

Apereo Board Meeting, January 19, 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

Jim Helwig, Chair

David Ackerman

Lucy Appert

Alan Berg

Susan Bramhall

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Shoji Kajita

John Lewis

Theresa Rowe

Absence notices: Charlie Leonhardt, Alain Mayeur.

Absent: Doug Johnson, David Kahle, Russ Little, Andy Wasklewicz

AGENDA:

**Note: This meeting constitutes the Annual General Meeting of the Board
(see By-Laws, Art. VI, Sec. 1 and Art. VII, Sec. 3.)**

Approval of Minutes: 12/15/15

- Postponed until next month due to Secretary absence
- Moved: Seconded:
 - **Result:**

Finance

- Postponed until next month due to meeting date change and lack of notice to accountants. Regular reporting will resume in February, including the 2016 budget.

Officer Elections

- Only one nominee for each position;
- Vote on current slate:
 - Jim Helwig, Chair
 - Lucy Appert, Vice Chair
 - Charlie Leonhardt, Treasurer
 - Doug Johnson, Secretary
- **Vote was unanimous among Board members present.**

Executive Director's Report

- Update on IMS relations
 - Unable to resolve some issues that have arisen;
 - Ian will draft a statement indicating amicable relations between Apereo and IMS
 - but previous MOU no longer applies as of March/April renewal date;

- Apereo Software Communities will be encouraged to subscribe to IMS as they grow community-specific budgets to make this possible.
- The Incubation Working Group has not held a full call since November.
 - Some slippage is to be expected around December and January;
 - Ian and the Chair of the group are arranging a special call to deal with urgent business and review practice;
 - Encouraging the participation of additional mentors, and providing training opportunities, will be on the agenda of that call.
- Trademark work is progressing in a satisfactory manner.
 - Open Apereo, Apereo, Bedework, CAS, Karuta and Sakai are all working through initial or re-registration as trade and service marks. The following should be noted:
 - The owner of a similar mark to CAS has not yet renewed it - if this occurs, it may slow the process.
 - SSP is still regarded by the USPTO as "too generic" in nature. We are proceeding to register SSP on the supplemental register (which offers *some*, but less protection than full registration), and
 - Pursuing a renaming strategy as part of more appropriate naming for the components of our emerging analytics platform.
- The K12 Federation Gates funded project is making steady progress to elaborate the development of a community serving their sector.
 - They meet in Las Vegas 24th-26th January.
 - Tim Carroll and Ian will attend
- The Teaching with Sakai Innovation Awards have been renamed Apereo Teaching and Learning Awards (ATLAS).
 - Our new web developers, Spherical Cow, have reworked the submission web site, including the rebranding.
 - Please watch for further announcements and amplify them by passing to lists you participate in, posting to social media, etc.
- *Unity and Incommon
 - It was requested that any Board members from InCommon institutions consider sponsoring *Unity's application
- Upcoming Events
 - The Ja-Sakai Conference takes place in Tokyo on March 1st. Neal Caidin is keynoting.
 - Jisc Digital Festival is 2nd / 3rd March, Birmingham, UK. ID speaking in plenary session - focus on Learning analytics.
 - The South Africa Apereo event takes place on 9th / 10th March in Pretoria. ID and Chuck Severance keynoting.
 - Unisa, Pretoria, Republic of South Africa.
 - The SoLAR Learning Analytics and Knowledge Conference (LAK) takes place in 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** are listed at <https://www.apereo.org/events>
- Newsletter: The next newsletter will be coming out shortly.
 - Lucy requested board members consider contributing longer pieces on real life applications of open source or shorter blog-like pieces.

Call for Topics for Next Meeting

- Topics for extended discussion at Board calls. Analytics work? Other Software communities? Other suggestions?
- There was a general discussion on promoting awareness between projects and board members.
 - Suggestions were made for projects to give a brief, focused presentation followed by a Q&A with the board. Materials could be distributed ahead of time to maximize the impact of the brief presentation.
 - Opportunities would be given to all Apereo projects in an orderly fashion.
 - Care would be taken to ensure projects viewed this as a dialog with the board, not an attempt by the board to exert undue influence on the project.
 - The suggestion was made to try one presentation at the March board meeting after which an determination would be made as to incorporate these into the regular board meetings or have a special, quarterly call dedicated to project updates.
 - Alan volunteered to draft a presentation template.

2016 initiatives

- A short discussion on possible 2016 initiatives suggested focus on:
 - an organizational health dashboard, and;
 - a membership drive with supporting materials.
 - We will resume the initiatives conversation at the February meeting.

Adjournment:

- Meeting adjourned at 10:00 AM (EDT)
- **Approved by consensus, *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.
 - Draft job description is now in review; performance goals will be drafted in light of the final job description. **[22 April 2014]**
 - Job description approved **[1 June 2014]**
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.