

Apereo Board Meeting Minutes:

27 September 2023

Officers:

- Chair: Anne-Marie Scott
- Vice Chair: Josh Wilson
- Secretary: Francois Campbell
- Treasurer: Theresa Rowe
- Executive Director: Patrick Masson

Attending

- Francois Campbell
- Inge Donkervoort
- Clint Lalonde
- Shoji Kajita
- Thierry Koscielniak
- Salvador Pellicer
- Theresa Rowe
- Anne-Marie Scott
- Wes Turner
- Josh Wilson
- Patrick Masson (ex officio)
- Stuart Phillipson
- Sam Lee Pan

Absent with apologies

- Theresa Rowe

Absent

- Thierry Koscielniak

Guests

- **None**

Quorum: 10

Called to Order: 09:03 EDT

Agenda:

1. Secretary's Report

- a. Minutes of August 2023 Meeting minutes.
 - i. Review of minutes
 - ii. **MOTION (Forwarded: Josh Secoded: Wes):** to approve minutes of August 2023.

2. Treasurer's report

- a. September 2023 Finance Committee meeting minutes.
 - i. No meeting. Email chain was begun and no urgent matters required attending to.
- b. August 2023 Financial Reports (Directory of all files).
 - i. COA was adopted and implemented successfully.
 - ii. Discussion of benefits and drawbacks was had.
 - iii. Addressing and improving our conformance to standards. Thanks to Phyllis and Theresa
 - iv. Noted the major improvements in the last 2 years particularly in our accounting.
 - v. Future projects broached.
 - vi. Discussions about our cash reserves and context for projections.
 1. Tolerances and responsibilities.
 2. Benchmarks for funding and triggers for projects being graduated/converted.
 3. Strategic focus on establishing boundaries and services.
 - o Services for operational requirements
 - o Services which are attractive to projects.
 - o Continuity management and project management.

3. Chair's report

- a. Cyber Resilience Act counter advocacy
 - i. Meeting with German IT directors.
 - ii. Conferences attended.
 - iii. Socialisation experience.

4. ED report

- a. Summary of activities.
 - i. Opportunities to extend fund raising
 - ii. Strategic meeting discussion
 - 1. Development notes:
 - All Things Open: discussion of open source AI in education.
 - Capacity and partnership in supporting this new field.
 - iii. Membership model reviewed and being used as a reference point.
 - 1. Highlighting the different ways we can channel efforts.
 - Discussed
 - 2. Request for additional comment and queries.
 - Offered in a meeting.
- b. Working Notes
 - i. Accounting
 - 1. Discussed
 - ii. Business & Community
 - 1. Discussed
 - iii. Communications
 - 1. Discussed
 - iv. Development
 - 1. Discussed
- c. Leadership
 - i. Strategic Planning: Confirm dates of two sessions:
 - 1. Wed, Oct 18th, 6AM PDT, 9AM EDT, 2PM BST, 3PM CEST, & 10PM JST (Finance Committee slot)
 - 2. Wed, Oct 25th, 6AM PDT, 9AM EDT, 2PM BST, 3PM CEST, & 10PM JST (Monthly Board Meeting slot)
 - 3. Dates confirmed.
 - ii. Membership models: reference point for strategic planning.
- d. Operational Planning and Management
 - i. Historical development and fundraising?
 - 1. Ideas for new?
 - Reviewing and developing new schemes.
 - ii. Data integrity of the community
 - 1. Review and ensure our contact list is, effort to update this.
 - 2. Auditing and correcting contacts.
 - iii. Transition Concentra to Community Management role.

1. Discussed.
- e. Constituent Communities and Programs
 - i. Monthly Project meetings
 1. Discussed, to improve relationships within communities and projects.
 - ii. Dolphin Awards: Continue with travel and cash awards?
 1. Considerations of costs and returns.
 - Reviewing how to add value and promote its value.
- f. Human resources planning and management
 - i. Development Officer Update
 1. Expanded and executed the contract.
- g. Community Relations and Advocacy
 - i. Educause
 1. Campuses
 - Identifying common causes.
 - Emphasised narrowing the distance.
 2. Companies
 - Identifying common causes.
 - Emphasised narrowing the distance.
 - ii. All Things Open
 1. Foundations
 - Intentions and goals discussed.
 2. Companies
 - To network and link with organisations with common interests
 3. Board attendance and member discounts?
 - 2 Board members will be attending.
 - iii. Additional conference attendance?
 1. FOSDEM?
 - Intentions and objectives discussed.
 2. AXIES?
 - Intentions and objectives discussed.
 3. Other general participation
 - Intentions and objectives discussed.
 - iv. Professional development courses: Relaunch Brandies program?
 1. Opportunity described and motivation given;
 - v. Interest in Open Source Adoption Levels in Higher Education.
 1. Opportunity described and motivation given;

- vi. Code.edu planning
 - 1. Discussed and process described.
- h. Risk management
 - i. Look for your Conflict of Interest declarations
 - 1. Reminder given.
- 5. Other business
 - a. None
- 6. Move to adjourn (Moved: Josh , Seconded: Francois).**

Adjourned 10:03 EDT