

Apereo Board Meeting Minutes: May 15, 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

Tim Carroll

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

John Lewis

Jeremy Rosenberg

Theresa Rowe

Apologies in Advance: Lucy Appert, Cheryl Brown, Charlie Leonhardt

Absent w/o notice:

A note about the Minutes.

In light of the recent discussion (4/24), I have added a section at the end of the Minutes to list identified Action Items, Target Dates, and Lead for that Action Item. This will make it easier (I hope) to review, monitor progress and completion of identified work.

Approval of April Minutes:

- Suggested edits: “Jenn” not “Jim” is working with Ian on memberships. Suggested rewording of section about the Welcoming Policy. Both implemented.
- **Moved to Approve:** Theresa Rowe **Seconded:** Jim Helwig
 - **Approved *Nem Con***

Financial Report

- Tabled due to Charlie’s inability to attend today.

Board Elections

- Ballots went out last week
- We have 4 quality candidates and voting participation is good.

Strategy Documents

- Suggestions received at Apereo South Africa meeting about increasing presence of Apereo on project web sites;
- Ian suggested some reordering for greater coherence;
- Discussion of how to make the document shorter and more concise. Ideas about some additional possible deliverables in service of various goals;
- Do we have too many objectives? This is a rather ambitious draft.
 - What is the Executive Director meant to do?
 - What is the Foundation Board meant to do?
 - What could volunteers do?

- *Related issue: What is the value add of Apereo to the software communities? How can we better communicate that value? Topic for future Board conversations.*

Open Apereo 2018 - current state

- As of yesterday, 157 registered, 478 out of 670 room-nights booked. We need to book 80% or 536 room-nights to meet our obligation; with 58 more days to meet that target.
- Need more messaging, outreach
- See “Related issue” in previous section

10:35 Executive Session was called to update the Board on an upcoming project announcement that should not be public until after the announcement is made.

10:42 Executive Session Ended

Open List Activity

- Would there be value to creating some guidelines for discussion on the open lists?
- **Task force:** Jim Helwig and Theresa Rowe will discuss list traffic and make any recommendation to the Board, as needed.

Licensing Group

- This proposal was sent to the licensing list and has received no objections:
 1. Adopt Apache categorized-lists-of-licenses by reference (<https://www.apache.org/legal/resolved.html>), thereby getting out of the business of maintaining our own articulation of these categorizations.
 2. Adopt a single addition to these lists, clarifying the categorization of Educational Community License..
 3. Reach out to Apache via their (open) legal-discuss@ list to suggest that Apache itself add Educational Community License to their categorized-lists-of-licenses, thereby potentially making (2) unnecessary at some point in the future (I'll do this).
- Ian offered support with the suggestion that the Board should monitor the Apache licenses list to ensure future changes do not adversely affect Apereo.
- **Jim Helwig moved for the Board to support the Licensing Group proposal**
 - John Lewis seconded
 - **Approved *Nem Con.***

Motion to Adjourn: Doug Johnson

Second: Laura Gekeler

Approved *Nem con.*

Adjournment: 1101 hrs (EDST)

Executive Director’s Notes

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

1. ED 20% Reduction -

After using April effectively as a transition month, and forcing the 20% hours reduction into random days of the week, it seems more appropriate from both as personal perspective, and in terms of outward expectations, to maintain Friday as the day I do not work for the Foundation. This may change occasionally - particularly where travel is involved.

2. Sakai Transition

The transition from Sakai Community Coordinator to a more distributed form of community coordination appears to have proceeded smoothly. I wish to note the immense professionalism demonstrated by Neal Caidin during the transition, and to thank Longsight and others for stepping up to assist.

3. Apereo Africa -

Apereo Africa took place in Potchefstroom, home of NWU week commencing 7th May. Robert Balfour, Deputy Vice Chancellor opened the event with strong statements in support of the creation of an NGDLE for NWU. It was interesting to note that this was not described as a single technology, but as an "Enabling ability", and perhaps more interesting still that this is built in to NWU *institutional* strategy - not simply IT strategy. Professor Balfour went on to emphasize the importance of Apereo to NWU, and the institutions strong interest in Sakai, Karuta, Xerte and EQUELLA. International visitors included Chuck Severance, who spoke at the event on Tsugi, and Anthony Whyte on IMS Caliper. I provided an Apereo "progress report", and spoke (with a heavy emphasis that I was speaking in a personal capacity) on some high level "lessons learned" from early work in learning analytics. Representatives from Ghana also attended. Attendance was around 70 - largely a facet of the location within South Africa. Next year's event will be at UCT in Cape Town. Presentations are available at https://drive.google.com/drive/folders/1ZIYAvnlrTj0soH_LODqPVT9Y3IakYdkL

4. OnTask Incubation -

OnTask have named their incubation team, and a request for Apereo mentor/s is currently with the IWG. If you have attended a SoLAR event, you may well recognise the OnTask team - Abelardo Pardo (UNISA - University of Southern Australia), Dragan Gasevic (Monash University) and Shane Dawson (UNISA - University of Southern Australia)

5. EQUELLA Advisory Board -

Co-Chairs will be announced shortly. They are - Lee Webster, Director Learning Technology Innovation and Services at TAFE Queensland, (<https://www.linkedin.com/in/lewebster/>) and Mara Hancock, CIO, VP-Technology at California College of the Arts (<https://www.linkedin.com/in/marahancock/>).

Information Items

Upcoming Events

- 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 accountants; use this to evaluate performance vs. cost; develop ITN if necessary.	June 2018	Charlie
17 April 2018	Ian will set up email list for Welcoming Policy Duty Officers; finalize wording and update policy; distribute.	Completed	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 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

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.]

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 (Sept. 2017):

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