

# Apereo Board Meeting, September 22, 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: 1011 AM EDT

## ATTENDING

Jim Helwig, Chair

David Ackerman

Lucy Appert

Alan Berg

Susan Bramhall

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Doug Johnson

Shoji Kajita

Charlie Leonhardt

John Lewis

Russ Little

Alain Mayeur

Theresa Rowe

## Absence notices:

Absent: David Kahle, Andy Wasklewicz

## AGENDA:

### Financial Report

- Current cash-on-hand is appropriate for the current budget
- Balance of income and expenses has improved, contributing to #1
- Question about billing unpaid memberships
  - These are typically delayed during summer months; preparing to resume billing
- Foreign currency accounts have been opened to support new membership dues proposal

### Approval of Minutes: 08/25/15

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

### Newsletter & Apereo Web Site

- Last newsletter was received positively
  - Looking for recommendations for new material
  - Series: "How to stay open source"
  - Instructor spotlight coordinated with Teaching and Learning group
  - Extended brainstorming session ensued.

### Executive Director's Report

- Organizational Health
  - Working on an "organizational health dashboard" to facilitate ongoing monitoring
- Incubation
  - Current Projects
    - Karuta

- Learning Analytics Processor, OpenLRS, OpenDashboard
      - Work contracted by JISC and UHSU, et al.
    - Image Quiz
    - EDExchange - early prototype expected soon
- Incubating Components
  - Discussion regarding when component of an existing project may or may not require incubation
- Sakai rA11y, FARM
  - Matt Clare from Brock University has worked with Neal Caidin to raise \$61,000 in cash and kind for Sakai accessibility audit and remediation.
  - A broader group is looking into aggregating smaller contributions such as these in a more systematic manner
- Membership
  - New Dues Structure
    - Draft proposal presented to Board. This model essentially builds based on 66% Sakai, 33% non-Sakai
    - At some point, we need to remove Sakai from the formula or build dues based on the specific projects adopted at a given school
    - ***Extended discussion without agreement. Conversation to be continued, possibly in a “special session” in the near future.***
  - Individual Membership
    - The draft document is awaiting Board approval/comment in last month’s OAE Board folder.
    - We will assume agreement if no comment by the Board, and issue the draft for consultation on October 1st.
    - Assuming the consultation goes well, we launch the membership category at the same point we aim to release the new dues structure: December 1.
  - Membership Campaign
    - Early materials-in-development shared with the Board in OAE in a folder called "membership campaign materials".
    - Please review and comment.
    - Next phase: audience-differentiated materials then launch a membership drive as the new dues structure rolls out.
- Events
  - **Sakai Virtual Conference** - Takes place on November 4th. The call for proposals closes shortly. Please consider presenting if you have not already. Malcolm Brown, who leads the Educause Next Generation Digital Learning Environment work for Educause is a keynote, as is Chuck Severance.
  - **ApereoCamp** - Cancelled, due to numbers. Feedback indicates that (i) it is difficult to secure funding for a conference with no program published in advance (ii) there are enough "unconference-like" aspects to Open Apereo for the needs of our constituency.
  - **Montreal Meeting ('L'éducation supérieure à l'ère du logiciel libre - Partage d'expériences en France, au Québec et à l'international')** The meeting with local open source groups in Quebec, ESUP-Portail and Apereo is proceeding on Friday 2nd October

- **Open Summit 2016/Open Apereo 2016** - Most elements are in place, and planning will open out in the next week or so.
- **More events** are listed at <https://www.apereo.org/events>
- Partnerships
  - Meeting with JISC
    - UK Incubation process
    - Student Summer of Innovation
  - Kualu
  - Illinois (et al) Schools Districts
    - Gates Foundation
  - Learning Analytics and Student Financial Systems

#### **Call for Topics for Next Meeting**

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#### **Adjournment:**

- Meeting ran over; so Adjourned by (a very welcome) executive fiat.
  - Meeting adjourned at 10:11 AM (EDT)

## Information Items

- **Apereo Webinars:** <https://www.apereo.org/content/apereo-events>
- **ESUP-Days #20.** Sept. 23, 2015, Paris, France (Université Paris Descartes)
- **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.
3. **Membership/Dues Structure Subcommittee**
  - Membership/dues structure (Ian, Doug, David, Charlie)
    - Donations structure including charitable contribution
    - Proposal submitted to group