

# 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

Lucy Appert

Cheryl Brown

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Jeremy Rosenberg

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
  - **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
  - **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
  - **Approved *Nem Con***
  - *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.
  - **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
  - 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, work(ing) 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)

- **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*