

Logistics

- The Meeting was held by teleconference from 3:00pm - 4:00pm EST
- Attendees: Charlie Leonhardt, David Ackerman, Ian Dolphin, Jim Helwig, John Lewis, Josh Baron, Nate Angell, Patty Gertz, Robert Sherratt, Tim Carroll
- Apologies for Absence: Steve Swinsburg
- Meeting Called to Order: 3:00pm
- Meeting Adjourned: 4:00pm

Agenda Items

- Previous Action Items:
 - none
- Current Events:
 - New Board Member Elections - Conduct a brief review of schedule and discuss help in promoting it.
 - Board Member Expectations - Per Board discussion in Denver, there is now a brief set of draft expectations for Board members. The Board should reach consensus on these prior to announcing the elections, so the expectations can be provided to nominees. Board members should review these prior to the call. There will be a brief discussion on these at the meeting, then further comment will follow on list.
 - Incubation Process - This remains a priority to move forward on. Please be sure to REVIEW AND COMMENT ON the "themes and questions" document that Ian developed prior to the meeting. At the meeting, the Board will discuss a plan to get community members involved in finalizing the process.
 - Review and contributed to the list of Board action items created by Josh. The Board will discuss prioritization of the list at this meeting. Categorizing actions items to be completed before, by or after the conference might be a good starting point.
- Parking Lot
 -

Discussion Summary

- The Board will only record decisions and action items in the meeting notes, foregoing the capture of full dialogue or discussion.
- The Board decided to use the Board list to circulate status reports and announcements, rather than using board meeting time to review that information.
- The Board will assemble an incubation working made up of key members within the Apereo community that have specific experience and/or interests in facilitating the development of a solid process. This group will led by a few board members. Robert, John, and Tim volunteered to sit on this working group.
- The incubation document will be published publicly once the Board has had a chance to comment and Ian has been given an opportunity to merge those thoughts into the document.

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, vett, 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 ?
- Ian: assemble incubation working group
- Board: add comments to incubation document that will set the stage for incubation working group
- Board: add to board action items list
- Josh: begin categorizing board action items as strategic board actions versus operational foundation staff actions for further discussion at the next board meeting
- Board: add comments to infrastructure activities list for discussion at the next board meeting