

# Apereo Board Meeting Minutes: June 21, 2016

## 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: 1000 AM EDT

## ATTENDING

David Ackerman

Lucy Appert

Alan Berg

Susan Bramhall

Cheryl Brown

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Charlie Leonhardt

Theresa Rowe

**Absence notices:** John Lewis

**Absent w/o notice:**

## Board Membership

- Welcome new and returning directors
- Board expectations: <https://apereo.oaeproject.org/content/apereo/BkqP-r1Q>
- Considerations related to absent director(s)
  - Jim Helwig moved to remove Andy Wasklewicz from the Board for non-attendance.  
Moved: Theresa Rowe    Seconded: Cheryl Brown
  - Approved *nem con*

## Approval of Minutes: 05/22/16

- Recommended edits implemented
- Moved: Susan Bramhall    Seconded: Alan Berg
  - **Approved by consensus**

## Finance

- Projected revenue currently 25% below budget.
  - This is primarily a result of lagging membership revenue due to movement into the new dues structure
  - Cash on-hand is an issue and could create problems by early Fall
  - Still working out issues of expenditures related to Sakai budget line, again due to changes to membership structure
  - This increases the importance of the upcoming membership drive

## Executive Director's Report

- Report on Conference
  - Have not yet received final report from conference hotel for costs due to failure to meet booking level;
    - However, this will be substantially lower than originally expected (+/- \$20,000 USD)
  - Feedback: <https://apereo.oaeproject.org/content/apereo/BJ7l2Dd7>

- Planning for Open Apereo 2017
  - Location: Philadelphia
  - Projected Dates: June 4-8, 2017
  - Conference Hotel: Sheraton Society Hill  
(<http://www.sheratonphiladelphiasocietyhill.com/>)
  - Planning and Preparations Schedule:
    - Public announcement of date and location: 1 July
    - Call for Proposals: September 2017
    - Discussion under way with Red Hat and Open Summit participants about reprising joint event. Feedback is positive.
    - Former “Kuali Open Library Environment” has indicated interest in also linking to the Conference/Open Summit
    - Board discussed other possible partners and event expansion ideas including adding a hackathon
  
- Commercial Affiliate status: Scriba
  - Board Action: Should we remove Scriba as a Commercial Affiliate due to non-payment of dues?
    - Three emails have been sent by Ian reminding of and requesting payment without response;
    - Motion to remove: Theresa Rowe; Second: Tim Carroll
      - Approved *viva voce e nem con*
  
- Sakai trademark infringement issue
  - ITYUG, LLC (address is 9858 E Gray Rd., Scottsdale, AZ 85260) have apps in the iOS and Android App Stores called “Mobile Sakai”.
  - Our trademark attorney have sent a cease and desist letter to the company.  
(b) Sakai Trademark and Wordmark have been re-registered with the USPTO. Both are good for a further ten years.
  
- Edinburgh Declaration: <http://tinyurl.com/Edinburgh-Declaration-Draft>
  - Apereo/SoLAR/Jisc practical collaboration around learning analytics.
  - A SoLAR SIG has been proposed
  
- Membership campaign planning
  - Good discussion at F2F meeting in NYC
  - Committee members have been lined up (see May Minutes)
    - More volunteers will be appreciated
  - Early planning to be scheduled soon
  
- Additional issues are covered in the Executive Director’s Report in the Board documents folder.

### July Meeting

- Need to move due to Ian's availability
- **New date: July 20, 0900 (US EDST)**

**Adjournment:**

- Meeting adjourned at 10:00 (EDST)
- **Approved *nem con.***

**Information Items****Upcoming Events**

- **Open Apereo/Open Summit 2017:** June 4 – 8, 2017. Philadelphia, PA, USA
- **Apereo Webinars:** <https://www.apereo.org/content/apereo-events>
- **More events** will be listed at <https://www.apereo.org/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 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. [**Discussed Feb. 2016**]
2. **Additional Position Discussion** (21 January 2014)
  - ***Tabled subject to available finances***
  - Primary thinking is a “community manager” to focus on growing existing communities (regional and others) and facilitating new communities.