

# Executive Committee Meeting Minutes

Date: 09/04/2025

## Attendees

- Gail Hodges
- Mike Leszcz
- Nancy Cam-Winget
- Dima Postnikov
- Nat Sakimura
- Tom Smedinghoff
- Mike Jones
- Marie Jordan

## Agenda

- Welcome – Nat & Gail
- Resolution to Extend Juliana Cafik's Contract – Gail & Mark H
- Resolution Staff Travel & Expense Policy – Updates – Mike L
- Resolution to Recommend: Non-Staff Travel Policy – Mike L
- Resolution to Recommend: Notes & Recording Policy – Mike L
- Preview Board Meeting Agenda & Deck – Gail & Mike L
- AOB
  - Budget Summary - Security Analysis (Staff Direction, EC Feedback on high-cost families of specs, gaps in directed funding support: OID4VC, Federation) – Mike L

## Summary of Key Points and Decisions

Nat called the meeting to order at 3:04 pm PT.

### **Resolution to Extend Juliana Cafik's Contract – Gail & Mark H**

#### **NIST NCCoE Gap Closure – Contract Extension**

- NIST has identified gaps related to eKYC and DCP WG that may be addressed for the US ecosystem. OIDF experts, including George, Mark H, and DCP WG interoperability participants, contributed to identifying gaps in financial institution adoption of mDLs.
- NIST, eKYC Co-chairs, and OIDF staff have agreed it is appropriate to review the conclusions from the NIST NCCoE report.
- The identified gaps include how financial institutions can achieve CIP compliance with US mDL/mdocs, and increase trust in credentials as specifications are developed, implemented, and adopted by issuers, wallets, and relying parties.
- At present, the subject matter expert on the NIST NCCoE project (Juliana Cafik) has availability due to a gap in full-time employment and is able to fulfill the contract requirements.

- The request to the EC is to extend Juliana's contract for one additional month to complete work for the DCP work group. She is participating in both working groups. This work could be applicable beyond the US, including Europe and other countries, and may be referenced by ISO WG 10 and WG 4.
- NCCoE released its issues and recommendations on 9/3/25; now that this information is public, Juliana can continue discussions with stakeholders.
- Nat inquired about the scope of Juliana's deliverables. One component is a specification or schema draft for eKYC & IDA WG. Another is a report detailing operational considerations for stakeholders using a shared process and schema.
- The proposal is to extend the contract to allow for a similar report for the DCP WG.
- Mike J. acknowledged Gail's discretion in advancing the process and indicated no objection to extending the contract.
- Nat stated that the specification should also list requirements determined by the working group, requesting that both schema and requirement documentation frame the deliverables.
- The resolution was to approve a one-month extension of Juliana Cafik's contract at \$10K for three additional deliverables. Marie moved to approve; Nancy seconded. There were no objections or abstentions. Motion passed.

#### **Resolution – Staff Travel & Expense Policy – Updates – Mike L**

- This internal document outlines the guidelines for ODF travel and expense policies provided to staff. As other policies have been revised, minor amendments have been made regarding airfare, gratuities, and the issuance of ODF credit cards.
- The EC is asked to approve changes to the existing policy.
- A resolution to update the staff travel and expense policy was moved by Nancy, seconded by Dima, and passed unanimously.

#### **Resolution to Recommend – Non-Staff Travel Policy – Mike L**

- The Board is scheduled to approve these policies next week. The intention is for EC approval before the meeting. This policy outlines support for individuals representing ODF at approved events and sets procedures for expense reimbursement for amounts up to \$10K.
- Gail proposed allocating an additional budget of \$20K for the remainder of the year to cover the period between policy approval and final budgeting. This allocation will be included in future annual budget processes for EC and Board approval.
- Mike Jones reported that these guidelines were formulated through discussions with staff and EC members, who also expressed support for the policy. The administrative impact is expected to be minimal.
- Gail confirmed her approval of the policy and the inclusion of \$20K for travel to the October off-site event. Final approval is required from the full board.
- A resolution was introduced to recommend Board approval of the non-staff travel policy and to designate the EC as responsible for approving non-staff travel requests. Nancy moved to approve; Dima seconded. There were no abstentions or dissenting votes. The motion passed.

#### **Resolution to Recommend: Notes & Recording Policy – Mike L**

- A new policy is being proposed for Board approval in response to requests from co-chairs regarding AI bot note takers and automated transcription services joining calls. The Board has received the draft for review ahead of next week's meeting.
- Most members agree that AI bots and automated transcription should not be allowed in meetings. However, Joseph and Atul seek flexibility to experiment, with chairs responsible for reviewing note accuracy. Section 6

states recordings are only for staff and secretary, deleted after 6 months; partial recordings may be published if presentations warrant.

- Tom highlighted that consensus-based meetings enable neutral expression, but bots may be deployed unnoticed, raising concerns about accuracy versus freedom to discuss topics. Dima agreed, noting recording helps accommodate inconvenient time zones and can be disabled or deleted upon request. Nancy suggested notifying participants at meeting start and using caution with bot-generated summaries.
- Gail recalled the policy prohibits third-party bots due to inconsistent transcripts. If recordings are used, it's only to confirm note accuracy.
- Mike L asked for EC feedback on bot experimentation and broader use of recordings. Nancy supports banning bots for security, but values recordings' inclusivity. Nat pointed out IETF publishes recordings. Gail cautioned about burdensome management and suggested future review.
- Phased approach: Phase 1 shuts down bots; Phase 2 uses Zoom recordings for note revision; Phase 3 considers publishing recordings and resource needs.
- The group agreed chairs "must remove" AI bots, and Mike L will update the policy and share a revised draft with the Board. No resolution has been reached yet, and Tom and Mike L will follow up with Joseph and Atul.

***Offline, George F. submitted his approval for all of the resolutions.***

The meeting adjourned at 4:09 PT.