Apereo Board Meeting Minutes: July 18, 2017

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

Called to Order: 0908 AM EDT
Adjourned: 1016 AM EDT

ATTENDING
David Ackerman  Ian Dolphin  Doug Johnson
Lucy Appert  Laura Gekeler  Shoji Kajita
Cheryl Brown  Mathilde Guerin  Jeremy Rosenberg
Tim Carroll  Jim Helwig  Theresa Rowe

Apologies in Advance: Charlie Leonhardt, John Lewis (sort of ...)
Absent w/o notice: Alan Berg, Susan Bramhall

Approval of May Minutes:
• Suggested edits: None
  • Moved to Approve: Jim Helwig  Seconded: Lucy Appert
    o Approved Nem Con

Approval of June Minutes:
• Suggested edits: Laura and Doug will add an “Action Items” section to the minutes to clarify agreed-upon activities moving forward.
  • Moved to Approve: Theresa Rowe  Seconded: Laura Gekeler
    o Approved Nem Con, pending recommended edits

Finance Reports
• Open Apereo 2017 finances are still being finalized
• Ian suggested holding off on financial report and having accounts on next call
• Tabled to next meeting in September

Educause Learning Initiative Annual Meeting [Jan. 29-31]
• Call for proposals
• New Orleans, LA. USA
• Working on "7-Things You Should Know About ...“ for Apereo

ED Interim Performance Indicators
• Remuneration Committee has been meeting with Ian to identify a list of proposed Performance Indicators for the 2017 Year.
• Performance Indicators are in the Board Folder at https://apereo.oaeproject.org/content/apereo/Hy2u7FiHZ
  • Moved to Approve: Remuneration Committee  Seconded: Theresa Rowe
    o Approved Nem Con
    o See Pending Action Items #1 below.
ED Revised Position Description
• The Remuneration Committee has also been meeting with Ian to define an updated Role Description
• Board Members should begin reviewing the proposed Role Description for discussion at the September Board Meeting
• Discussion of restructuring the ED job description considering possibility of dividing this into two positions farther down the road.

Executive Session
• Laura Gekeler Moved to Enter Executive Session                Seconded: Lucy Appert
• Executive session is invoked to discuss issues still in progress that cannot be public until resolved.
  o Approved by consensus
• The Executive Session started at 09:43 AM and ended at 10:01

Membership Group progress
• The membership group is working and has developed a collection of proposals and supporting documents in the Membership Group folder
  • Board Members: Please review and provide input

Correspondence with Andrew Petro - outstanding issues
• Andrew Petro (UWisconsin-Madison) wrote a rather lengthy email that raised a number of important issues for the Board to consider
• In response to one of his concerns, members of the Board are looking into creating a Web Presence Work Group
  o A sub-committee will begin working on a remit for this group with the intent to possibly initiate this group sometime in the Fall
• Other issues and concerns raised by Petro are still under discussion
• Definitions needed: sub-committee, working group, ad hoc committee,

AOB (“Any Other Business” for the Yanks in the group)
• Code of Conduct and Welcoming Policy
• The current Code/Policy are 3-4 years old and, in light of recent off-line discussions, should be revisited
• Ian will pull a couple board members into this review as well as soliciting volunteers from the community

Adjournment: 10:16 (EDST)
  o Moved to Adjourn: Doug Johnson                Seconded:
  • Approved by consensus

Please Note: There will be no Board meeting in August. The next Board call will be on 19 Sept.
Information Items

Upcoming Events

- Open Apereo/Open Summit 2018:
- Apereo Africa 2018:
- ESUP Days 2018:
- Learning Analytics & Knowledge 2018:
- OER 2018:
- Opencast Community Summit:
- PESC Data Summit:
- Sakai Virtual Conference:

- 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
   - Goals for remainder of 2017 identified by the Remuneration Committee, in consultation with the Executive Director, were presented to the Board at the July 2017 Board Meeting.
   - Approved by the Board, July 18, 2017
   - The Remuneration Subcommittee is developing a process for identifying and defining future goals and metrics for ED annual evaluations. When ready, this process the subcommittee will present it to the Board for approval.

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.

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

4. Major Institutional Issues:
   - Open discussion on the major challenges currently facing each of our institutions
   - Tabled from May meeting due to time constraints