

## Apereo Board Meeting Minutes: December 18, 2018

### Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

**Called to Order: 1300 HRS EST**

**Adjourned: 1406 HRS EST**

### ATTENDING

Lucy Appert

Cheryl Brown

Francois Campbell

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Boeta Pretorius

Jeremy Rosenberg

**Apologies in Advance:** David Ackerman, Shoji Kajita, Charlie Leonhardt, Anne-Marie Scott

### Absent w/o notice:

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### Approval of November 2018 Minutes:

- *Thanks to Francois and any others for taking notes in my absence! [dfj]*
- Suggested edits: additional language to clarify notes about Apereo Membership in Germany and with action items.
- **Moved to Approve:** Laura Gekeler      **Seconded:** Francois Campbell
  - **Approved *Nem Con***

### Decisions made by the Board between meetings:

- The Board expressed its thanks and voted to give Ian a bonus for his efforts over the 2018 year.

### Financial Reports

- Finances continue to be on target for this time of year
- RFP update:
  - Due to illness and other issues, the RFP has not progressed;
    - Charlie will be stepping down in new year, but will work to document his responsibilities and assist with finding and transitioning a replacement;
  - Current accountants (Rehmann's) reduced cost and seem now to have a better understanding of what the Board needs as well as other improvements in understanding;
  - Recommendation that Ian communicate the results of the RFP process to all three companies;
  - **Moved to Approve:** Cheryl Brown moved to accept the Rehmann's bid, and move forward;      **Seconded:** Francois Campbell

### Strategic development work (see ED's Notes) Highlighted discussion points:

- Website redevelopment
  - In progress. Ian is currently consulting with a number of very talented web developers;

- Also planning developing a dashboard of KPIs as those are approved.
- Membership and Financial Health – Board and other volunteers needed!
- KPI Framework and Risk Reporting
  - Current KPI list is rather long and adding Risks will increase this; however, this may be unavoidable;
  - Question: Should we prioritize the list and limit first-year reporting/tracking to top priority items?
  - Board members need to review KPI list and identify priorities, so action can be taken at the January meeting;

#### **Open Learning Analytics Initiative – Coordinator**

- Role Description:
 

“The Apereo learning analytics coordinator is a volunteer role that provides a focus for cross Apereo coordination in the area of learning analytics. The volunteer holder also helps represent the Foundation to external agencies operating in the field. Subject to the time constraints implicit in the volunteer nature of the post, the LA Coordinator will work with the Foundation ED and other volunteers to stimulate cross Apereo discussion and coordination of learning analytics activity, including the facilitation of webinars and similar activities.”
- Board Volunteer – Anne-Marie Scott
- **Motion:** Jim Helwig moved to approve Anne-Marie to serve as the volunteer Apereo Coordinator.   **Seconded:** Doug Johnson

#### **Partnerships**

- Meeting with ESUP-Portail
  - Good meeting with ESUP-Portail and positive relations for moving forward. MOU should be finalized and ready for approval early in 2019.
- Meeting with LAMP
  - Positive movement; though still in the “getting to know you” phase.

#### **Advance notice of future discussion**

- FARM - possible termination of activity. Established some years back as a framework for supporting, launching, and implementing Apereo community projects.
- Appointed Board members - is balance broadly correct? Potential candidates?
- ESUP MoU Renewal

#### **ED Performance Review** (ID will withdraw for this item)

- The Board **entered Executive Session** at 1:52 PM to discuss the ED performance evaluation and associated recommendations;
- Report presented by the Evaluation and Remuneration Board subcommittee;
- **Motion:** Jim Helwig moved to approve the recommendation of the subcommittee;  
       **Seconded:** Cheryl Brown
- ***The Board expressed its appreciation to Laura for chairing this subcommittee;***
- **Left Executive Session: 1405 EST**

#### **Other business**

- ***Ian will be on holiday from 19th December – 2nd January inclusive***

**Motion to Adjourn:** Doug Johnson  
**Approved *Nem con.***

**Second:** Cheryl Brown

**Adjournment:** 1401 hrs (EST)

**Forthcoming Events**

- 2-6 June -- Open Apereo (7 June Board Meeting)
- **Apereo Webinars:** <https://www.apereo.org/content/apereo-events>
- **More events** will be listed at <https://www.apereo.org/events>

## Executive Director's Notes

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

1. **Strategic Development work** is progressing more slowly than anticipated, with fewer active volunteers than was anticipated.
  1. **Theme 1: Membership and Financial Health**  
Members: Cheryl Brown, Boeta Pretorius, Ian Dolphin
    1. Three key documents – the case for joining Apereo, and the Benefits of Open Source software have been completed. The case for joining Apereo has been deployed, the remaining two documents await the website refresh.
    2. Accounting RFP – oral report at Board meeting.
    3. Advice has been provided by Rehmann's on cash vs accrual accounting. Under review.
    4. The group is moving to review actual membership dues levels in the new year
    5. **Given the significance of this strand, the Board should consider whether current levels of volunteer support are appropriate .**
  2. **Theme 2: Partnerships**  
Members: Anne-Marie Scott, Laura Gekeler, Ian Dolphin
    1. A meeting with ESUP-Portail took place in Edinburgh in November. This laid the basis for a renewed MoU
    2. A call with LAMP took place in early December, focussing on information exchange around current activities
  3. **Theme 3: Communications, Outreach and Engagement**  
Members: Jim Helwig, Lucy Appert, Mathilde Guerin, Christian Murphy, Ian Dolphin.
    1. See Theme 1 above for content development.
    2. An outline structure for a major revision of the Apereo Web site has been drafted
    3. A proposal to solicit community discussion on an appropriate platform was agreed and drew comments from the community via the open list. An initial platform conversation took place in early December to discuss criteria, and draft criteria produced. Arlen Johnson, Christian Murphy are taking technical considerations around platform choice forward and are seeking to engage Bryan Ollendyke in this conversation
    4. New best-practice vignettes have been requested from LAMP and openEQUELLA
    5. A catalogue of survey work around faculty and student expectations has commenced and is available in draft form.
    6. A catalog of existing dissemination channels is taking shape
  4. **Theme 4: Recognition Programs and Development Opportunities**  
Members: Cheryl Brown, Lucy Appert, Anthony Whyte, Ian Dolphin
    1. ID progressing this with Cheryl B and Anthony W. ATLAS planning is proceeding well.
  5. **Theme 5: Software Community Health**  
Members: Laura Gekeler, Anne-Marie Scott, Miguel Laginha, Julian Tenney, Janice Smith, Ian Dolphin
    1. Draft metrics have attracted some discussion on the open list, although insufficient to judge consensus. Immediate next steps are to review the proposal in the light of discussion, amend if appropriate and republish. Scheduled for January
  6. **Theme 6: Foundation Services and New Ideas**  
Members: Francois Campbell, Julian Tenney, Jacques Raynauld, Miguel Laginha
    1. Process for new service ideas agreed and published. Awaiting proposals to test.

2. An Apereo Software Community infrastructure catalog is growing – aiming for completion in early January

## 2. Incubation

1. The [Incubation Working Group met](#) and reviewed reports on
  1. Tsugi
  2. Notifications Backbone
2. The group also considered the Ethical OS Toolkit, and its relevance for Apereo. Agreed further investigation and discussion would take place
3. The group reviewed current incubation material on the Apereo website and agreed finer granularity was required

## 3. OAE Migration

1. The ESUP-Portail hosted Apereo OAE tenant requires some further cleanup. It will be complete by the new year. (Currently waiting for action by ID)
4. [Open Apereo 2019 Call for Proposals](#) issued Wednesday 12<sup>th</sup> December. Event them “Affordability and Innovation for Higher Education”. Good twitter coverage, will need renewed cover in the new year. Thanks to all who helped.

## 5. Other Events

1. Sakai Camp, 27<sup>th</sup>-29<sup>th</sup> January, Orlando
2. Apereo Europe/ESUP-Days 2019 5<sup>th</sup> February, Paris
3. Ja-Sakai – end March
4. Apereo Africa 15<sup>th</sup>-17<sup>th</sup> April, Cape Town

## 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.   | <b>Completed</b>  | Ian          |
| 17 April 2018 | Ian will schedule subcommittee meeting to finalize Strategy Document; subcommittee will prepare that document for release to the Apereo Community.               | <b>Completed</b>  | Ian          |
| 15 May 2018   | Review and update welcoming policy based on comments in May Board call.  | <b>Completed</b>  | Ian          |
| 15 May 2018   | Review recent open forum posts in light of suggestion that some “guidelines for appropriate participation” might be in order. Suggest guidelines as appropriate. | <b>Completed</b>  | Jim, Theresa |
| July 2018     | RFP for accounting firm.   | <b>Completed</b>  | Charlie, Ian |
| 18 Sept 2018  | Clarify timeframes, means of measuring, and who is gathering data for different KPIs and add to document.  | October 2018      | Ian          |