

Apereo Board Meeting, 23 June 2015

Officers:

Chair: Jim Helwig

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 10:00 AM EDT

Adjourned: 11:05 AM EDT

ATTENDING

David Ackerman

Lucy Appert

Susan Bramhall

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Charlie Leonhardt

Russ Little

Theresa Rowe

Andy Wasklewicz

With apologies: Alan Berg, Alain Mayeur

Absent: David Kahle, John Lewis

AGENDA:

Approval of Minutes: 05/31/15

- Moved: Theresa Rowe Seconded: Lucy Appert
 - **Approved by voice vote.**

Registering the results of the June 2015 Board Elections

- Elections were finalized at the Annual General Meeting with the collection of ballots not previously submitted.
- **Elected: Tim Carroll, John Lewis, Russ Little (PAR Framework)**
- Tricia Gordon (University of Virginia) moved to accept the newly elected candidates to the Board. Stephen Marguard (University of Capetown) seconded.
- **Motion passed by voice vote, unopposed.**

Employment changes of Board members

- A member of the Board has recently changed employers and the new employer is not an Apereo member nor is it an open source organization. The Member is seeking guidance from the Board regarding continuing with the Board or whether a resignation is in order.
- Statement: Board members are elected as individuals based on what they can bring to the Board and to Apereo.
- The Board agreed that the current situation does not pose any potential conflict of interest, that the Board member in question has, and will continue to bring, great value to Apereo and the Board, and therefore supports the individual remaining a part of the Board.
- **Agreed by consensus.**

Financial Reports

- The Membership Dues sub-committee is currently setting up a meeting to look at revising the dues structure to take into consideration the variety of institutions, sizes, and national financial status.
- Operational funding was presented in written documents with the caveat that costs associated with the conference are still being compiled. Given the significant impact of conference expenses, the Board decided to hold off on detailed discussion of finances until next month when the overall picture will be clearer.

Executive Director's Report

- a) Unconference/Conference Planning Update.
 - i. Investigating NYU for Open Apereo 2016. Other options being considered
 - ii. Unconference awaiting details from Quebec (arrived to Ian last evening). Push out messaging within next week.
 - i. 30 Sept. – 1 Oct. plus 2 Oct. activities
 - ii. Focus on local open source communities/people and networking
 - iii. HEC Montreal Business School is handling arrangements for Unconference.
- b) Incubation update. IWG did not meet in June. Notes on new contexts for Apereo incubation at - <https://apereo.oaeproject.org/content/apereo/NkD0BjP8c>.
- c) Fall/Autumn membership campaign - call for volunteers to provide input/feedback on messaging.
- d) Educause Planning. Open reception represents questionable value for money/effort. Focus on Apereo messaging in accepted conference sessions -printed material etc.
 - o Encouraging Board members and projects to give serious consideration to submitting proposals for conferences to promote open source activities and
 - o Board will set up a document to start building a strategy for presentation proposals: conferences > topics > alignments, proposals.

The Board moved to Executive Session to consider sensitive information.

Moved: Lucy Appert. Seconded: Theresa Rowe. Approved by consensus. Time: 9:39AM

The Board voted to End Executive Session.

Moved: Jim Helwig. Second, Theresa Rowe. Time: 9:59AM

Newsletter/Web Site

- Lucy Appert is leading this effort
- Seeking to make the newsletter more than just announcements but to incorporate more information about projects, key activities, notable accomplishments, etc.

Board Retreat Report – Draft for Publication

- Board members should review and comment via email so that the report can be made public ASAP. Target date for going public is +/- 6 July.

Call for Topics for August Board Meeting

Adjournment:

- Moved: David Ackerman Seconded: Susan Bramhall
 - o **Approved by Consensus.**
 - o Meeting adjourned at 11:04 AM (EDT)

Information Items

Participation Calendar:

- **Montreal Unconference:** 30 Sept. – 1 Oct. plus 2 Oct. activities. Focus on local open source communities/people and networking
- **Apereo Webinars:** <https://www.apereo.org/content/apereo-events>
- **Educause Annual Conference 2015.** Oct. 27 – 30, Indianapolis, IN, USA. (Note: Apereo Board typically meets at this Conference; officially or socially depending on # attending).

Pending Action Items

[Note: Recently completed Action Items are in **Brown** and will be removed in the next iteration of the Board Minutes. Changes and updates are in **Red** through subsequent Board meeting following the change.]

1. **Executive Director Performance Goals** (21 January 2014)

- ED Performance Goals subsumed into Organisational Health Measures, subject of Board retreat in NYC in **April, 2015**
- Ian will draw up a draft set of performance goals; these shall be a topic of conversation for a future meeting. Board will review, and Board Chair will approve the final set of goals.
- Draft job description is now in review; performance goals will be drafted in light of the final job description. **[22 April 2014]**
- Job description approved **[1 June 2014]**

2. **Additional Position Discussion** (21 January 2014)

- ***Tabled subject to available finance***
- Primary thinking is a “community manager” to focus on growing existing communities (regional and others) and facilitating new communities.
- A previously developed job description for this position has been posted to the Apereo Board site in OAE: <https://apereo.oaeproject.org/content/apereo/NyTHF9rB> (1 June 2015)

3. **Membership/Dues Structure Subcommittee**

- Membership/dues structure (Ian, Doug, David, Charlie)
 - Donations structure including charitable contribution
 - Met: June, July. Work is progressing