

## Apereo Board Meeting Minutes: June 3, 2018

### Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

**Called to Order: 10:06 AM EDT**

**Adjourned: 4:16 PM EDT**

### ATTENDING

David Ackerman

Lucy Appert

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Shoji Kajita

Charlie Leonhardt (remote)

**Apologies in Advance:** John Lewis, Tim Carroll, Jeremy Rosenberg, Doug Johnson, Cheryl Brown, Theresa Rowe

### Absent w/o notice:

### Meeting Called to Order: 10:06 hrs (EDST)

- Discussed attendance of board meetings and the necessity to ensure a quorum.

### Financial Report

- Apereo accounting services RFP
  - Scope of services to include income/expenses for Apereo and per project, cash flow map with expected monthly subscription income, balance sheet, and audit prep.
  - Monthly and annual reports will have deadlines and penalties for days late.
  - Responses should include an analysis of accrual vs cash basis of accounting
  - Limit the length of proposals to something reasonable
- A finance committee will craft and execute the RFP
  - David (chair), Ian, Charlie, one of the new board members
  - Look for ways to do this in an open and transparent manner
- Timeline
  - Board members will be asked to review the RFP in the month of June
  - RFP targeted to be released by July 1 if possible
  - Proposals due August 15
  - Proposals reviewed and decision made by October 1 (45 days)
  - New accountant may need to start in October with transition time
- Review of latest financial reports
  - We can expect decreased travel expenses in the near future.

### Approval of May Minutes:

- Suggested edits:
  - Minor edit to election comments.
  - Minor edit to Open List Activity

- **Moved to Approve with edits:** Laura Gekeler     **Seconded:** Jim Helwig
  - **Approved *Nem Con***

#### **Matters arising:**

- Discussed need for guidelines for email lists but will wait for report from Theresa and Jim.

#### **Proposals to graduate incubation ELMS:LN and uPortal Home**

- **Moved to Approve:** Lucy Appert     **Seconded:** Jim Helwig
  - **Approved *Nem Con***
- It was suggested that there be more guidance for projects to improve incorporation.
  - A list of adopters would be beneficial on projects websites.
  - Apereo logos and other relevant resources
  - Example policy documents
- Lucy will take a lead on recommendations for conflict resolution policy and contacting graduated programs to help them on this issue based on coming into alignment with the Apereo Welcoming Policy

#### **Project round-up**

- Reviewed annual report.
- Recognized that unsuccessful projects can be removed from incubation.
- Suggested there would be value in making it easier for institutions to register their use of Apereo software.

#### **Strategic planning**

- Reviewed proposed planning spreadsheet of strategic themes, specific objectives, and general timeframes. There were suggested edits to the document to improve clarity and add additional objectives.
- Leads, board and non-board, will be identified for each objective and noted in the planning document.

#### **Membership**

- Tweets regarding recognition of renewing members is appreciated.
- Software project communities can promote membership.
- Recommendation to approach adopters of our software to become members. Software can be adopted unbeknownst to the project community. Searching particular strings can help identify likely adopters. Leads could be referred to the board for follow up if desired.
- Discussed whether a “pay what you wish” membership category would be beneficial.
- Discussed hiring a temporary and/or part-time staff person to focus strictly on membership development, possibly someone already familiar with Apereo. A position description, prioritized goals, expectations, and contract would need to be clarified. January may be a realistic timeframe.
- Tim will be leading an effort on increasing individual membership through the Friends of Apereo program.
- Discussed the desire for a report from QuickBooks on current and past members, ideally one that is updated regularly and available to board members.

- Discussed that it would be desirable for projects to highlight number of adopters and engaged community members.
- Discussed need to rearticulate the value proposition of membership.
- Discussed the desire for commercial partners to encourage their subscribers to also become Apereo members.

### Partnerships

- Board encouraged to review the new agreement with ESUP concerning OAE prior to the chair signing.
- Board encouraged to provide input on the relationship with LAMP.

### Future of Open Apereo

- Conference preparation by the program/planning committee was very good.
- Discussed decreasing attendance year over year.
  - The program remains strong.
  - There were some issues (entry, international travel approval, budget) with the non-US location.
  - Travel to North American can be prohibitive for individuals from other continents.
  - Some projects have their own conferences, which may compete for attendance if individuals can only choose one.
  - Many if not most of our attendees are also presenters.
- Discussed possible changes to the conference.

**Motion to Adjourn:** David Ackerman    **Second:** Lucy Appert  
**Approved *Nem con.***  
**Adjournment:** 16:16 hrs (EDST)

## 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 accounts; use this to evaluate performance vs. cost; develop ITN if necessary.	17 July	Charlie

17 April 2018	Ian will schedule subcommittee meeting to finalize Strategy Document; subcommittee will prepare that document for release to the Apereo Community.	<del>30 May 2018</del> 19 June 2018	Ian
15 May 2018	Review and update welcoming policy based on comments in May Board call.	19 June 2018	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.	19 June 2018	Jim, Theresa
3 June 2018	Draft and execute accounting services RFP		David
3 June 2018	Develop conflict resolution policy recommendations		Lucy
3 June 2018	Re-energize the Friends of Apereo program		Tim