Apereo Board Meeting Minutes: February 16, 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
Alan Berg
Susan Bramhall
Tim Carroll
Ian Dolphin
Laura Gekeler
Jim Helwig
Doug Johnson
Shoji Kajita
Charlie Leonhardt
John Lewis
Theresa Rowe

Absence notices: David Ackerman, Lucy Appert, Mathilde Guerin, David Kahle, Alain Mayeur
Absent: Russ Little, Andy Wasklewicz

Approval of Minutes: 12/15/15
- No edits proposed.
- Moved: Theresa Rowe Seconded: Laura Gekeler
  o Approved

Approval of Minutes: 01/19/16
- No edits proposed.
- Moved: Theresa Rowe Seconded: Laura Gekeler
  o Approved

Finance (January and February Updates)
- Roughly in same place financially as last year
  o Slightly better than 2014; slightly behind 2013
  o Unpaid Foundation memberships continue to be a concern
    ▪ Jen & Ian are pursuing; requires constant attention

Incubation Proposal
- Tsugi had requested to enter incubation
  o Tsugi is a framework for integrating Java services/servlets
  o First software of its type. Not a universal serial bus, but orchestrates integrated tools
  o Potentially relates to “what’s next” after Sakai
- NYU and Notre Dame have agreed to be sponsors
- Concern expressed about who/how to mentor given the # of mentors currently involved in other projects; need more mentors
  o Alan Berg volunteered to step back into the mentor pool to support Tsugi
    ▪ Yay Alan!
    ▪ Ian will be working to recruit mentors at the upcoming OpenCast meeting in Köln.
- Motion to Approve: Alan Berg Seconded: Laura Gekeler
  o Approved nem con
Key Objectives 2016 Proposal and Discussion

- Need to increase Foundation membership
  - Driver = Adoption of Apereo software
  - Can we increase publicity based on projects that exit incubation?
  - Educause Next Gen Learning Challenge?
    - Fair amount under the Apereo umbrella
    - An open source community helps keep the market “honest”
  - Laura: Can we emphasize strategy and thought leadership?
    - Common solutions group?
    - Reasons for membership: leadership, experience, thought leadership
  - Encouraging software communities to establish independent resourcing
    - Apereo does not drive but encourages ...
  - How to leverage social networking more effectively?
    - “Join-ups” at more events/meetings?
    - Synergies and networking among products and communities
      - More than “events”

- This is a big list for 2016. Is it too big?
  - Consensus: Can make progress on all
  - Refine document and turn it into an “action guide”
    - Identify ways to evaluate at end of the year
    - Establish metrics
    - Budget to support?
      - Subcommittee to develop budget document and refine objectives
      - Can we create objectives before we develop a means of measuring metrics?
  - Tentative plan:
    - Refine objectives
    - Define means
    - Establish best budget for objectives
    - Identify KPIs
    - Identify means to monitor

Executive Director’s Report

- The K12 Federation Gates funded project continues to progress
  - Las Vegas meeting (Ian and Tim Carroll) was valuable
  - Nothing yet finalized, but still moving forward
  - 2 new members; but general reluctance to join Apereo (resources are tight in K-12)
    - Working on new K-12 membership model

- Update on IMS relations
  - Draft statement to clarify inability to continue with IMS membership given recent limitations placed on that membership; however, relations continue to be amicable between Apereo and IMS
“Collaboration without membership”
Apereo Software Communities are encouraged to subscribe to IMS.
  - Last call for comments on the official statement

Communication Committee
- Prepare for an upcoming call for assistance with communications

Upcoming Events
- The SoLAR Learning Analytics and Knowledge Conference (LAK)
  - Edinburgh on April 25-29th.
  - Hackathon jointly organised by SoLAR, Jisc and Apereo.
- Open Summit/Open Apereo 2016: NYU, 23rd-25th May
  - Planning is proceeding: Call for Proposals issued;
  - Title/theme, "Open Apereo 2016 - 100% Open for Education" selected by the Planning Committee.
  - Red Hat have agreed to sponsor and support the Open Summit.
  - Calls for further support have been issue.
  - Public drive for further support and participation in planning will take off by the end of this week
- More events will be listed at https://www.apereo.org/events

Adjournment:
- Meeting adjourned at 10:03 AM (EDT)
- Approved nem con.

Information Items
- Apereo Webinars: https://www.apereo.org/content/apereo-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 finance*
   - Primary thinking is a “community manager” to focus on growing existing communities (regional and others) and facilitating new communities.