

Apereo Board Phone Call, 21 January 2014

Called to Order: 4:07 PM EDT

Adjourned: 4:59 PM EDT

ATTENDING

Theresa Rowe, Chair
Ian Dolphin, Executive Director
David Ackerman
Josh Baron
Tim Carroll
Jim Helwig
Doug Johnson

David Kahle
John Lewis
Alain Mayeur
Robert Sherratt
Steve Swinsburg

Absent: Shoji Kajita?
Charles Leonhardt?

AGENDA

Approval of Minutes from last meeting.

- Tabled. Minutes still need to be reviewed by Board members.

Board Elections

- Newly elected Board members identified/welcomed:
 - Chair - Theresa Rowe
 - Vice Chair - Jim Helwig
 - Secretary - Doug Johnson
 - Treasurer - Charlie Leonhard
- Discussion of best possible size for Board (bylaws allow 7-21 members; currently 12); no objections to adding some members but some sense that current size was okay.
- Discussion of details of the voting process.
- **Action Items:**
 - David Ackerman suggested that interim Board appointments not count against the two-term limit. No objections.
 - Need 3-5 current board members to agree to "cycle off." These volunteers may stand for re-election. Ian suggested newly elected offices not be on the roll-off list. No action taken at this time.
 - Ian will draft an election schedule and an email calling for nominations.
 - Details for next election cycle to be finalized at an upcoming Board meeting

Financial Update: Planned for February meeting

- Senior accountant will join us for Board call in February to provide a financial narrative and details; quarterly or bi-monthly financial updates will follow. Currently some errors in headers of reports; being resolved. Aging and other deprecated accounts are being resolved. Previous

problems with OAE budget have been resolved. Membership renewals running a little late due to overlapping responsibilities with conference planning.

- General discussion of some questions about process of merging Jasig and Sakai accounts and resolution of some lack of clarity/confusion during handover period. All issues resolved at this time.
- Budget Planning. Data should be complete late this week; process beginning with financial advisors.
- Performance Goals. Discussion of best mechanism for establishing ED goals. Issue of additional position to address Ian's frenetic travel schedule discussed but no action taken yet (see below).
- **Action item:** Ian shall draw up a draft set of performance goals; these shall be a topic of conversation for the next meeting. Theresa will approve the final set of goals.

Upcoming events

- Apereo Camp. 38 registered attendees out of anticipated +/-50.
- Open Apereo North America. Call for proposals is out.
- The ESUP-Portail Consortium and the Apereo Foundation 6 Feb and 7 Feb 2014, respectively, on the campus of the Paris Descartes University (France).

Other events that merit a Board presence:

- Apereo Web Development Conference (proposed for Spring)
- Apereo Europe
- Apereo Mexico
- Apereo Japan
- Apereo South Africa
- Educause National (Obiter dictum: I will be attending. dfj)

Project News

- Incubation – Incubation working group is ramping up; mentors being assigned to projects. A number of programs entering incubation.
 - First mentor training conducted last week.
 - Opencast is in final stages of Incubation application
 - UniTime is entering incubation process; this will affiliate a number of potential new member institutions. Issue with UniTime application related to current GPL licensing; however, they are willing to change to Apache licensing
 - Question about who holds the current GPL license: Purdue
 - Discussion of possible membership of institutions using the software. Membership not currently required; no demand to make this a requirement.
 - **Action Item:** No objection from board to UniTime moving forward; however another institutional sponsor is needed.

Additional Position Discussion

- Ian's current travel schedule not really sustainable.
- Adding an additional staff member is primarily a budget issue. Chicken-egg issue: budget for staff not really available; but the new position may be important for generating additional revenue.

- **Action Item:** Board will discuss this as part of the financial discussion next month

Action Item: Ian, Tim, and Doug will coordinate on a process for approving and posting minutes.

Thanks to Tim for his assistance capturing minutes of this meeting! dfj