

Minutes No. 002-2025-JD
Board of Directors

Subject: Continuation of the agenda from the previous Board of Directors meeting

Date: January 15, 2025 (01/15/2025)

Location: Virtual, via OSM Video(<https://osmvideo.cloud68.co/user/and-xqy-wmf-fzc>)

Agenda:

1. Summons details.
2. Agenda approval.
3. Budget preparation.
4. Benevity registration.
5. Receipt of SotM LatAm 2024 funds.
6. AC3 project development.
7. Member ID and business cards. AC3 website.
8. Official OpenStreetMap chapter.
9. Website.
10. Social media.
11. Call for logo.
12. Other topics.
13. Reading and approval of the previous minutes.

Meeting Details:

1. Summons Details.

At the previous meeting on January 9, 2025, and via email on the same day, the Legal Representative, Andrés Gómez Casanova, invited the members of the Board of Directors to hold the second meeting of 2025 on January 15, 2025, at 6:30 p.m., six (6) calendar days in advance.

2. Approval of the agenda.

The agenda is approved, with the approval of the minutes of the previous meeting being the last item.

3. Budget Preparation.

The Association's budget must be defined based on projected income and expenses. The current budget is estimated at around \$700,000 and is expected to receive around \$1,000,000.

It is necessary to determine whether we have additional expenses beyond the accountant, business registration, domain, account, etc., such as software licenses (Canva, for example).

A shared document is proposed to adjust the budget, prepare it for the next meeting, and consolidate it before the Assembly meeting.

4. Registration on Benevity

It's a platform for receiving donations. You can record your volunteer hours, and some companies recognize that money in virtual currency (USD 10/hour) and send it to the organization of your choice.

Sebastián mentions the GoFundMe platform.

In both cases, you need to start showing the activities you carry out that could be eligible for donations.

The Benevity registration process is approved, and the preparation of material for publication on this platform, or another platform of your choice, is pending, subject to approval by the Board of Directors.

5. Receiving the SotM LatAm 2024 Funds

The funds were sent directly to the individuals. Much of the money came from OSGeo (an essential part of FOSS4G) and was transferred to the SotM organizers. Some funds, such as the Meta fund, are still pending receipt and distribution.

Depending on our activities, we may become the official chapter of several organizations.

Andrés suggests we register with OSGeo.

6. Project development at AC3.

The rate that AC3 will charge for contracts is under discussion.

The Legal Representative is authorized to enter into contracts.

The Legal Representative proposes that the rate be approximately 25% or 30% of the total project value. The remaining money goes to the project.

Projects must include a warranty policy or compliance policy.

Juan Melo mentions that it is essential to have a basis for calculating taxes and adding the profit percentage.

Andrés proposes that a commission should be given to the person who brings the project to the Association, even if they are not involved in the execution due to paperwork, management, meetings, etc.

It is proposed that a spreadsheet be created to calculate the estimated commission of the managing member and that of the Association.

Doris proposes a commission between 3% and 5% for the person who manages the project.

Sebastián proposes that the Association's commission be variable based on the project's amount. The tax issue should be reviewed with the accountant to define the percentage clearly.

7. Member ID and business cards. Website at ac3.org.co.

This can give weight and credibility to the Association. They serve to build credibility and lobby.

It is proposed that the business cards correspond to the Association, not just the Member, so they can be reused, if necessary.

Doris suggests that the card be virtual, given that it is somewhat outdated and for environmental reasons. Information about the members and the board of directors should be posted on the website and verified.

The website has been developed, and members are listed in a separate tab. It is proposed that each member have a website (or at least the members of the Board of Directors). Anyone who does not wish to appear on the website can inform us.

It is proposed that the registration form include a question to help determine whether or not the person wants their information to appear on the website to verify their affiliation with the Association.

Juan Melo says yes to cards and no to IDs.

Sebastian proposes the implementation of digital business cards.

8. Official OpenStreetMap Chapter

Andrés has already spread the word on social media, the Telegram channel, and the OSM Colombia email list.

We should begin the application process, remembering that some website changes are pending to meet all OSMF requirements.

Sebastian proposes forming an application committee. Andrés mentions that the Community and Associate Management Groups can create a temporary committee together. Eventually, this will become a task for the Legal Representative within the framework of the Permanent Working Group's tasks.

9. Website

It was initially set up on a Wiki and is being transitioned to WordPress.

If you would like to modify (add or remove) the available sections, you can submit a request to the Communications group.

10. Social Media

It has been proposed that social media accounts for AC3 be created. This would mean an additional workload that could be exhausting.

For now, we are proposing to continue with the OSM Colombia accounts and create one for LinkedIn.

Sebastián suggests that independent social media accounts be established in the future, with the Association covering the expenses.

Doris suggests working more on the website before considering social media.

It is concluded that the website and LinkedIn accounts will continue.

11. Call for Logos

A discussion is underway on whether to open a call for a logo proposal or use the one currently used on letterheads.

It is proposed that a competition be held to promote the association, and then the prize and evaluation criteria will be determined.

The prize for the call must be within the budget.

The mission and vision statements must be drafted to provide input for those participating in the competition.

12. Other Topics

The next meeting must be scheduled.

Andrés proposes that it be held simultaneously between January 30th and February 6th (6:30 p.m.).

It is agreed that the late payment will be determined based on current legal terms and charged up to one (1) month after the initial deadline.

Juan Melo was contacted by someone from Qatar to map Doha. The association's first project would be mapping the city to construct a possible router; a contract may result in mapping part of the city.

Andrés mentions that for this first project, the 30% commission will be charged to the Association and adjusted as detailed tax analyses are conducted.

13. Reading and approval of previous minutes

The meeting was postponed until the next meeting, as Sebastián had to leave before the Board of Directors meeting ended.

The Board of Directors meeting was adjourned on January 15, 2025, at 8:20 p.m.

DIGITALLY SIGNED
DORIS CARMIÑA RUIZ RAMÍREZ
CC: 1.054.544.605
President

DIGITALLY SIGNED
SANTIAGO GONZÁLEZ GÓMEZ
CC: 1.038.418.172
Secretary