

Apereo Board Meeting - November 17th, 2013

- The Meeting was held by teleconference from 4:00pm - 5:15pm EST with Robert as Chair
- Attending: Ian Dolphin, Tim Carroll, Jim Helwig, Josh Baron, Alain Mayeur, John Lewis, Robert Sherratt, Douglas Johnson, Charlie Leonhardt, Theresa Rowe, David Ackerman, Shoji Kajita, David Kahle, Steve Swinsburg
- Apologies for Absence: none
- Meeting Called to Order: 4:01pm
- Meeting Adjourned: 4:??pm

Discussion Summary

- The Board reviewed and discussed details of minutes captured for last Board meeting. John moved to approve minutes. Josh seconded. No objections.
- The Board reviewed a proposed board election logistics and timeline:
 - Monday, November 25, 2013 - Nominations for Board Officer positions are due
 - Monday, December 2, 2013 - Nominations are confirmed and brief position statements are submitted (each nominee would be allowed to submit no more than a one-page statement that speaks to what they felt were priorities for the Board, etc. These would be posted online with the understanding that nominees would not be responding to questions, etc.)
 - Wednesday, December 4, 2013 - Position statements are posted and voting begins
 - Monday, December 9, 2013 - Voting concludes and officers are announced
 - New officer terms would begin on January 1, 2014. We can use the December Board meeting as a transition period.
- Ian briefed the Board on dues changes
 - We are at \$57k, and we are on schedule to meet or exceed target of \$75k.
 - We are above expected new members this year.
 - Discussed positive community movements that will likely pave the way for a new membership campaign after starting the new calendar year.
 - Beginning with January, we will have a budget review with the accountant every other month.
 - All board members are encouraged to volunteer for the Membership Model Sub-Committee.
- Ian briefed the Board on the status of Incubation and the Mentor program.
 - A list of mentors were circulated to the Board prior to the meeting. Theresa moves to approve the list of mentors that were assembled on 11/11 and distributed on 11/15. Doug seconded. No objections.
 - Immediate next steps include OSI Watch mentor training for incubation mentor team and project transitions from the Jasig process to the Apereo process.
- Ian briefed the Board on the latest Apereo value proposition
 - The changes are mostly about additional sections, rather than updates to the existing text.
 - Incubation section was added with significant text ready for review.
 - Charlie and Theresa both volunteered to help review and revise this document.
- Ian briefed the Board on the status of the Open Apereo 2014 conference to be held in Miami, Florida.
 - Some good ideas about tying the theme to the Florida State Flower.
 - A few speaker suggestions flowing in, but we need more. The sooner these are identified, the better chance we have in scheduling.
 - The committee is recommending that we focus on attracting practitioners in addition to technologists this year.

- David motioned to enter executive session at 4:38pm. Josh seconded. No objections.
- The Compensation Sub-committee briefed the Board on a recommended Executive Director compensation and retention package. Further review and discussion will be conducted by the Board, targeting a vote for approval on December 1st.

Action Items

- Ian and Tim: posting and approving minutes
- Compensation Sub-committee: revise recommended Executive Director compensation and retention package and circulate to the Board for review.
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