

Apereo Board Meeting - February 13th, 2013

- The Meeting was held by teleconference from 3:00pm - 4:00pm EST
- Attending: Charlie Leonhardt, David Ackerman, Ian Dolphin, Jim Helwig, John Lewis, Josh Baron, Nate Angell, Patty Gertz, Robert Sherratt, Tim Carroll, Steve Swinsburg
- Apologies for Absence: None
- Meeting Called to Order: 3:05
- Meeting Adjourned: 4:05

Agenda Items

- Previous Action Items:
 - ~~Ian: draft note to community announcing board nominations and elections~~
 - ~~Ian: reach out to New Jersey attorneys to determine whether email votes are acceptable for adding new board members~~
 - Board: identify, vet, reach out to folks that you feel might be a good fit for nominating to the board
 - Nate: publish board member expectations on apereo website
 - FWDed - Ian: assemble incubation working group
 - ~~Board: were invited to add comments to incubation document that will set the stage for incubation working group~~
 - FWDed - Board: add to board action items list
 - FWDed - Josh: begin categorizing board action items list as strategic board actions or operational foundation staff actions. Place on the agenda of the next board meeting
 - FWDed - Board: add comments to infrastructure activities list for discussion at the next board meeting
- Current Events:
 - ~~Meeting Minutes Review and Approval—The Board will need to approve minutes from our last meeting and finalize the format. (ACTION ITEM: Review the minutes from last meeting and post comments regarding content edits or suggestions for changes to format.)~~
 - ~~Update on Board Elections—Review election results and discuss any related issues.~~
 - ~~Review draft of Foundation/Board Priorities and Interim Budget. Ian drafted this document based on the action item list that the Board generated after the last meeting. (ACTION ITEM: Please review this document prior to the meeting and be prepared to provide input on priorities.)~~

Discussion Summary

- Board discussed format and content of minutes and agreed upon a workflow for approving and publishing on apereo.org. Tim will finalize minutes, then post for Board review. The Board will be given three days to review, revise, and approve, then the minutes will be published prominently on the Apereo website. Tim will work with Ian to get this published and accessible in an appropriate place.
- Board discussed ratification process around board election results.
- Board discussed candidates for board appointments:
 - motioned and approved appointment of Theresa Rowe
 - decided to move further nominations to list in an effort to flesh out strategy and process for appointments.
- Ian provided a timeline to the Board on infrastructure rationalisation.

- Ian presented progress on the strategic planning initiative. There is a candidate identified that could facilitate that process at a reasonable cost. Board agreed that there would be high value in conducting these sessions FTF.
- Board discussed logistics and timing around a set of face-to-face strategic planning sessions (2-3 days). Board agreed that conducting this prior to the conference would be most beneficial. Board agreed that having these sessions in conjunction with the conference (although more convenient for travel) would be met with many distractions. Board decided to discuss and formalize plans on list.
- Board decided to review budget offline and share comments and concerns on list.

Action Items

- Ian: assemble incubation working group
- Tim: finalize 2013.01.09 minutes and post PDF for Board approval and later publication to apereo.org
- Board: review and comment on draft board budget document
- Ian: coordinate scheduling around strategic planning sessions
- Board: add to board action items list
- Josh: begin categorizing board action items list as strategic board actions or operational foundation staff actions. Place on the agenda of the next board meeting
- Board: add comments to infrastructure activities list for discussion at the next board meeting