

Apereo Board Meeting Minutes: September 19, 2017

Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 0905 AM EDT

Adjourned: 1002 AM EDT

ATTENDING

David Ackerman

Lucy Appert

Cheryl Brown

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Jeremy Rosenberg

Theresa Rowe

Apologies in Advance: John Lewis

Absent w/o notice: Tim Carroll

Approval of July Minutes:

- Suggested edits: None
- **Moved to Approve:** Jim Helwig Seconded: Theresa Rowe
 - **Approved *Nem Con***

Finance Reports

- Budget figures similar to previous Septembers
- Open Apereo Conference roughly - \$40,000 but figures being finalized

Policy Review

- Folder in board group with existing policies and by-laws
- Key policies targeted for review:
 - Licensing & Intellectual Property
 - Welcoming policy
 - Currently drafted for events; suggestion to rework as a general policy for Apereo
 - Each Board member should review one or two and comment
 - Should we have a policy re. advertising?

Executive Session

- The Board moved to Executive Session by common agreement to discuss issues not yet ready for public announcement.
- Notes taken during the Executive Session will be appended to future Minutes, when appropriate.
- Begin and end times we unfortunately not recorded.

LAMP MOU

- Group of <20 small colleges that works with a shared services model around Sakai
- They desire a relationship with Apereo
- Ian recommends bringing them into the Foundation with flexibility around membership costs as approved for other small-institution organizations

- **Approved Nem Con**

Any Other Business

ED Performance Review

- The Remuneration Committee has established a process for the ED 2017 evaluation. Details are in the Apereo R folder;
 - The Committee presents this as a draft schedule and process for the future;
 - Ian is looking for self-evaluation instruments.
- David Ackerman thanked the Remuneration Committee for their efforts and encouraged them moving forward.

Adjournment: 10:02 (EDST)

- **Moved to Adjourn:** Theresa Rowe **Seconded:** Lucy Appert
 - ***Approved by consensus***

ED Written Report

1. Policy Review

I have created a folder in OAE for Apereo policy documents, including the Foundation bylaws. I suggest that the board discusses a process for their review on the September call. I would propose that after an initial pass by the board, those policies that are not publicly available via the web site should be published there, and the review publicised via announce, the open list, and such software community lists that governance groups determine. Further points for consideration can be found in a note in the Policies OAE folder, which can be found at <https://apereo.oaeproject.org/folder/apereo/ByrVK55KW>

2. LAMP Partnership - Progress

I have had two conversations with Martin Ramsay of LAMP, and we are making progress on an MoU. There is a decision in principle to be made around the type of relationship we are seeking with LAMP. I suggest that we develop a relationship with LAMP as an independent consortium serving small institutions with very specific needs. A proposed approach can be found in a document in the September Board call folder.

3. Forthcoming Lyrasis Workshop on Sustainability

Lyrasis (<https://www.lyrasis.org>) are holding a workshop on software sustainability for the cultural sector in Baltimore in October. I have agreed to participate and will report back.

4. Open Apereo 2018 - Montreal

- Week of June 3rd 2018 at the Montreal Delta (a Marriott property): <http://www.marriott.com/hotels/travel/yuldb-delta-hotels-montreal/>
- The block we are negotiating is 200 - but we can go above that if required. Please note - contracts have not yet been exchanged, so this information is not yet for announcement.

5. Incubation Working Group

- Has met and planned recruitment of further mentors. We will be mailing open and announce lists, and approaching chairs of governance groups to repeat the mail to individual project lists.
- In general, incubating projects are progressing well. There are specific challenges around governance, for the analytics related projects. I am exploring the formation of a single advisory board for all projects, with the intent of growing this into a governance body over time.

6. Educause Publications

Thanks to all those who worked on the "Seven things" and "OSS and NGDLE" pieces for Educause. They appear to have been very well received. Suggestions are invited for topics for further articles.

Information Items

Upcoming Events

- Open Apereo/Open Summit 2018: w/o June 3rd (details still in progress)
- 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. 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

3. Major Institutional Issues:

- Open discussion on the major challenges currently facing each of our institutions
- *Tabled from May meeting due to time constraints*