Apereo Board Meeting Minutes: Dec. 20, 2016

Officers:
Chair: Jim Helwig
Vice Chair: Lucy Appert
Treasurer: Charlie Leonhardt
Secretary: Doug Johnson
Executive Director: Ian Dolphin

Called to Order: 0900 AM EDT Adjourned: 1005 AM EDT

ATTENDING
Lucy Appert        Laura Gekeler        Shoji Kajita
Alan Berg          Mathilde Guerin      Charlie Leonhardt
Susan Bramhall     Jim Helwig           John Lewis
Ian Dolphin        Doug Johnson          Theresa Rowe

Absence notices: David Ackerman,
Absent w/o notice: Cheryl Brown, Tim Carroll

Approval of Minutes:
• Moved: Theresa Rowe, Seconded: Alan Berg
  - Approved by consensus

Finance
• Overall financial picture has improved at the end of the year leading to positive overall balance

Executive Director Remuneration, 2016
• The Board approved a salary and remuneration plan for the Executive Director that recognizes
  the value of his services to and leadership of Apereo.

Executive Director’s Report
• Memorandum Of Understanding with DISC: Apereo is developing an MoU with DISC (Data Interoperability Standards Consortium) around a common commitment to openness and transparency, the early exchange of information, both strategic and tactical, and alignment of efforts toward common benefit.
  - Alan Berg Moved to approve the MOU with DISC; Theresa Seconded
    - Approved by Consensus, nem con
• A meeting has been scheduled to discuss an MoU with the Society for Learning Analytics Research (SoLAR)
• Opencast Funding: Ian is working with Olaf Schute to develop a plan for bringing more Opencast member institutions into Apereo. To address how many European institutions operate their budgets, the Apereo Membership dues structure for Opencast involves developing a funding formula by which Opencast will have greater flexibility with Apereo Membership funds
  - These modifications align with the broader work of the Board to restructure the dues structure to provide more flexibility to instructional and project-based membership.
• Angularjs Portal request for entry into incubation. Angularjs is a different approach to the dashboard view of uPortal.
  - Susan Bramhall Moved to approve Angularjs for incubation; Alan Berg Seconded
    - Approved by Consensus, nem con
• *Entornos de Formacion* (EDF) is a services and software development firm in Valencia, Spain that provides open source products and support in the growing European e-learning market. They are applying for Apereo Membership believing alignment with Apereo will improve their visibility and confidence in their services.
  o Jim Helwig *Moved* to approve EDF as a Commercial Affiliate; Alan Berg *Seconded*  
    ▪ *Approved by Consensus, nem con*
• Revised Commercial Affiliate Program. The Board is working on developing a revised CA program to increase incentives to join, to better support our CAs, and increase revenue for Apereo.
  o Promote CAs to Apereo member institutions;
  o Connect developers and teams and encourage CAs to create/join projects;
  o Connect CAs to members via a web directory of CAs, including ability to market their services;
  o Increase the visibility of Apereo to other software companies that interconnect with Apereo Products (e.g. TurnItIn, Voicethread, Webex, Adobe, Panopto, Mediasight, Cerego, Google, Piazza, Teststream, Ebsco, Clickers, TopHat, etc.)
  o Process: Engage current CAs more deeply in soliciting their input and crafting a high-level roadmap, including their participation in recruitment.
• Discussion: Marketing Apereo. How can Apereo, and especially the Board, better promote open source generally and Apereo specifically?
  o “It’s About …” campaign [https://apereo.oaeproject.org/content/apereo/BkxtGhGmg]
  o Expand upon cost and risk management to appeal to C-Level admins.

Adjournment:
• *Approved by consensus*
• Meeting adjourned at 10:05 (EDST)

Information Items

Upcoming Events
• **ESUP-Apereo Paris**: February (?), 2017
• **Opencast and Sakai (S2U) Valencia**: March, 2017
• **“Year of Open” 2017** (in planning)
• **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 (tabled 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.

2. Inbound licensing
   - Discussion tabled in Oct. and Nov. needs to be brought forward to completion