

Minutes of CGM Open Drafting Meeting

Purpose of Meeting: Advancement of Draft Charter and Bylaws
Acting Secretary: Lofton Henderson lofton@cgm.com
Date: 9 December 1997
Location: Washington Sheraton, Washington DC

Attending CGM Open “members”:
[Dave Cruikshank](#), [John Gebhardt](#),
[Lofton Henderson](#), [Alan Porter](#),
[Dieter Weidenbrück](#)

Visiting SGML Open members:
Robin Tomlin (Director), Bill Smith (Chief
Technical Officer), Carla Corkern (Chief Executive
Officer)

Introduction

At the CGM Open “kickoff meeting” Springfield, MA, 23 September 1997, it was decided to move forward as quickly as possible to establish a Charter, organizational structure, membership rules, and other bylaws for the CGM Open consortium.

InterCAP assumed the action item to provide initial drafts, and an ad hoc drafting committee comprising at least John Gebhardt (InterCAP), Lofton Henderson (Inso/Henderson Software), and Dieter Weidenbrück (ITEDO) agreed to meet at the SGML/XML '97 conference.

Background

On 11/26/97, [Alan Porter](#) (InterCAP) circulated two draft documents to the CGM Open mailing list: [Draft Charter](#) (closely based on the charter of the VRML Consortium), and [Draft Bylaws](#) (closely based on the bylaws of SGML Open).

In the weeks before the meeting, contact was established between the CGM Open ad-hoc drafting committee and some of the officers of SGML Open, and the latter were invited to attend the meeting to explore subjects of mutual interest.

Washington Meeting Proceedings

In addition to the three initial members of the ad-hoc drafting committee, Dave Cruikshank (Boeing) attended.

At the start of the meeting, Carla Corkern (ISOGEN, and SGML Open Chief Executive Officer), and Bill Smith (Sun Microsystems, and SGML Open Chief Technical Officer) were attending.

They explained that SGML Open had interest to redraft its mission, possibly change its name, and broaden its scope. All agreed that there is obvious potential synergy between the interests of CGM Open and the SGML Open.

CGM Open attendees expressed interest in the possibility of sharing infrastructure with SGML Open, and agreed to continue the dialog by having a CGM Open representative attend the SGML Open meeting on 11/11/98 (a statement from CGM Open to SGML Open is posted as a separate document on www.cgmopen.org).

In further discussion, the SGML Open members explained some of the details of their organizational structure, officers, relationship to other industry groups, etc.

One interesting detail was brought out about the memberships. SGML Open claims (in information sheet) 57 members, the current CGM Open mailing list is 24 organizations, and there is only one company on both lists.

After the SGML Open members departed, the drafting meeting turned to remaining items of CGM Open business:

- review draft charter and by-laws;
- discuss Web site contents;
- next steps and other business
- action items.

Draft Charter & Bylaws

With minor changes, it was agreed that the drafts proposed by Alan Porter were an excellent starting point. These will be posted on the CGM Open Web site for general discussion and comment.

The most significant change to the initial draft was the reduction of the initial number of Directors from seven to three, with the intent that the three could then expand to five or seven should it appear that interest and participation warranted.

The membership and fee structure was borrowed from SGML Open:

- Sponsor Membership (\$7,500 annual fee),
- Contributor Membership (\$4,000, or \$800 Associate Rate for organizations with five or fewer employees), and
- Participant Membership (\$2,000, or \$400 for Associate Rate).

Please see the draft [bylaws](#) on the CGM Open Web site for details of the rights and privileges of the respective membership categories.

Web Site Contents

It was agreed that these minutes, the [September Minutes](#), [the public announcement of the formation of CGM Open](#), and the draft foundation documents ([charter](#), [bylaws](#)) would all be posted on the CGM Open Web site, www.cgmopen.org.

There was discussion of a FAQ feature on the Web site. It is a good idea and is consistent with the information dissemination and education functions of CGM Open.

There was discussion of a FAQ feature on the Web site. It is a good idea and is consistent with the information dissemination and education functions of CGM Open. In addition, CGM Open will soon select a Logo.

There will be a Logo Competition, in which all interested parties are invited to submit proposals. All proposals must be received by 1 April 1997. Proposals will be posted on the CGM Open Web site and a ballot will be held.

Other Policy Issues

It was agreed that participants in CGM Open should not try to “promote their company on the back of CGM Open.” An appropriate policy for members who wish to discuss their relationship to CGM Open (either on home pages or in printed media) is: define membership category, but do not try to claim special relationship to CGM Open or special status within CGM Open; present a statement of support for the concept of CGM Open; point to CGM Open Web site for further information.

Action Items

The following action items were assigned and accepted:

- a. Minutes - Lofton Henderson.
- b. Revised draft Charter and Bylaws - Alan Porter.
- c. Web site documents posting - Dieter Weidenbrück.
- d. Draft statement to SGML Open - John Gebhardt
- e. Represent CGM Open at SGML Open Board Meeting - John Gebhardt

Next Meeting

The next CGM Open meeting will be in conjunction with the ATA meeting in Memphis, week of 9th March 1998.

Thanks.

Thanks to InterCAP Graphics Systems, Inc. for providing the meeting room, and to Alan Porter for providing the draft foundation documents.
