

## Apereo Board Meeting Minutes: July 17, 2018

### Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

**Called to Order: 10:04 PM EDT**

**Adjourned: 11:01 PM EDT**

### ATTENDING

David Ackerman

Lucy Appert

Francois Campbell

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Boeta Pretorius

Jeremy Rosenberg

Anne-Marie Scott

**Apologies in Advance:** Cheryl Brown, Charlie Leonhardt

**Absent w/o notice:**

**Also in Attendance:**

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*The Board first wishes to extend its concern and sympathy for the victims of flooding in Japan along with our hopes and wishes that Shoji-san, his family, and his colleagues are safe. Shoji accepted the Board's well-wishes and reported that his family is safe.*

### Approval of June Minutes:

- Thanks to Jim for taking June's notes in Doug's absence.
- Suggested edits:
- **Moved to Approve:** Lucy Appert      **Seconded:** Jeremy Rosenberg
  - **Approved *Nem Con***

### Financial Report

- Charlie being unable to attend today, a detailed analysis of the financial report is delayed to the next meeting; however, some notes:
  - There are roughly \$156,000 is outstanding receivables;
  - Money is always tight during the summer as institutions are changing over their budget cycles;
  - There are multiple questions raised by the recent report from the accountants. Ian is working with Charlie to arrange meetings with them to clarify these issues;
  - Traditionally, the Board does not meet during August; however, under these circumstances, Ian recommends that we meet as scheduled in **August [*the Board agreed by informal vote*]**;
  - Ian will post his questions with the Financial Narrative in the OAE Board site and recommends others review the narrative and add any questions.

### Accounting RFP

- An RFP for identifying a new accounting firm has been prepared for Board review;

- Board members are requested to review and comment on the RFP no later than Thursday this week (July 19);
- Jim recommended separating audit responsibilities from other financial responsibilities and hire a separate firm to carry out audits as needed [***the Board agreed by informal discussion; no formal vote was taken***];

### Strategy Documents

- The current draft of the Strategic Development document is posted as a Google doc;
- David, Charlie, and Ian recommend electing a 4<sup>th</sup> member of the Finance Committee: ***Boeta Pretorius volunteered, and received Board support***;
- Board members who have not already signed up to function as “champions” for different strategic priorities are encouraged to do so, ideally by this Thursday;
- The next step will be to make the plan available to the community asking for community volunteers to participate.

### Events

- Seeking to compile and maintain an ongoing list of events and activities;
- Do we move forward with Open Apereo 2019? 2018 represented a loss of roughly \$5,000; which is much less than the last three years (e.g. last year, Pennsylvania refused to allow Apereo to operate as a non-profit leading to substantial, unexpected costs for the conference);
- ***Question:*** If Apereo is growing in Europe, why not hold Open Apereo in Europe? ***Answer:*** While project growth has been mostly in Europe; but member schools and institutions are primarily in North America;
- Jim recommended continuing to plan a 2019 Open Apereo Conference. ***The Board agreed by informal vote***].

### ED 2018-2019 Performance Measures

- Jim Helwig also volunteered to continue serving.

**Motion to Adjourn:** Laura Gekeler

**Second:** Jim Helwig

**Approved *Nem con.***

**Adjournment:** 1101 hrs (EDST)

## Executive Director's Notes

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

1. **Incubation.** OnTask has commenced incubation, mentors Cheryl Brown, Ian Dolphin. Initial call very positive, a second call will be held in mid August when an approximate timeframe for the process will be set. Current incubation mentors - Benito Gonzalez (Unicon - Chair), Aaron Grant (Oakland), Dede Hourican (Marist), Jaeques Koeman (Edia), Laura McCord (Rice), Lars Kiesow (Osnabruck), Rober Sherratt (Leeds), Sam Lee Pan (Cape Town).
2. **Intellectual Property and Copyright.** After pausing this work in February, I am taking stock of progress with our IPR attorney. The USPTO found our Xerte submission "confusingly similar" to another mark. We are awaiting the judgement of the USPTO on that other mark - if (as we suspect) the other mark does not succeed in registration, we should be in the clear. Tsugi, Karuta, UniTime and OAE require further work on specimens (examples for both goods and services) before proceeding. These will be actioned in August, as far as possible. We have an open issue around another entity using "OpenCast" in the UK. This is currently under consideration by the OpenCast board.
3. **Consent Platform.** Jisc were discussing priorities around potential consent work with other funding agencies. Work frozen pending outcome.
4. **EDUCAUSE Learning Analytics Constituent Group.** Has met regularly, and is re-launching itself during the course of July and August.
5. **OAE.** The project is working through the implications of the transition of the OEA tenant's current hosting to the ESUP-Portail host. I expect to report on this regularly during August. An outline strategic repositioning of OAE in the context of the NGDLE can be found at <http://oaeproject.org/2018/06/11/oa-e-in-the-world-of-ngdle.html>
6. **Future Events**
  - Currently organising a series of Apereo Webinars for September - December 2018. Finalising by end July.
  - Sakai Virtual Conference planning about to commence - led by Wilma Hodges (Sakai Community Coordination).
  - Learning and Student Analytics Conference 2018 will be held in Amsterdam, Netherlands on October 22-23. I will be providing a keynote on day 2. Draft slides for this are available as a PDF in the "Shared Presentations" Board folder in OAE - please do not re-use wholesale before the event(!). If anyone would like a Keynote or Powerpoint version, please drop me a line. the Cfp for the event is at <https://easychair.org/cfp/LSAC2018>
  - An **EQUELLA Australia** conference is tentatively scheduled for 15th November in Melbourne.
7. **Past Events**
  - **Open Apereo 2018** - See notes in "Apereo Events" Document.
  - **Xerte Event** - Nottingham 26th-28th June. I attended and provided an opening keynote on open analytics and moves towards the generation of analytics data by (learning) design in the context of content authoring. Xerte have made significant progress towards adaptive

content built around xAPI and LTI (re-using Tsugi along the way). This will be the subject of significant promotion in the last quarter of 2018.

- **ELI Webinar** reflecting experience of three Apereo member institutions held on 9th July. Participants - myself, Matthew Rascoff (Duke), Ryan Allen (Dayton), Lucy Appert (NYU). Good balance of strategic, tech and teaching and learning content. Around 115 attending. A recording should be available shortly.

## Information Items

### Upcoming Events

- 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 accountants; 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.	August 2018	Charlie, Ian