

## Apereo Board Meeting Minutes: Oct. 18, 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: 1001 AM EDT

### ATTENDING

Lucy Appert

Alan Berg

Susan Bramhall

Cheryl Brown

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

John Lewis

Theresa Rowe

**Absence notices:** David Ackerman, Shoji Kajita, Charlie Leonhardt,

**Absent w/o notice:**

### Financial Report from Accountants

- Some concern related to outstanding/late membership dues;
- Events spending still reflecting the relatively small but significant loss of money for the Open Apereo Conference;
- Need to establish practices to ensure bank accounts do not go inactive. We currently have a small amount of funds tied up in an inactive account and work is in progress to recapture those funds;
- Questions about certain expenditures listed in report were answered satisfactorily;
  - Most were payments to institutions for targeted Sakai development

### Approval of Minutes: 07/20/16

- Moved: Tim Carroll      Seconded: Theresa Rowe
  - **Approved by consensus**

### Commercial Affiliate Program

- Draft document at <https://apereo.oaeproject.org/content/apereo/H1F7ICcs>
- Should we have a “flat cost” or “tiered” membership?
- Review and send feedback by Board list.

### Executive Director’s Report

- **Incubation - Amber warning**
  - We need to pay attention to refreshing the membership of the Incubation Working Group. If we are not to lose accumulated expertise, membership renewal should be regarded as a continuing and continual process.
  - Action Items:
    - Ian will participate in every project incubation call from this point - in part to ensure records are maintained;
    - Generate repeated requests and encouragement to participate as mentors via the newsletter and web site;
    - Board members should also encourage co-workers or reports to participate.

- The time commitment to being a mentor averages 2 hours per month - around 1 hr 20 minutes in calls, the rest in reading, email etc. The skill set we are seeking is diverse - mentors do not need to have a technical background, but some experience of technology projects is an advantage. We provide training, so there is a positive staff development aspect to this. Above all, the mentor must be capable of acting as a critical friend to projects. Not providing "the answers", but helping elaborate the alternatives available and encouraging consideration of optimal paths.
- **Incubation: Open ELMS:LN**  
As reported previously, the Open ELMS:LN project, which successfully applied for incubation status, is seeking two members to act as sponsors in order to proceed.
- **OAE Status**  
The OAE project has met, and is charting a course towards greater community engagement and appointment of at least one new senior developer. The advertisement is imminent. An oral report to the call will amplify this note.
- **PESC**  
Ian attended the PESC Fall Data Summit in San Diego 12/13th October. PESC is the standards body which is the principle actor behind the EdExchange Project (transcript exchange, extending to other payloads) in our incubation process. The lead development entity for EdExchange is the California Community College Technology Center, an Apereo member. There were two principle take-aways:
  - Apereo should consider an **MoU with PESC** formalizing the relationship between the two organizations. This need only include basic "first steps". NB: We should present this as non-exclusive, in order to avoid further political landmines with IMSGlobal.
    - **Approved by consensus**
  - EdExchange is at release 1, with pilots starting in the next three months. It is building healthy connections with Erasmus activity in Europe, and should exit incubation within 6 months
- **Analytics Webinar - xAPI and Caliper**  
Anthony Whyte (U Mich and IMS Caliper lead) and Aaron Silver (DISC - the new agency charge with xAPI conformance testing by the ADL) will be providing a webinar on the two learning analytics standards. Details  
<https://www.apereo.org/content/xapi-and-ims-global-caliper-analytics-webinar>
- **Open Summit**  
Pat Masson and Ian are discussing possibilities for a further "Open Summit" in 2017. We are seeking to dovetail the event with the "year of open" suggestion from the OER community. Given the nature of last year's exploratory event, we are focusing on practical collaboration, and considering the Sunday prior to Open Apereo, in order to maximise time available to the main conference. More detail as it emerges.
- **Conference - Open Apereo 2017**  
Call for Proposals is out. Please encourage proposals from co-workers, via social media, etc.  
[https://www.eventsforce.net/concentra/frontend/reg/tOtherPage.csp?pageID=6632&ef\\_sel\\_menu=76&eventID=12&eventID=12](https://www.eventsforce.net/concentra/frontend/reg/tOtherPage.csp?pageID=6632&ef_sel_menu=76&eventID=12&eventID=12)
- **Conference - Sakai Virtual Conference** - November 1st, US Eastern.
- **Educause Poster Session** - Patrick Masson and I will be presenting a poster session at Educause. Details to follow. If you are attending Educause and would like to meet, please drop me a line.

### Adjournment:

- **Approved by consensus**
- Meeting adjourned at 10:01 (EDST)

## Information Items

### Upcoming Events

- **Analytics Webinar - xAPI and Caliper**  
Anthony Whyte (U Mich and IMS Caliper lead) and Aaron Silver (DISC - the new agency charge with xAPI conformance testing by the ADL) will be providing a webinar on the two learning analytics standards. Details at <https://www.apereo.org/content/xapi-and-ims-global-caliper-analytics-webinar>
- **Sakai Virtual Conference:** Nov. 2nd
- **ESUP-Aperio Paris:** February (?), 2017
- **Opencast and Sakai (S2U) Valencia:** March, 2017
- **“Year of Open” 2017**
- **Open Aperio/Open Summit 2017:** June 4 – 8, 2017. Philadelphia, PA, USA
- **Aperio 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.