

Apereo Board Meeting, 17 February 2015

Officers:

Chair: Jim Helwig

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 11:00 AM EDT

Adjourned: 12:01 PM EDT

ATTENDING

Jim Helwig, Chair

David Ackerman

Lucy Appert

Josh Baron

Alan Berg

Susan Bramhall

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Doug Johnson

Shoji Kajita

Charlie Leonhardt

John Lewis

Alain Mayeur

Theresa Rowe

Andy Wasklewicz

Absence notices: David Kahle

Absent:

AGENDA:

Approval of Minutes: 01/20/15

- Moved: Susan Bramhall Seconded: Josh Baron
 - **Approved by consensus.**

Review of Financial Reports -

- Increasing membership continues to be a key goal; but organization is “living within its means.”
- OAE will be revising its budget based on new funding which may produce short-term appearances of shortfalls in the Fall (Sept/Oct)
- Overall budget being adapted as individual projects move toward being line items in Apereo budget

Future Board Times (Annual Review)

- No good time for everyone
- Recommendation: 4th Tuesday every month, 10AM Eastern
 - Next meeting = 24 March, 10 AM Eastern
 - Note: US Daylight Savings time = 8 March
 UK British Summer Time = 29 March
- Discussion of moving to 90 minute meetings
 - 60 minutes holds to greater efficiency but may cut some discussions short
 - 90 minutes can be grueling
 - Option to hold additional, “special topics” calls is always available
 - **Consensus: Leave at 60 minutes; all Board members free to suggest special topics for extended discussion when needed.**

Executive Director's Report

- A. ESUP Days / Apereo Europe was a great success
 - a. 200+ registrants
 - b. Alan Berg: Privacy and Ethics workshop has produced policies for Europe for the Learning Analytics initiative
 - c. Videos of the sessions: <http://media2.parisdescartes.fr/?a=MjExMDk%3D>
- B. Three projects (OpenCast, Unitime, Xerte) preparing to exit incubation over next 3 months
 - a. Incubation Working Group undertaking review of experiences over the last year
 - i. Will have proposals for Board at a future meeting
 - b. Question about UniTime (scheduling) and EdExchange (secure transcript exchange between institution) which were unfamiliar –
 - i. Low profile projects due to unique issues associated with each project
 - ii. Observation: These projects are not listed on the Apereo website – which should be more robust and descriptive given the quality of projects.
 - iii. Consensus: Agreed. Website is in process of being redesigned and this will be noted.
- C. Patent Work: Renewal of all existing patents have been submitted.
 - a. Legal advice suggests US as venue for new patent registration; WIPO registration would then follow
- D. Apereo Web Site: Work continues; release targeted for early April
 - a. Board will be given pre-release opportunity to review, as interested
- E. Planning for Summer North America Apereo conference is moving forward.
 - a. 100+ proposals
 - b. David Wiley will present one keynote
 - c. Plenary Panel: “Digital Humanities: The Next Challenge for Campus IT”
 - d. Possible joint event with InCommon following the conference

Review OAE Stakeholder Partnership Agreement

- A. Board Comments:
 - a. Well reviewed
 - b. Risk exposure is minimized
 - c. It is obvious that considerable time was spent grappling with challenging issues; and that effort has borne fruit in a strong framework and document
 - d. OAE is charting new territory for open source
 - e. Numerous indicators suggest long term success of this framework is likely
 - f. Harry Potter reference. (Don't ask me to explain. Ed.)
 - g. Margaret Thatcher reference. (*Ibid. Ed.*)
 - h. Procedural questions:
 - i. Are we approving the document *with* comments or as is? **A: As is.**
 - ii. Approving or Endorsing? **A: Approving**
- B. Theresa Rowe moved to Approve the OAE Stakeholder Partnership Agreement; Laura Gekeler seconded
 - a. **Approved by voice vote: 15 For / 0 (Zed) Against.**
 - b. 2 (two) abstentions by Board members who were active participants in drafting the Agreement.

Friends of Apereo Proposal

- Tabled to next meeting

Sakai Communications Strategy Document

- Plan developed by Marist College communication interns, students, and faculty members
- More info will come by email; extended discussion next meeting

Call for Agenda Items for February Board Call

- Sakai Communications strategy
- Friends of Apereo program

Adjournment:

- Moved: David. Seconded: Theresa
 - **Approved by Consensus.**
 - Meeting adjourned at 12:01 PM (EDT)

Information Items

Pending Board Reports

- Action Item: Subcommittee - Membership Dues Structure (Ian, Doug, David, Charlie)
- Action Item: Subcommittee - Leveraging HE Marketing programs & students (Josh Baron, Theresa Rowe, Andy Wasklewicz).
 - Internships? Becoming part of the fabric of learning for HE institutions NB Josh may be prepared to speak to this item - we have movement.
- Action Item: Scorecard metrics for organizational health, leading to performance goals (Ian)

Participation Calendar:

- Opencast Conference, University of Manchester, UK March 25th-27th
- Ja-Sakai Event – Hosei University, Tokyo, March 9th
- LAK 2015, Marist College, Poughkeepsie March 16th-20th
- Discussion around the potential for the unconference to be held in Montreal, alongside an Apereo Quebec event, are ongoing.

Pending Action Items

[Note: Recently completed Action Items are in **Brown** and will be removed in the next iteration of the Board Minutes]

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

- ED Performance Goals subsumed into Organisational Health Measures, subject of Board retreat in NYC in January
- 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]**
- Performance goals discussion is tabled until Organizational Health Scorecard is developed (bullet 1)

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)
 - i. donations structure including charitable contribution
 - ii. Marketing! (see ~~Communications below~~ next item)
 - iii. Met: Dec. 2014. Work continuing.

4. **HE Marketing Subcommittee**

- Leveraging HE Marketing programs & students (Josh Baron, Theresa Rowe, New Board Member)
 - i. Internships? Becoming part of the fabric of learning for HE institutions