

# Apereo Board Meeting Minutes

24 January 2024

## **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
- Patrick Masson (ex officio)
- Theresa Rowe
- Anne-Marie Scott
- Wes Turner
- Josh Wilson

## **Absent with apologies:**

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## **Absent:**

- Thierry Koscielniak
- Sam Lee Pan
- Salvador Pellicer
- Stuart Phillipson

## **Guests:**

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**Quorum: 6 10:02 EST**

**Called to Order: 10:02 EST**

## **Agenda:**

### **1. Secretary's Report**

- a. Minutes of November 2023 Meeting minutes.
  - i. Review of minutes
  - ii. **MOTION (Forwarded: Josh Wilson, Seconded: Wes):**

### **2. Treasurer's report**

- a. January 2024 Finance Committee meeting minutes.
  - i. Documents linked and summarized.
  - ii. No re-auditing of prior years required.
  - iii. Audits to date are confirmed to be sound by the auditors.
  - iv. Call for disclosure or concerns should be raised.
- b. December 2023 Financial Reports (Directory of all files).
  - i. Unpacked

### **3. Executive Director's report**

- a. Key activities: December 2023 & January 2024 Report
  - i. A themed document around activities which are related to the main topics of the meeting.
  - ii. Described and requested insights and improvements.
- b. Activities board members can do to help build community?
  - i. Repost social media?
    1. Emphasis on increasing the scope of engagement and scope.
  - ii. Events?
    1. Request for any new events with synergy/.
  - iii. Others?
    - 1.

### **4. Old Business**

- a. Introduction and comments on the Development and Sustainability Sub-Committee
  - i. Suggested by Josh Barron to include industry leaders and leaders in our context to include 3 board members, alumni and outside contributors
    1. A round table of board thoughts and suggestions
      - Commitment
      - Excitement
      - Net working capital

- Urgency
  - 2. To be included in the description of the elections and a need for skills and talents.
  - 3. Motion to approve setup of the group and development of final **Pass: Wes Seconded: Josh;**
  - 4. Patrick to circulate.
- b. Shift from contracting for Business Administration and Events/Conference planning to Community Development and Management
  - i. Updated Statement of work.
    - 1. Transitioning roles into one.
    - 2. Key knowledge and archive make her well positioned to take the role for Community Development with an element of event management.
    - 3. Cost would not differ substantially from our current arrangement.
    - 4. Questions posed and answered.
    - 5. Consensus is positive
    - 6. Patrick to present to the board in the next meeting.
- c. Final draft of memberships types, services, and contributions
  - i. Launch of Apereo Membership types.
    - 1. **Community Members:** organizations committed to public support for open source software in education and the role the Apereo Foundation plays therein.  
Community Member Agreement
      - One vote in foundation board elections
    - 2. **Foundation Members:** For campuses seeking a home for original, internally developed open source software projects. Apereo, as a foundation, alleviates campus requirements and responsibilities related to the ongoing care and feeding of open source software projects and communities. Academic or research institutions and the projects they create find peer communities of practice within Apereo with both open source experience and expertise not typically available locally on campus.
      - Project access to all foundation professional services.
      - Contributions
      - One vote in foundation board elections

3. **Institutional Members:** For any institution leveraging open source software as developers, contributors, or simply end-users who would benefit from expertise in open source principles and practices to support infrastructure, research, or teaching and learning. While projects may continue on-in both development and support-at the institution, Apereo provides a “center of competency” for a campus’ open source operations and structure, where best practices help to mature and sustain projects and communities.
    - Institutional access to consulting and contracted foundation services
    - Contributions
    - One vote in foundation board elections
  4. **Sustaining Members:** organizations providing dedicated financial support to Apereo projects or communities (i.e., Fiscal Sponsors) in order to advance development or sustain the project or community.
    - No access to foundation services. There may be opportunities with individual projects.
    - Contributions
    - One vote in foundation board elections
  5. **Commercial Members:** companies leveraging Apereo projects or resources as part of their business' products and/or services.
    - Access to consulting and contracted foundation services
    - Contributions
    - One vote in annual board elections,
  6. **Individual Members:** Individuals contributing to the Apereo Foundation's work to increase awareness, adoption, and viability of open source software in education.
    - \$100/year
    - One vote in annual foundation board elections, “Individual Member Seat”
- ii. Discussed with suggestions and review.
1. Questions around costing model and justifications.
  2. Value of contributions.
  3. Examples of contributions given.

4. OSPO as a service.
5. Request clarification.
6. Donations feature research requested.
7. Board signals agreement to continue to develop and refine.

**5. New Business**

**6. Move to adjourn ( Moved: Josh , Seconded: Anne-Marie ).**

Adjourned 11:08 EST