Apereo Board Meeting Minutes: March 21, 2017

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

Called to Order: 1004 AM EDT  Adjourned: 1101 AM EDT

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

Apologies in Advance: Cheryl Brown
Absent w/o notice:

Approval of February 2017 Minutes:
• Moved: Jim Helwig  Seconded: Lucy Appert
  • Approved by consensus

Finance Reports
• Discussion of timeliness and framing of budget reports
• Budget: Concerns expressed about mismatch between end of last year's budget and start of this year's. Ian and Charlie are working on resolving this.

Board elections: Vacancies and timetable
• Discussion of best size for the Board. This needs to be decided to determine number of seats up for election.
• Related discussion of Board ability to appoint members to maintain broad representations of projects, regions, etc.
  • Lucy Appert moved to set the # of Board seats at 5  Seconded: Theresa Rowe
    • Approved by consensus

Remuneration Committee Membership
• Have two volunteers so far; need at least one more
• Volunteers: Laura, Jim, Charlie, Doug
• Committee will meet to identify leadership for this group

Incubation
• POET - Some concern about whether or not POET may continue with its interest in incubation.
  • No action required; just an update

Executive Session
• Ian Dolphin Moved to Enter Executive Session.  Seconded: Theresa Rowe
  • Approved by consensus
  • The Executive Session started at 10:38 AM and ended at 10:48
Report on LAK event in Vancouver (Alan Berg)
- Event was popular with a wide variety of stakeholders in attendance (faculty, software coders, DB programmers, statisticians, etc.)
- Interesting technological advancement around multi-modal studies and online tutoring software
- Excellent keynote by UMich

Website and Newsletter update
- Met with Arlen Johnson, our contracted web developer.
- Plan is to declutter the website and integrate it more firmly with production of the newsletter.
  - The changes will be in place by Open Apereo 2017 (deferred from last year in order to prioritize work around the Sakai site).

Executive Director’s Report
- Opencast and S2U (Spanish Sakai Community) events
- Apereo joined IMS, acting for Sakai and Tsugi
  - Apereo Foundation is the legal "umbrella" for Apereo projects so needs to join on their behalf
  - Cost of IMS is fronted by Apereo in year 1; afterwards by the project
  - Not all projects need to be members of IMS (mostly those that would benefit from IMS conformance testing); and Apereo will consider joining other appropriate standards bodies for others projects as requested/needed.
- OAE and Tsugi meeting, to be held in London in April
- POET (oral report at the meeting)

Forthcoming Events
- Apereo Africa/ South Africa (May 2-3, Cape Town)
- Open Apereo 2017 (+ Folio event) (June 4th-8th, Philadelphia)
- OER 17 "The Politics of Open" (organised by ALT) April 5-6, London
  - https://oer17.oerconf.org/#gref

Adjournment:
- Moved: Theresa Rowe  
  - Seconded: Laura Gekeler
  - Approved by consensus

Meeting adjourned at 11:01 (EDST)
Information Items

Upcoming Events
- **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)
- **“Year of Open” 2017** (in discussion/preliminary planning)
- **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** *(On the agenda for the new Remuneration Committee)*
   - 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