

Apereo Board Meeting - July 16th, 2013

- The Meeting was held by teleconference from 4:00pm - 5:00pm EST
- Attending: Alain Mayeur, David Kahle, Shoji Kajita, Charlie Leonhardt, David Ackerman, Ian Dolphin, Jim Helwig, John Lewis, Josh Baron, Robert Sherratt, Steve Swinsburg, Theresa Rowe, Douglas Johnson, Tim Carroll
- Apologies for Absence: Nate Angell
- Meeting Called to Order: 4:02pm
- Meeting Adjourned: 5:08pm

Discussion Summary

- The Board reviewed and discussed details of minutes captured for last two Board meetings. Some modifications were recommended. Josh moved to approve minutes for those meetings pending recommended changes. David seconded.
- The Board discussed the Event Harassment Policy drafted by Theresa and annotated by Doug. There are various challenges when drafting a policy that applies to multi-international cultures. The policy needs to balance cultural norms with legal requirements of the event's hosting jurisdiction. The policy cannot override the laws of the hosting country. Ian called for a vote to approve the draft policy with recommended edits. Josh motioned to approve the draft policy with edits, and David A. seconded. There were no objections. The Board agreed that this and any other policy will continue to undergo regular review.
- Ian presented a financial review:
 - (A) Accounting Functions: Apereo is transferring accounting functions to Rehmann, an accounting company with multiple branches in Michigan, Ohio, Indiana and Florida that specialises in non-profit work. The transition will be complete by August 8th. The new arrangements will leave us less critically reliant on one individual.
 - (B) Accounts Receivable Ageing: Ian is continuing to assess AR that are realistic collection options. This may take a couple more weeks but it seems apparent that Apereo will not collect a proportion, conservatively estimated at \$40k.
 - (C) Conference: Accounting for the conference should complete within days. This looks to be neutral to slight profit. Ian will report when more precise figures are available.
 - Staffing: In the light of (B) and (C) above, Ian will not proceed with an advertisement and appointment until numbers firm up. Josh suggests that the officers be empowered to action this appropriately when (B) and (C) are resolved.
 - (E) Membership Brochure: A brochure promoting Apereo membership is ready in draft form, subject to consideration of "Gold/Charter Member" benefits on this call. Ian needs a couple of board volunteers to help with this - input from those with decision making power in their institutions would be particularly valuable.
- The Board discussed the Community Coordinator job description. There were no recommended changes. Josh motioned to grant the Board Officers authority to approve this job description and posting once the financial support is confirmed. Theresa seconded. There were no objections.
- The Board discussed the concept of a Charter Member status. The price point and the financial risk of long-term planning on Charter Membership funding should be taken into careful consideration. Given the current financial climate, the Foundation cannot budget multiple years assuming ongoing Charter Membership from any single institution. Charter Membership funding should be considered one time dollars that are allocated to projects and services as one time funds. Identifying tangible benefits to

Charter Memberships would make it much more attractive; for example, offer a set number of conference registrations as benefit of Charter Membership (more attractive and marketable than recognition on the website). All agreed that a general member campaign will be the best use of Foundation resource time, while the Board continues discussion and refinement on the Charter Member concept and benefits.

- Josh noted that the Board needs to discuss Apereo activities and involvement in the upcoming annual EDUCAUSE conference.

Action Items

- Ian and Tim: sync up on modifications to minutes captured at last two Board meetings.
- Theresa: make recommended changes to the draft Event Harassment Policy and circulate to the Board.
- Ian: publish Event Harassment Policy prior to next Apereo event
- Josh: post discussion to list requesting ideas on EDUCAUSE activities (face-to-face meeting, open source reception)