

Protocol General Assembly 2020

TYP03 Association



Table of contents

| | |
|--|-----------|
| Opening of the General Assembly (GA) | 3 |
| Welcome | 3 |
| Attending Board and BCC members | 3 |
| Election of the person in charge of counting the votes | 3 |
| Acceptance of the GA protocol 2019 | 3 |
| Annual reports | 3 |
| Board by Chairman | 3 |
| Corona statement of the Board | 3 |
| Board Activities | 4 |
| Annual report by Business Control Committee (BCC) | 5 |
| Report by the TYPO3 GmbH | 6 |
| Annual balance sheet and report by the cashier | 6 |
| Disencumbering of members of the board, cashier, accountants and commissions | 7 |
| Budget for the running year | 7 |
| Determination of admission fees and annual dues for all types of members | 8 |
| Elections | 8 |
| Board Election | 8 |
| BCC Election | 9 |
| Petitions | 9 |
| Program of activities | 9 |
| Report from Marketplace: | 9 |
| Academic Committee | 9 |
| Community Expansion Committee | 10 |
| Communication / Content Group | 10 |
| Core Team | 10 |
| Design Team | 11 |
| Documentation Team | 11 |
| Education Committee | 11 |
| Marketing Team | 12 |
| TYPO3 Security Team Report 2019 | 12 |
| Server Team | 13 |
| typo3.org Website Team | 13 |
| Changes to the bylaws | 13 |
| Appointment of Honorary Members | 14 |
| Complaints about administrative bodies, decisions on dismissing members of the board, or any ordinary member, or any application for membership | 14 |
| Various other topics, not assigned to another body | 14 |
| Goodbye | 14 |

1 Opening of the General Assembly (GA)

1.1 Welcome

Stefan Busemann, the Secretary of the TYPO3 Association, welcomed the attendees at the General Assembly 2020. Due to the COVID-19 crisis, the event took place online. The assembly started at 13:00 h on the 21st of April 2020.

53 members attended the GA in person which means 53 valid votes.

1.2 Attending Board and BCC members

All members of the Board and BCC were present.

2 Election of the person in charge of counting the votes

The General Assembly elected Alain Veuve as the person in charge of counting the votes.

Result: 0 against, 43 accept, 1 abstain.

3 Acceptance of the GA protocol 2019

Stefan Busemann asked the attending members if they accept the protocol of the GA 2019.

Result: 1 against, 33 accept, 7 abstain.

4 Annual reports

4.1 Board by Chairman

Olivier Dobberkau provided a short look back at 2019.

4.1.1 Corona statement of the Board

The Board issued a statement early in the march to restrict meetings and travel activities, in order to stop the spread of the virus. It was necessary to cancel several events in 2020. This is sad for our community but necessary.

- Certification is cancelled
 - Re-Certification will be offered on the planned date
- Developer Days are cancelled
- This will have an impact on our budget and teamwork
- We expect changes in the spending as most of our costs are travel costs

- We think we will see a second budget round
- We will ask all current budget owner to forecast their planned expenses for upcoming quarters
- The BCC should take over this task of controlling the budget
- Reimbursement tool might be the right place to plan
- Monitoring of income streams of the association (Membership Fees & Events)
- Ideas to create alternative virtual events

4.1.2 Board Activities

Compensation for Association Work

The amount of work has increased in the last years. This kind of compensation aims to acknowledge the time spent by BCC and Board. It is not based on hours of work.

An option to provide compensation for Association work is part of the Bylaws since 2012. See Section in the Financial Statements for details. For 2020 the same amount is planned. If the Budget situation allows, we will also offer compensation in 2021.

Trademarks

We handled 22 trademark infringements in 2019 (mostly domain name related). 41 trademark usage requests were handled, and granted most of them the usage of our trademark or gave suggestions on how to use it with minimal change. Our trademark was registered in India and China. We opposed two trademark conflicts, and one has been settled.

Further Projects

- The new Voting system implemented
- Lead and communicate by example – Workshop for team leaders
- Create Association wide overview
- Provide CMS insights / research -> introduce CMS insights newsletter
- The introduced Community Expansion committee

TYPO3 Board bi-weekly Calls: Around 23 Board Calls were organised in 2019.

TYPO3 Board Events

- 26 Feb 27 Feb 2019 QSA1, Düsseldorf
- 8 Apr 2019: QSA2 Leipzig, Germany
- 9 Apr 2019: TYPO3 General Assembly, Leipzig, Germany
- 16 Oct 2019 QSA3, Den Haag, The Netherlands
- 04 Nov 05 Nov QSA 4, Düsseldorf, Germany

Report from the President for 2019

Visited the following TYPO3 Community Events

- 24 Jan 26 Jan 2019 TYPO3Camp Mitteldeutschland Dresden, Germany

- 13 Mar 14 Mar 2019 CMS Summit Africa, Cape Town, South Africa
- 10 May – 12 May 2019: TYPO3Camp, Vienna 2019, Vienna, Austria
- 23 May – 25 May 2019: TYPO3camp Schweiz, Bern, Switzerland
- 12 July 2019 CertiFUNcation Day
- 1 Aug 4 Aug TYPO3: Developer Days 2019, Karlsruhe, Germany
- 13 15 September 2019: TYPO3Camp Munich, München, Germany
- 18. + 19. September 2019: TYPO3 University Days 2019, Wien,
- 27 Sep 29 Sep 2019: TYPO3 EAST EUROPE 2019 Cluj-Napoca, România
- 17 Oct 18 Oct 2019: TYPO3 Conference 2019, Den Haag, Netherlands
- 08 Nov 10 Nov TYPO3 Camp Nantes

Presidents Initiatives

- Representing the TYPO3 Project
- OASIS, ECO and OSI Liaison
- Community Expansion Committee together with Daniel Homorodean
- Sponsoring BabesGotBytes in 2019
- Student Grant South Africa in 2019
- TYPO3 Award Personality of the Year
- Preparation of new Membership type
- Country Committees for FR, AT, NL in preparation with a budget in 2020

Total Work Hours in 2019

- In 2019 550 hours have been tracked the Presidents work log
- Many thanks to DKD Internet Service GmbH

TYPO3 Association visibility for the TYPO3 community and other communities.

- by monthly Calls for CMS-Garden-Meetings;
- the exchange also directly on general questions and experiences in the communities.
- regularly life meetings with the TYPO3 Academic Committee;
- visiting T3 Camp Hamburg, University Days Vienna, T3 Konferenz Den Hague, (T3 Initiative Week), T3Camp France in Nantes, T3 Camm Rhein-Ruhr in Essen;
- direct contact with members to motivate them to participate actively e.g. in initiatives or the T3 Association

4.2 Annual report by Business Control Committee (BCC)

Report from the BCC for the general assembly of the TYPO3 Association regarding the bookkeeping for 2019. The BCC has reviewed the bookkeeping of the TYPO3 Association from 2019 on an accounting basis for each month. The basis for this was accounting balance sheets for each account and the full access to the digital archive of all invoices. Ambiguous bookings and namings were clarified by the assistant of the cashier. The communication with the TYPO3 Board is on a stable and good workflow. The final bookkeeping is in good order, all problems which were found during the reviews have been solved by the TYPO3 Association. Overall in 2019, the spending has been in line with the granted

budgets. But! Some projects have used only a small percentage of the granted budget, or even nothing. This, in turn, blocked funds for other projects. In total, more than 200.000 Euro did not spend on various TYPO3 projects. As already requested at the last General Assembly: We need better controlling of the budgets by the responsible board members (especially for the large budgets) during the year to eventually shift unused budgets to other projects. It is also a responsibility for the budget owner to communicate clearly about the project and possible changes from the original budget application. The BCC is proposing to set up a communication workflow with the board to define a regular review of the budgets (at least quarterly).

The BCC has also reviewed the bookkeeping of the TYPO3 GmbH from 2019 on an accounting basis for each month. The basis for this was accounting balance sheets for each account, business assessment (in German BWA) and the full access to the digital archive of all invoices. The final bookkeeping for the GmbH is in good order, all problems which were found during the reviews have been solved by the TYPO3 GmbH.

4.3 Report by the TYPO3 GmbH

Mathias Schreiber reports about the activities and results of 2019.

Numbers

preliminary revenue 2019 ~1,590,000 EUR

preliminary profit 2019 ~440,000 EUR

No 1 contributor to TYPO3 core (>20%).

All profits will be reinvested into the TYPO3 project.

Staff changes

- Anja Leichsenring left the company
- Stefan Schreiber left the company
- Jurian Janssen joined as a developer full time
- Alexander Schnitzler joined as a developer part-time
- Marco Tiel joined as Marketing Manager full time
- Christian Trabold joined as DevOp part-time

2019 achievements

- rebuilt docs.typo3.org infrastructure
- rebuilt reimbursement.typo3.com
- reached out to communities in Rwanda, Kenya, South Africa, USA, Canada and South America
- planned, built and moved to a new office (~8600 sqft)
- giant booth at dmexco
- partnered with Google on CMS security

5 Annual balance sheet and report by the cashier

Alain Veuve went through the annual report and balance sheet and explained the numbers. You can download the report from the GA 2020 page.

<https://typo3.org/project/association/structure/general-assembly/2020/>

Main facts:

- The income stream was stable but on a lower base.
- Not every team used their budgets

Alain Veuve reports that the balance sheet, that has been approved by the Board.

6 Disencumbering of members of the board, cashier, accountants and commissions

- The members of the board were discharged with 39 yes votes and 9 abstains by the members.
- The members of the BCC were discharged with 40 yes votes and 7 abstains by the members
- The cashier was discharged with 42 yes votes, 2 no votes and 4 abstains by the members.
- The accountant was discharged with 37 yes votes and 10 abstains by the members.

7 Budget for the running year

We provided a report about the budget ideas 2019 at

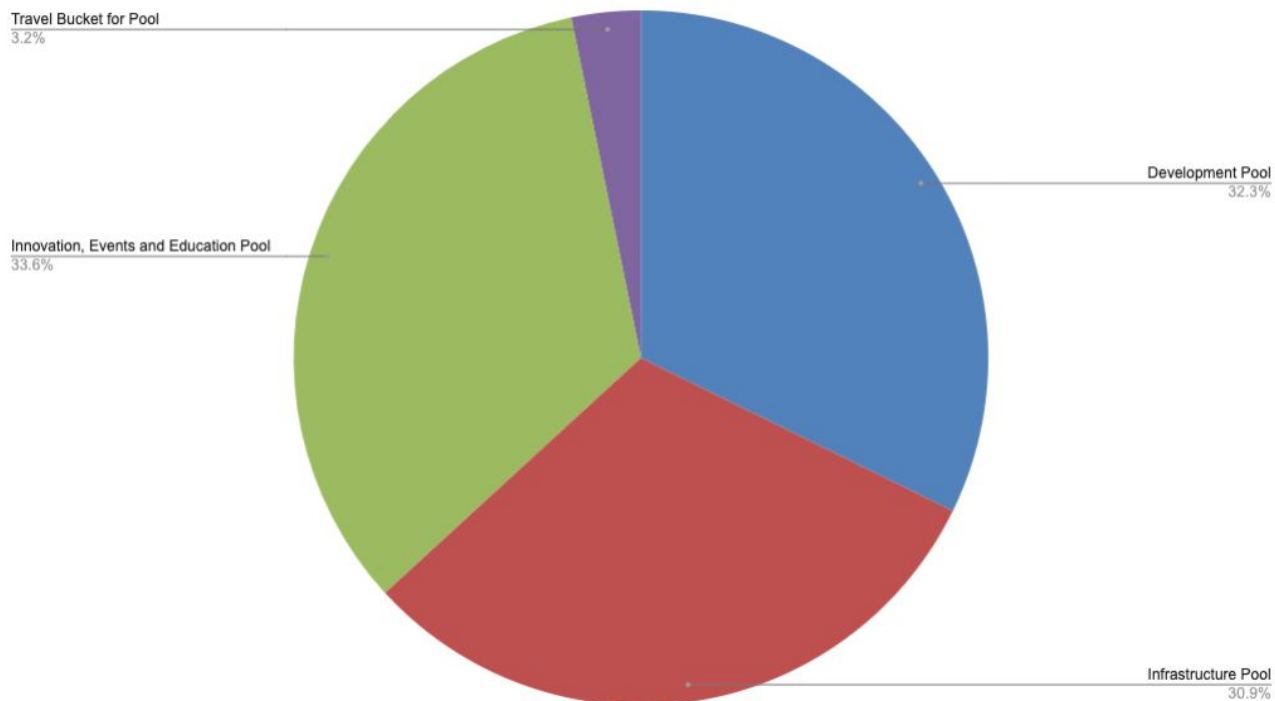
<https://typo3.org/project/association/funding-finances/budget-2019/>

We received applications for EUR 1.20M (2019: EUR 1.25M).

The approved expenses are spread over the pools as follows:

- Development: EUR 350,000 (for the TYPO3 CMS Core team, managed by the TYPO3 GmbH)
- Infrastructure: EUR 335,600 (for operational budgets)
- Innovation: EUR 364,500 (for innovation, events and education budgets)
- Travel Bucket for Pool EUR 35,000 (general pool for travel costs)

SUM of Budget_granted



The total projected expenses are EUR 1.085.100 (+40.600 compared to 2019) – which are the highest ever so far.

All decisions were taken in full consent and with the best expectations.

You can download the complete Budget from the GA Page (<https://typo3.org/project/association/funding-finances/>).

8 Determination of admission fees and annual dues for all types of members

No changes this year.

9 Elections

9.1 Board Election

The TYPO3 Association Board election, that took place between April 3rd and April 17th 2020, has given the following results:

| Name | Votes |
|-----------------------|-------|
| Foucard, Rachel | 186 |
| Hinzer, Boris | 159 |
| Bolt Lesniak, Mathias | 144 |
| Veuve, Alain | 136 |

Those nominees are elected now until the GA 2022. All nominees have accepted their election.

| | |
|-----------------------|-----|
| Westhreenen, Ric van | 132 |
| Motylewski, Tymoteusz | 125 |

We like to thank all nominees for their willingness to contribute to the project!

The General Assembly approves the online voting with 41 votes, 1 abstain.

9.2 BCC Election

Two of the four positions in the BCC are elected alternating each year. The online voting started on April 3rd and lasted until April 17th 2020.

| Name | Votes |
|------------------|-------|
| Weiland, Joch | 231 |
| Bachmann, Daniel | 168 |

Those nominees are elected now until the GA 2022. All nominees have accepted their election.

The General Assembly approves the online voting with 44 votes, 1 abstain.

10 Petitions

None this year.

11 Program of activities

11.1 Report from Marketplace:

The platform is ready as announced after last news (matchmaking platform)

There was a meeting already scheduled to exchange lorem ipsum with reasonable text and additional content, but which was cancelled short term because of Corona.

The date was on Sunday at Camp Venlo.

11.2 Academic Committee

The TYPO3 Academic Committee is made up of TYPO3 Association members from universities that use TYPO3-CMS for their homepages. It was founded in November 2016.

The Academic Committee organizes the TYPO3 University Day, together with the host university. 2019 the TYPO3 University Day 2019 took place from September 18-19, 2019, at University of Vienna. The co-host was the Technical University of Munich. Website:<https://t3-university-days.univie.ac.at> | Twitter #T3UD19.

The TYPO3 University Day 2020 will take place from September 16-17, 2020, at the University of Ulm. All representatives of universities that use TYPO3 or are considering using TYPO3 are invited. Website:<https://www.uni-ulm.de/misc/t3-university-days/>

November 2019 a sponsoring of the news Extension was organized by members of the Academic

Committee. The result has been published by Georg Ringer April 2020 (<https://github.com/georgringer/news/blob/master/Documentation/Misc/Changelog/8-0-0.rst>).

11.3 Community Expansion Committee

TYPO3 Community Expansion Committee actions and results report for April 2019 – April 2020

- The first national TYPO3 User Group set up in Africa and its first TYPO3 Meetup in Kigali, Rwanda, Feb '20
- Launching of the new governmental portal of Rwanda based on TYPO3 <https://www.gov.rw/>
- Meeting the web development communities in Kampala (Uganda), Nairobi (Kenya) and presenting TYPO3 – November 2019
- Presenting the TYPO3 multi-domain approach to the ICT ministries of new countries – Uganda Nov '19, Burundi Feb '20
- Meeting with the University of Rwanda and introducing TYPO3 to the Dean of the College of Science and Technology

Plan for 2020:

- Develop and make operational the mentorship program to foster 1-to-1 engagement for onboarding new programmers to TYPO3, with proper governance, methodology and reporting
- Introduce TYPO3 in the University of Rwanda
- Support incipient TYPO3 local user groups to organize meetups and share know-how
- Engage more communities of web developers in countries where TYPO3 is not yet present
- Present TYPO3 to governments and large public institutions following the Rwandan model
- Present TYPO3 at 1 or 2 international conferences outside Europe (if the travel restrictions will allow

11.4 Communication / Content Group

The content group is lead by Rhino Razzi. On a biweekly basis, the team meets online and creates content for the newsletter. Mathias Bolt Lessniak coordinates the external communication of the TYPO3 Association, Community Teams and TYPO3 GmbH.

11.5 Core Team

Benny Mack reports: TYPO3 Core Development is coordinated by myself and supported by TYPO3's Core Mergers – this new structure was introduced to replace the development team structure that served for 14 years. The mergers are responsible for ensuring the quality of TYPO3 CMS base product. A group of 18 people validates changes and tests them. Myself and Oliver Hader are responsible for releasing TYPO3 Core according to a planned release schedule. TYPO3 Initiatives are built to innovate and build new features for TYPO3 Core, but also for the ecosystem in the form of extensions.

In 2019 our issue queue was reduced drastically by one third, leaving us with less than 2000 open issues (that also includes feature requests). This is and will stay one of our main areas – to make the product more robust, reducing bugs and make it easier to maintain. Most works regarding new functionality were built in a way to pave the way for the future in the next versions. Our promise to release on time worked out (except for one incident), and our goal to release a stable v10 branch with no breaking changes helped to make the ecosystem believe in an early update process again.

We also cooperated with the security team to fix security issues in the core, and I coordinated with the What's new team to accumulate the latest changes of most recent versions.

In the next 1.5 years, we plan to cooperate closely with the Marketing team and TYPO3 GmbH to gather more feedback from the community and to focus the next releases on UX improvements and changes that benefit the majority of the TYPO3 Users.

11.6 Design Team

The Design is lead by Vokker Neuenhaus. They work mostly on sprint basis and support all teams regarding design elements.

11.7 Documentation Team

The documentation team is lead by Martin Bless. The team consists of at the moment only of Martin and Daniel Siepmann. They are looking for new contributors and taking care of the technical processes of the documentation.

11.8 Education Committee

Boris Hinzer reported: We had a lot of very different sprints with very different numbers of participants throughout the year. The strategy sprints always stand out from this mass: Here, we discuss our goals, make decisions and coordinate the strategy of the Education Committee, taking into account all tasks of the special Task Forces and, of course, the TYPO3 Association.

CertiFUNcation 2020 was already organised, well prepared and contracts were signed with PhantasiaLand, when Corona kicked in and we had to cancel the event. CertiFUNcation 2020 would have had many changes, which we don't want to spoil completely, but one major change would have been that you would have had the opportunity to take the exam more than only once a day. (Walk-in exams) Recerts talks will be offered on 26th June 2020 as Webinar

Sprint 02/2020 – Retrospective 2019

- Offered 10-12 Certs at Camps last year and will continue in future
- Certs will be offered also during T3Con, T3DD, CertiFUNcation
- 2019 offered also inhouse certifications, which can be booked via T3G
- Starting with 10 LTS, all-new exams will become available about 12 weeks after release (corona forms an exception here).
- In the last two years, the Education Committee has done important preliminary work for a concept, the selection, and configuration of the required services and the linking of these for the frequently requested online certification solution. What is still missing is the connection to a payment service provider of TYPO3 GmbH and a better integration into typo3.org. For this purpose, many discussions with TYPO3 GmbH were held and tests carried out in Q4/2019. We are handing over the implementation of these steps to TYPO3 GmbH, but of course, we are still available for questions, etc.
- We want to offer the exam for TYPO3 CMS Certified Editor TCCE in other languages in the future. Exactly when we are able to offer, it is not yet fixed. All other certification exams will be offered exclusively in English.
- Updated the exams and questions pools for all existing Certificates over the year.

11.9 Marketing Team

The marketing team is lead by Luisa Faßbender.

General

As of April 2020, the Marketing Team consists of 4 permanent team members and 3 occasional ones. The permanent team members include Marco Tiel, Mathias Bolt Lesniak, Ronald Meeuwissen and myself. Heather McNamee, Julian Böhm and Silvia Romero are usually joining our weekly team calls, but are mainly anchored in the content group / responsible for social media content.

The marketing team holds a weekly team call on Wednesdays to talk about current tasks and next steps.

Focus so far and goals for 2020

While working on the release materials for TYPO3 v10 LTS, we sadly experienced quite a few inconveniences, that were based on unknown responsibilities and decision authorities. The initial marketing strategy for the LTS release in April was developed during our first marketing sprint in January 2020 and got overthrown just weeks later, which resulted in a non-stringent, messed up communication concerning claims, hashtags and product name. This, in turn, resulted in us for example not having marketing and social media graphics until just 6 days before the release. However, responsibilities and decision authority were clarified and written down in a call between all people included in the topic. Therefore, we are looking forward to being able to make better and faster decisions from here on out.

After mainly working on the release marketing for TYPO3 v10 LTS, we are now focussing on creating more basic, fundamental marketing materials in order to be able to create fact and figure based marketing strategies in the future. We are going to create a market share/segmentation analysis, a competitor analysis and a detailed SWOT analysis. Also, did we agree on broadening our marketing efforts and separate ourselves from only working on marketing a specific TYPO3 version. Additionally, we are going to work on improving the TYPO3 reviews on G2, broaden our general marketing channels and deliberate about whether paid ads on those other channels are maybe a promising option for our goals.

To keep it short and simple, I'd just like to recap my statements from January's blog post on the marketing teams' 2020 vision:

Awareness → Raise awareness for TYPO3 in the industry!

Interest → Help people learn about TYPO3 and its features!

Consideration → Show people why they can trust TYPO3 to deliver a great content management experience!

11.10 TYPO3 Security Team Report 2019

The security team has six active members taking care of triaging and dispatching incoming security reports – response times are in a time frame between 3 to 12 hours. The team is advising and supporting other T3A teams as well as extension maintainers on potential vulnerabilities and how to get them fixed.

In 2019 in total there were 26 security advisories for TYPO3 CMS, 23 extension advisories, 11 public service announcements (PSA). An internal IT infrastructure incident was coordinated and

solved with other T3A teams. Since there was no real-life code sprint in 2019, the budget was mainly spent on work-time aspects.

In February 2020 three members of the security team participated in the Google CMS security summit in Munich – which is an invite-only event. This allows staying in close contact with other projects and frameworks.

Topics for 2020

In 2019 a strategic cooperation between RIPS tech has been established – they provide a static code analysis tool to detect and prevent potential security vulnerabilities. The integration into TYPO3 infrastructure and the continuous integration process is still missing and thus an important topic for 2020. The corresponding budget has been granted by the TYPO3 Association to extend pre-merge checks for the TYPO3 core as well as the extension eco-system.

An additional budget has been granted to establish a bug bounty program to encourage external security researchers to carefully analyze TYPO3 and report potential findings back to the security team – the budget shall be used for giving those researchers a financial reward for their findings.

The general focus for 2020 and the future is on vulnerability detection and prevention – reducing the number of potential security flaws also reduces the coordination efforts on the side of the security team – and of course, it supports the community by having a more stable and secure TYPO3 setup running in production.

11.11 Server Team

For the server team, the year 2019 was marked by cleanups and reorganisations. We were finally able to get rid of several outdated services by either removing them altogether or migrating them to new software. Due to the streamlined infrastructure with fewer and less complicated services, we aim for a more robust and flexible platform in the future. Besides those technical changes, we said goodbye to our long-time team member Steffen Gebert, and the team lead was handed over from Michael Stucki to Andri Steiner.

11.12 typo3.org Website Team

The team maintained four major websites: typo3.org, extensions.typo3.org, my.typo3.org and voting.typo3.org.

In 2019 the new voting system was launched and used for the first time for the General Assembly 2019. The team had sprints in Wiesbaden, during the T3BOARD, in India, Stuttgart, at the Developer Days and in Düsseldorf. The main project was the upgrade from TYPO3 Version 8 to Version 9 for all installations. Besides that, a GDPR process was introduced and many other small improvements were achieved.

12 Changes to the bylaws

No changes this year.

13 Appointment of Honorary Members

No appointments this year.

14 Complaints about administrative bodies, decisions on dismissing members of the board, or any ordinary member, or any application for membership

No complaints.

15 Various other topics, not assigned to another body

none

16 Goodbye

The next GA is planned to take place in April 2021 in Düsseldorf.

The Secretary of the TYPO3 Association thanks for the various inputs from the members and closes the GA 2020 at 14:45.

April 30th 2020
Stefan Busemann
Secretary of the TYPO3 Association

<http://www.typo3.org/association>

TYPO3 Association, Sihlbruggstrasse 105, CH-6340 Baar, Switzerland