

Apereo Board Meeting, November 17, 2015

Officers:

Chair: Jim Helwig

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 0900 AM EDT

Adjourned: 1003 AM EDT

ATTENDING

Jim Helwig, Chair

Alan Berg

David Ackerman

Lucy Appert

Susan Bramhall

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Doug Johnson

Charlie Leonhardt

John Lewis

Theresa Rowe

Absence notices: Alain Mayeur

Absent: David Kahle, Shoji Kajita, Russ Little, Andy Wasklewicz

AGENDA:

Approval of Minutes: 09/22/15

- Corrections addressed
- Moved: Tim Carroll Seconded: Laura Gekeler
 - **Approved by consensus.**

Approval of Minutes: 10/27/15

- Corrections addressed
- Moved: David Ackerman Seconded: Lucy Appert
 - **Approved by consensus.**

Finance

- Review of monthly reports
 - Suggestion that it would be good to have these reports a little earlier for more opportunity to review prior to meetings
- Board expressed a desire for a year-end roll-up report
 - Annual reports would better enable trend reporting
- Ian will take these suggestions up with the accountants.
 - Ian has some early work on financial dashboard from Tony Divito, and data on membership from Jenn Cummings. The latter needs "dashboarding", and he anticipates bringing both to the January meeting for consideration by the Board. [C.f. Pending Action Items below]

Executive Director's Report

- IPR
 - Issue: USPTO rarely awards marks which use "generic terms".
 - Issue came up in context of Student Success Plan

- Ian is working through the issues with the software communities concerned and key stakeholders.
 - This issue will undoubtedly apply to our other projects such as analytics projects, Image Quiz, etc.
 - Encouraging projects to consider prefixing projects with “Aperero”
 - Not required
- Spanish Sakai Meeting: A Spanish Sakai Conference and working meeting was held in Murcia w/c 2nd November.
 - The meeting was well attended - around 50 at the Conference, and 25 at the working meeting.
 - Ian was impressed with the contributions the Spanish community are making to Sakai in several areas, and the collegiate and collective manner in which the group operates.
- Sakai Virtual Conference
 - 425 attendees.
 - Thanks to Willma Hodges of LongSight who was the primary organizer
- National Conference in Netherlands
 - Alan Berg presented Aperero LAI Dashboard to significant interest
- Newsletter
 - The newsletter is attracting vastly more interest under Lucy's stewardship.
 - Please consider writing pieces for it, disseminating pieces via additional channels, and encourage co-workers to do likewise.
 - Thanks Lucy!
- Question: When will Aperero be ready to collect money for Individual Membership?
 - Hopefully before the end of 2015
- Membership Issues:

Motion to go into Executive Session (0935)

Approved by consensus

Executive Session Ended (0950)

- A membership application from Remote Learner (US) and Lambda Solutions is attached to this mail. The membership application is coupled with a request to enter the Aperero incubation process, and is the result of several month's discussion with commercial entities active in the Moodle community.
 - The group - POET - are attracted by the position of Aperero as neutral ground to grow a community around the development of Moodle plug-ins. They are similarly attracted by our inbound licensing regime, the structure of our incubation process, and our encouragement of collegiate and neutral governance structures. POET will dedicate a full-time member of staff to coordination.
 - POET will include work with other Aperero projects to develop their capability to plug-in to Moodle. This could be of particular significance for Karuta, Xerte and OpenCast, amongst others.

- Motion: Approve the Remote Learner and Lambda combined proposal:
 - Moved: Susan Second: Alan Berg
 - **Approved by voice vote**
 - Motion: Approve the combined/separate agreement:
 - Moved: Theresa Rowe Second: Tim Carroll
 - **Approved by consensus**
 - The school districts we have been working with in Illinois, Nebraska and New York State have now secured funding approval from the Gates Foundation. The group will meet on 19th/20th November in Omaha, Nebraska. Tim Carroll and Ian Dolphin will attend. Notes on our objectives follow - although this list should not be regarded as exclusive:
 - to ensure understanding of inbound and outbound licensing
 - to shape what might be an Apereo project/s and what might be a community of interest
 - to agree an appropriate membership contribution level (ie, to suit them as entities) and
 - to ensure we're all on the same page re process and expectations surrounding incubation
 - Conferences and Events
 - We have secured the support of Red Hat for the Open Summit.
 - A message under the name of Apereo, OSI and Red Hat will be sent within the next week to encourage other support and participation in planning. We have a working long list of Projects/Software Communities, Higher Ed institutions, and commercial entities to approach, which I will post to the November Board folder during the course of Monday 16th.
 - Pending a final call for volunteers, we have assembled a group to manage planning for Open Apereo 2016.
 - Laura McCord has volunteered to chair a planning group for the third year.
 - There has been a very favourable response to the venue announcement.
 - **More events** are listed at <https://www.apereo.org/events>
 - Individual Membership - By-law changes
 - There have been no objections to the Friends of Apereo/individual membership consultation, although several comments have welcomed the initiative.
 - By-law changes are required to put the program in place. I suggest changes be drafted by a small sub group of the board and approved at our December Meeting

Update on Newsletter from Lucy Appert

- Looking for content, especially implementation success stories
- Board commended **Lucy for her great work! [Yay!]**

Call for Topics for Next Meeting

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Adjournment:

- Meeting ran over; so Adjourned by executive fiat.
 - Meeting adjourned at 10:03 AM (EDT)

Information Items

- **Apereo Webinars:** <https://www.apereo.org/content/apereo-events>

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 has some early work on financial dashboard from Tony Divito, and data on membership from Jenn Cummings. The latter needs "dashboarding", and he anticipates bringing both to the January meeting for consideration by the Board. [15 Dec 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.