

## Apereo Board Meeting Minutes: July 20, 2016

### Officers:

Chair: Jim Helwig

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

**Called to Order: 0903 AM EDT**

**Adjourned: 1002 AM EDT**

### ATTENDING

David Ackerman

Lucy Appert

Susan Bramhall

Cheryl Brown

Tim Carroll

Ian Dolphin

Mathilde Guerin

Jim Helwig

Shoji Kajita

Charlie Leonhardt

John Lewis

Theresa Rowe

**Absence notices:** Alan Berg, Laura Gekeler, Doug Johnson

**Absent w/o notice:**

### Approval of Minutes: 06/22/16

- **Doug: My thanks to Cheryl, and all who covered for me taking the July minutes!**
- Moved: Theresa Rowe                      Seconded: Cheryl Brown
  - **Approved by consensus**

### Finance

- Presentation from Accountants regarding the financial statement:  
<https://apereo.oaeproject.org/content/apereo/rk3t3usP>. Presented by Tony and Linda.
- Ian raised a question about whether Concerta had sent through final invoices from the conference hotel. They hadn't so he indicated he would follow up with Jenn Cummings.
  - Without OpenApereo conference turn-in yet we don't have a perfectly clear picture of where we are. Probably will be a loss but not a hugely bad one (i.e. in region of \$20k)
- Comment: historically we had excluded OAE from budget but we did have a query about whether we needed to also exclude other projects e.g. Xerte and opencast
- Need to complete the separation of Sakai from Due's Structure and that might take a while still. Ian indicated he would chat to Charlie about this.
- Concerns: In addition to chasing new revenue, billing needs to be done ASAP to keep revenue coming in.
- Ian noted for interest that University of Michigan have decided to renew their membership

### Executive Director's Report (c.f. <https://apereo.oaeproject.org/content/apereo/rywcZScD>)

- Ian indicated that they had a very good first meeting of membership working group
  - Legal aspects often go unmentioned but is really NB

- Learning Analytics: Interesting discussions regarding student consent in UK.
  - Question regarding whether any institutions were adopting a formalised approach to student consent?
  - David A: Is there diff between electronic versus classroom analytics?
  - Theresa would appreciate a deep discussion on this as we [Apereo? Institutions generally?] tend to be jumping in rather rapidly without fully exploring
- Incubation Proposal - ELMS:LN
  - <https://gist.github.com/btopro/cdbb79f5fe9c5e7ea9b2932a72bb3ced>
    - Jim: For clarification: the incubation process involves a proposal, committee review and then referral to Board for inclusion.
    - Ian: the proposal has to have the sponsorship of two member organizations (i.e. in terms of support)
    - If the Board approves the proposal, it still needs 2 member organisations to support. Project is looking for assistance in finding the organisational support
  - Merits of proposal
    - Like innovation and focus on agility and speed that's being brought into this (Theresa)
    - It seems pretty aspirational (Jim) and interesting that they are linking this to NGLE "movement"
  - Concerns
    - Point B - they hope Apereo can help take efforts to next level (concern about wording that may assume Apereo needs to provide resources).
  - General Comments
    - Tim: Need to find better ways for software communities to talk to each other between conferences.
    - Ian has a high degree of confidence that the person proposing the project understands the Apereo community. Distributed and peer-to-peer approach was a strength.
    - Cheryl asked whether we had anything documented in terms of incubation working group recommendation and this idea of perhaps just having something more substantive was supported by Susan although Ian was concerned this might slow things down. Susan suggested just a couple of lines from committee would help.
  - Jim moved to approve the ELMS"LN project for incubation pending identification of 2 sponsors and discussion with Brian regarding expectations. Seconded: Tim Carroll.
    - **Motion approved *nem con***
    - ELMS project now in incubation
- Membership Work Group (Workgroup = Doug, Ian, Laura, Lucy, & Tim)
  - Materials: <https://apereo.oaeproject.org/folder/apereo/4kluJIHR>
  - Work to date
    - Summary of group discussion in ED notes

- Focus initially was on institutional membership but the friends of Apereo Membership was discussed and will form part of more detailed discussion next WG meeting
  - Folder has a lot of documentation which board members are encouraged to review
  - Question from Jim: Someone asked about individual membership. Have we announced that more broadly? Or general campaign?
  - Ian: Early northern Fall is when we intend to start rolling this out.
  - Susan: Suggested that individual membership could be something we profile more proactively in events and online seminars etc.
  - Theresa: Mentioned that value of selling community is strong focus. The international focus and community does attract people.
  - Jim: How to take individual involvement to next level
  - Tim: individual membership particularly useful as people move away from and between organisations but who still want to keep Apereo connection
- Additional issues are covered in the Executive Director's Report in the Board documents folder.

#### Adjournment:

- Meeting adjourned at 10:03 (EDST)
- **Approved by consensus**

## Information Items

### Upcoming Events

- **Open Apereo:** June 4-9, 2017. Sheraton Philadelphia Society Hill
- **Teaching & Learning Community Weekly Phone Conference**
  - Every Tuesday at 3PM UTC:
  - <https://www.apereo.org/content/apereo-and-sakai-teaching-and-learning-call>
- **Sakai:**
  - Monthly Sakai Showcase - <https://www.apereo.org/content/monthly-sakai-showcase>
  - Sakai Accessibility Meeting - <https://www.apereo.org/content/sakai-accessibility-meeting>
  - Sakai Morpheus Check-In - <https://www.apereo.org/content/sakai-morpheus-check>
  - Sakai Core Team - <https://www.apereo.org/content/sakai-core-team-call>
- **OpenCast:**
  - Adopters Meeting - <https://www.apereo.org/content/opencast-adopters-meeting>
  - Technical Meeting - <https://www.apereo.org/content/opencast-technical-meeting>
- **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.