesto Castagnet, as Interim Treasurer.   Mark Brown seconded the motion. Two votes were held to ratify each of the appointments.  Both appointments were unanimously approved by a majority of the Board.  The votes were:  Aye – 5; No or Abstain – 0, for both positions.

**Discussion on Election of Board members**

A brief discussion was held on the process for nominating and electing Board members.  The Chair noted that there was one vacant Board seat, based on the resignation of Ian Robertson.  Mark Brown noted that the resignation was not official as per the terms of the Bylaws, the resignation had not been provided in writing.  Sylvanus Bent recommended adding an additional person to the Board, specifically the Secretary, which per the Bylaws is a Board position.   Mark Brown supported this recommendation.

**Action:**  The Chair agreed to follow-up regarding Ian Robertson's Board position by reviewing emails/written correspondence regarding his position; then confirming his resignation; or reinstatement / re-engagement with the Board.

**Vote on new Board appointment**

A motion was made by Sylvanus Bent, Chair, to nominate Diana Hage to the Board of the RFID Institute, as per the Bylaws which state the Secretary is a Board Officer.  Anthony Palermo seconded the motion.  The nomination was unanimously approved by a majority of the Board.  Vote: Aye – 5; No or Abstain – 0.

**Election Process / Timetable for new 2013 Officers**

In order to clear the slate for new Officers for the remainder of the 2013 term, the Chair, Treasurer and Secretary all offered to voluntarily resign their positions effective 7/31/13.  Mark Roberti, Vice Chair, offered to do the same.  Therefore, all Officer positions will be vacated on 7/31, and an election has been proposed to fill the seats for the remainder of the 2013 Term, from 8/1/13 – 12/31/13.

There is now an open period to submit nominations for Officers for five positions – Chair, Vice Chair, Secretary, President and Treasurer.

Please submit nominations to the Secretary, at ['diana.hage@rfidgs.com](mailto:'diana.hage@rfidgs.com)' by the closing date of Tuesday, June 25th at 3:00pm EST.   Please submit the name of the proposed candidate with a very brief summary as to the candidate's qualifications and what they propose to do in the office.

On Friday, June 21st, the responsibilities and duties of the five positions will be presented by the Chair, so everyone is aware of what is involved in the jobs. A ballot or survey will be distributed for voting on Wednesday, June 26th.  Votes must be submitted by Friday, June 28th at 12:00 noon.  Results will be announced on Fri., 6/28 at the 3:00pm meeting.

**Timetable for recruiting SMEs, and completing the Exam**

Fri., June 28 was suggested as the new date for reviewing the SME recruitment and exam content development process.   This discussion will focus on:

   1.   How the Question Submission process will work

   2.   What the process is for submission, review and approval of content

   3.   What the timetable is for creating content; and getting the certification exam done

Action:  Mark Brown to consult with Sanjiv D. to confirm the 6/28 date.  Mark B. and Sanjiv to host the discussion.

Timetable  – Creating the exam will take months to complete.  Need to provide a period for evaluating questions after they are created.  Should get volunteers to take the test / provide feedback; discern what is not clear.  After the test is done, it will probably take months for training companies to write teaching materials.

Target dates: July 1 – April 1, 2014 for completing exam and preparing for first certification tests.    Target: Year end 2013 for completion of the exam.

Target events:  RFID Journal Europe and Brazil – good events to recruit SMEs.  Target launch by January 2014, prior to RFID Journal Live 2014.  Use RFIDJL events to recruit corporate members / gain publicity / offer certification testing.

SME's:  Look at 10 current SME's and what areas they want to contribute to.  Give them autonomy to create content.

**Intellectual Property / Content Ownership**

Key Questions:  Who contributes to and owns course material?   How do we present to those who will be contributing time?  If I am donating time, who is going to be profiting?

Recommendation:  Created an independent organization (RFID Institute) that owns the IP and creates the exam.   The Institute (a non-profit) owns the IP (Exam, Questions, Answers, test details).  Test meta data does not need to be licensed.  What can be licensed:  Outline for the Exam; Test Objectives; weighting of sections of exam.  Question content should be treated as top secret, keep closely guarded.

It is advantageous in recruiting SMEs to contribute to a non-profit entity, so that they are not creating / writing for another business.

It is also the intention of a non-profit to share results of research in a reasonably accessible, non-discriminatory matter.   While the Test property belongs to the Institute, the material should be made available.

**Actions:**  All SME's and Board members should ratify the IP Agreement, and sign the IP/NDA Agreement before content creation gets underway.   The Agreement is on the website today.

Suggestion made to set up digital signature process for Agreement.

Also suggested to get input from Sanjiv on how CompTIA handles IP licensing.

Meeting adjourned at 4:20pm.

Submitted,

Diana Hage

RFID Institute Secretary

Diana Hage

President & CEO

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