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  Tim Carroll  Doug Johnson
Lucy Appert  Ian Dolphin  Shoji Kajita
Alan Berg  Laura Gekeler  Charlie Leonhardt
Susan Bramhall  Mathilde Guerin  Theresa Rowe
Cheryl Brown  Jim Helwig

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/BJ7I2Dd7
• Planning for Open Apereo 2017
  o Location: Philadelphia
  o Projected Dates: June 4-8, 2017
  o Conference Hotel: Sheraton Society Hill
    (http://www.sheratonphiladelphiasocietyhill.com/)
  o 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
  o 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
  o ITYUG, LLC (address is 9858 E Gray Rd., Scottsdale, AZ 85260) have apps in the iOS and Android App Stores called “Mobile Sakai”.
  o 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
  o Apereo/SoLAR/Jisc practical collaboration around learning analytics.
  o A SoLAR SIG has been proposed

• Membership campaign planning
  o Good discussion at F2F meeting in NYC
  o Committee members have been lined up (see May Minutes)
    ▪ More volunteers will be appreciated
  o Early planning to be scheduled soon

• Additional issues are covered in the Executive Director’s Report in the Board documents folder.

**July Meeting**

  o Need to move due to Ian’s availability
  o **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](https://www.apereo.org/content/apereo-events)
- **More events** will be listed at [https://www.apereo.org/events](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)
   - **Tabbed subject to available finances**
   - Primary thinking is a “community manager” to focus on growing existing communities (regional and others) and facilitating new communities.