

# Apereo Board Meeting Minutes: October 16, 2018

## Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

**Called to Order: 13:05 PM EDT**

**Adjourned: 14:01 PM EDT**

## ATTENDING

David Ackerman

Lucy Appert

Cheryl Brown

Francois Campbell

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Charlie Leonhardt

Boeta Pretorius

Jeremy Rosenberg

Anne-Marie Scott

**Apologies in Advance:** Anne-Marie Scott

**Absent w/o notice:**

**Guests in Attendance:**

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## Approval of November Minutes:

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

## Matters arising from the September Board call:

- ED Performance Review & KPIs:

## Strategic Development Work

- Work proceeding; but is slow due to term start-up and busy-ness of volunteers

## Financial Reports

- Cash on hand is normal for this time of year
- Concern related to checks going missing
- Raised with Registered Office, which has changing the way it deals with Apereo mail
- Scheduling time with Jen Cummings to chase outstanding debts
- Q: Is there any reason to be worried about revenue stream? A: Not really. The current situation is normal; and while less than optimal, is familiar territory. Some additional entries to make, in addition to missing checks and outstanding debts.
- RFP: Three companies expressed interest. Two companies responded; third requested additional information
  - Q: Should Charlie follow up with #3, answer questions, and give time to respond? A: Yes. Charlie's responses will also be given to other 2 firms; and all three will have 1 week to respond/update RFPs.

## Board AGM Timing

- **Suggestion 1:** To move the f2f meeting to the Thursday following Open Apereo
  - Pro - New Board members could be seated and onboarding facilitated more rapidly
  - Con – Day after conference is widely used for software community face-to-face meetings
- **Suggestion 2:** To move the meeting to the Thursday following Open Apereo and make this meeting the Board AGM
  - Pros - The meeting would seat new board members and immediately follow the Foundation AGM
    - This timing would synchronize better with our current planning cycle, which makes use of Open Apereo as a fixed point for f2f community discussion around strategic objectives, and is settling into a June-May pattern
  - Con – Day after conference is widely used for software community face-to-face meetings
    - Apereo financial planning cycle is January - December
- **Other Implications:**
  - Financial planning: Moving the Board AGM would allow greater time and focus on annual finances at this meeting. This examination would be mid-point (approximately) in our planning cycle, allowing for adjustment as appropriate.
  - The term of current officers could be extended, and elections held at the board AGM, or new officers elected in January until June.

## Discussion:

- Many software communities typically wrap up by Noon, Thursday; but some groups find Wednesday PM to be better for attendance than Thursday AM
- What about keeping F2F meeting but also having a second meeting Thursday morning to meet/introduce new members? [I like getting new members involved with decision making issues ASAP]
- A Board meeting would fit better on Thursday than Wednesday afternoon
- **Discussion will continue off-line**

## Discussion of three documents arising from strategic planning:

- [Generic benefits of open source software](#)
- [Benefits of open source for education](#)
- [Value of Apereo Foundation membership](#)
- Please comment by next week (+/- 22 October)

**Motion to Adjourn:** Jim Helwig

**Second:** Anne-Marie Scott

**Approved *Nem con.***

**Adjournment:** 1401 hrs (EDST)

## Executive Director's Notes

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

1. **Strategic Development** work is progressing. We still require additional volunteers, and comments on draft documents have been sparse. Lazy consensus appears the best means to make operational progress. There has been no discussion of posts to the open and all projects lists on 'software community health' and 'services and new ideas'. The Board may wish to consider its potential role in terms of stimulating community discussion.
  - a. **Theme 1: Membership and Financial Health**
    - Members: Cheryl Brown, Boeta Pretorius, Ian Dolphin
    - Three documents before the board on this call – the generic value of open source software, the value of open source software for education, and the Apereo value proposition – are under discussion by this group, and the communications group. These should be finalised by mid-October.
  - b. **Theme 2: Partnerships**
    - Members: Anne-Marie Scott, Laura Gekeler, Ian Dolphin
    - A meeting with ESUP-Portail is planned to take place in Edinburgh in late November.
  - c. **Theme 3: Communications, Outreach and Engagement**
    - Members: Jim Helwig, Lucy Appert, Mathilde Guerin, Christian Murphy, Ian Dolphin.
    - In addition to the documents mentioned under (a), a draft purpose document for the web site is being finalized
  - d. **Theme 4: Recognition Programs and Development Opportunities**
    - Members: Cheryl Brown, Lucy Appert, Anthony Whyte, Ian Dolphin
  - e. **Theme 5: Software Community Health**
    - Members: Laura Gekeler, Anne-Marie Scott, Miguel Laginha, Julian Tenney, Janice Smith, Ian Dolphin
    - A draft metrics document has been discussed and has been posted to the open list and all software communities.
  - f. **Theme 6: Foundation Services and New Ideas**
    - Members: Francois Campbell, Julian Tenney, Jacques Raynauld, Miguel Laginha
    - A draft process document has been discussed and circulated to the open list and all software communities.
2. **Apereo Key Performance Indicators Draft**

The draft Apereo Foundation KPI's have been re-worked to include timeframes and circulated to the Board.

A link to the draft has been sent to Board members; please review and comment.
3. **Open Apereo 2018**

A call for volunteers to form a planning committee has been issued.
4. **EDUCAUSE Student Success Analytics Constituent Group Steering Group.**

I have continued to participate in the two-weekly calls of the EDUCAUSE SSACG Steering Group. A document I drafted has been approved by the group as a basis for growing international communication and cooperation around learning analytics deployments. The Board may wish to

discuss this initiative, and potential overlaps with our open analytics initiative on a future call. I will attend the group face to face meeting at EDUCAUSE Annual Conference remotely.

5. An Excel workbook with a **schedule of membership processing** is copied into the Board Google Drive folder. This should not yet be regarded as completely validated, but is offered as an indication of progress.
6. Work to **transfer the Apereo OAE tenant to the ESUP-Portail OAE instance** is underway.

## 7. Forthcoming Events

- 17th October, 1200 US Eastern - Webinar: Opencast in teaching & learning
  - 22nd/23rd October - Learning and Student Analytics Conference, UvA: ID Providing Keynote
  - 30th October - 2nd November EDUCAUSE Annual Conference
  - 7th November - Sakai Virtual Conference
  - 15th November - EDALEXpro, Melbourne, Victoria: ID Providing keynote
  - 14th/15th November – Open EQUELLA Advisory Board meeting, Melbourne, Victoria
  - 12th December, 1200 US Eastern - Webinar: Event Management in UniTime
  - 2-6 June -- Open Apereo (7 June Board Meeting)
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- **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
18 Sept 2018	Clarify timeframes, means of measuring, and who is gathering data for different KPIs and add to document.	October 2018	Ian