

Apereo Board Meeting Minutes: April 17, 2018

Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 13:03 PM EDT

Adjourned: 13:53 PM EDT

ATTENDING

David Ackerman

Lucy Appert

Cheryl Brown

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Charlie Leonhardt

Jeremy Rosenberg

Theresa Rowe

Apologies in Advance: Shoji Kajita, John Lewis

Absent w/o notice:

Approval of March Minutes:

- Suggested edits:
- **Moved to Approve:** Jim Helwig **Seconded:** Lucy Appert
 - **Approved *Nem Con***

Financial Report

- Call with accountants last Friday (4/13);
- Discussed Board actions
- Looking at changing budget framework such that on-paper debts, such as unpaid memberships, are not reported as actual negative expenditures, thereby reporting only actual income/expenses and the "real" budget situation;
- Jenn and Ian have been working on chasing down unpaid memberships resulting in improved cash balance;
- Working with Sakai PMC to re-work Sakai project budget cleaning up figures and "historic debt;"
- Current cash balance is positive; but we are coming up on Apereo Conference outlays ...
- Will report updated budget, hopefully at next meeting

Notes on Budget

- Budget not available due to changes/updates in process; however, outlook is positive

ED's Notes

- Open Apereo - publicity and sponsorship
 - Need Board members to help; perhaps promoting Conference on lists; sending/responding to Tweets, etc.
- OnTask Incubation proposal
 - OnTask [<https://www.ontasklearning.org/>] is an open source rules engine for providing personalized notification to students;
 - It is being developed by a strong instructional and research community.

- NYU has agreed to serve as the second
- David Ackerman called for a voice vote to support the OnTask incubation proposal
Approved Nem Con.

Finalise Policy Review

- Strongly suggest to event organizers for any event that they should: a) publish the Welcoming Policy including the contact information of the Board members serving as duty officers for that year in all promotional materials about the event, and posting the Welcoming Policy at the event (if face-2-face); and, b) if possible, identify one or two Duty Officers at the event (ideally one male and one female; though this will not always be possible), and include their local contact information as part of the Welcoming Policy;
- In the event that the person making a complaint cannot contact, or is uncomfortable contacting in person, the contact is Ian or the email dutyofficer@apereo.org.
- Board volunteers: Lucy, Doug, David, Ian
- **Ian will update final draft and begin promoting.**

Strategy Document & Discussion (+ see circulation to open list, copied to Board folder)

Motion to Adjourn: Theresa Rowe

Second: Cheryl Brown

Approved *Nem con.*

Adjournment: 1353 hrs (EDST)

Executive Director's Written Report

Items presented to the Board but not discussed in the Board meeting

- 1) Sakai Community Coordinator: the Sakai PMC are proceeding to plan a transition from single Sakai Coordinator, to more distributed set of roles. A draft document, which is still in the process of discussion and development, is copied to the board OAE folder. I am encouraging the PMC to think in terms of immediate triage for April 30th, and reviewing and revising detail with a set of basic needs met.
- 2) Budget: The Treasurer and I have spoken with Linda Cooper from Rehmanns regarding the budget - unfortunately, this did not take place until Friday April 13th. We wanted to be assured that the following priorities were consolidated in the draft budget –
 - a. Sakai Coordinator compensation removed effective April 30th
 - b. ED compensation reduced by 20% effective April 1st
 - c. Remove the accrued ED retention bonus from last years out-turn and this year's budget
 - d. Enable immediate Sakai Triage: to plan community coordination replacement around projected available revenue, estimating this as \$95k PA (last year's revenue for Sakai supporting sub), minus 4 months of Sakai Coordinator Salary Jan-April 2018) and relatively minor infrastructure charges

We plan subsequent series of conversations to manage the Sakai "historic debt". This is principally an accounting exercise, but it was important not to allow this conversation to get in

the way of Sakai triage planning - ie, allow the PMC a clear view of an initial budget they have to work with.

3) *Educause Learning Analytics Student Success Constituent Group*: Ian Dolphin was elected to the steering group, which has begun to meet. Linda Feng from Unicon is also a member of the seven person group.

4) Open Apereo 2018

- a. Pushing out publicity for Open Apereo 2018 is now critical. We have an outstanding program, but it is critical that this is communicated. A series of draft tweets covering most conference sessions is available at https://docs.google.com/document/d/1zyvuVCnlp9ZALxEq2whk5y9VK_6mNox7K-H9qW3oI4M/edit?usp=sharing
I would encourage Board Members to grab two or three of these, teak them a little and push them out via social media and other networks.
- b. Sponsorship currently stands at -
 - Longsight: \$10,000
 - Unicon: \$1,250
 - Learning Experiences: \$9,750
 - OSI: \$5,000

5) Incubation Working Group

- a. A fresh round of incubation mentor training provided by OSSWatch has been completed. Mentors meet to review lessons Monday 16th April. I am encouraging mentors to disseminate content through Apereo Communities they are involved in, in addition to incubation work.

6) I am working to provide a new ED contract, reflecting the 20% reduction in hours we agreed. The reduction took effect April 1st. I have treated April as a transition month, and moved time around to meet commitments already made. From May 1st, the 20% reduction will be effected by my not working Friday's.

Information Items

Upcoming Events

- 8th-9th May - Apereo Africa, North West University, Potchefstroom Campus, Republic of South Africa
- 3rd-7th June - Open Apereo 2018, Montreal, Quebec, Canada
- 24th-26th July - 2018 Annual Sakai LAMP Camp. Pedagogy and Technology Conference, USA
- Apereo Webinars: <https://www.apereo.org/content/apereo-events>
- **More events** will be listed at <https://www.apereo.org/events>

Action Items

Date	Item	Target Completion	Responsible
17 April 2018	Review actions and effort required of accounts; use this to evaluate performance vs. cost; develop ITN if necessary.		Charlie
17 April 2018	Ian will set up email list for Welcoming Policy Duty Officers; finalize wording and update policy; distribute.		Ian
17 April 2018	Ian will schedule subcommittee meeting to finalize Strategy Document; subcommittee will prepare that document for release to the Apereo Community.	30 May 2018	Ian
24 April 2018	<i>Create demo Action Items list for Minutes to improve tracking and competing commitments in a timely fashion.</i>	<i>Completed: 24 April 2018</i>	<i>Doug</i>

Tabled Action Items

[Note: Recently completed Action Items are in **Brown** below, and will be removed in the next iteration of the Board Minutes. Changes and updates to Tabled Action Items will be identified in **Red** through the next Board meeting following the change, to alert readers to changes.]

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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. Major Institutional Issues:

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