

Apereo Board Meeting Minutes: September 18, 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: 11:00 PM EDT

ATTENDING

David Ackerman

Lucy Appert

Francois Campbell

Ian Dolphin

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Shoji Kajita

Charlie Leonhardt

Jeremy Rosenberg

Anne-Marie Scott

Apologies in Advance: Cheryl Brown, Boeta Pretorius

Absent w/o notice:

Also in Attendance:

Approval of July Minutes:

- Suggested edits: Minor edits implemented as suggested
- **Moved to Approve:** Jim Helwig **Seconded:** Anne-Marie Scott
 - **Approved *Nem Con***

Matters arising from the Minutes of the July Board call:

- The Board originally decided to keep an August meeting to review financial information, but the Officers chose not to do so due to available time and prioritizing the RFP.
- Review of Action Items will continue to be a regular part of Matters Arising.

Financial Reports

- Back up to 2.5 months unrestricted operation revenue.
- Jen and Ian have been chasing outstanding memberships with some success.
- A much healthier situation than in July.
- The Canadian government refunded taxes paid for the Apereo 2018 Conference, including a small amount of interest for the delay.

Strategic Development Work Update

- Slow to start; but this was over the Northern Hemisphere summer, when vacations tend to be taken;
- Work is starting. Still thin on Theme 1 and could use the input of a person with a design background on Theme 3. Basic documentation has been arranged in Google Drive folders, as the OAE tenant is scheduled to move from the *research host to ESUP-Portail during September.
- **Theme 1: Membership and Financial Health**
Members: Cheryl Brown, Boeta Pretorius, Ian Dolphin
- **Theme 2: Partnerships**

Members: Anne-Marie Scott, Laura Gekeler, Ian Dolphin

- **Theme 3: Communications, Outreach, and Engagement**

Members: Jim Helwig, Lucy Appert, Mathilde Guerin, Christian Murphy, Ian Dolphin

- **Theme 4: Recognition Programs and Development Opportunities**

Members: Cheryl Brown, Lucy Appert, Anthon Whyte, Ian Dolphin

- **Theme 5: Software Community Health**

Members: Laura Gekeler, Anne-Marie Scott, Miguel Laginha, Julian Tenney, Janice Smith, Ian Dolphin

- **Theme 6: Foundation Services and New Ideas**

Members: Francois Campbell, Julian Tenney, Jacques Raynauld, Miguel Laginha

Accounting RFP Update

- The RFP was issued in early September, after delays during August. We have three companies examining potential bids, including Rehmann's, our current firm. One company has submitted a questionnaire. After discussion with David Ackerman, Ian proposes making any answers to questions part of an FAQ, except where an answer raises privacy concerns.
- **The Board expressed a general consensus** that this was an appropriate "best practice."

Apereo Key Performance Indicators – Discussion

- The ED Performance Review group requested objectives for 2018 in light of the strategic review and accompanying effort. The group will bring these to the Board in due course, but Ian accompanied his response with a set of proposed KPIs the Board may wish to consider separately. These are in the September Board folder in OAE.
- Question: To what extent can we track actual adoption/use of software projects?
- Q: Is it worthwhile tracking how long institutions and organizations have been a member of Apereo? Longevity has value. A: Yes.
- Q: Are we considering too many KPIs to be able to track them effectively? A: Wrapping KPIs in timeframes may make them more manageable; e.g. Financial and Membership should be tracked monthly; but other can be narrowed in terms of frequency. Ian will work on this.
- Action Item: Clarify timeframes, means of measuring, and who is gathering data for different KPIs.

Incubating Projects Update

- **Image Quiz** - The Board have previously agreed that the Incubation Working Group may move projects to "unsupported" contribution status without a Board vote. The IWG decided to move Image Quiz to "Un-sponsored" Contribution status at its July call. Image Quiz has not attracted significant contribution, or interest from another Apereo community. Whilst remaining an interesting niche tool, it has not been actively incubating for several months.
- **EDExchange** - The EDExchange transcript exchange U.S. service roll-out has been slower than anticipated. This has slowed the project's velocity in incubation. Anticipate addressing remaining issues in Q4 18.
- **Notifications Backbone** - U Edinburgh legal have agreed to sign contributor agreements. There is significant interest from two additional institutions. Project is targeting emergency communications to students.
- **Shuhari** – Former analytics stack. Advisory Board being established. Interested Board members should contact Ian directly.

- **OnTask** - has had an initial call, and is working through component licensing issues. OnTask Project aims to improve student experience through the delivery of timely, personalized, and actionable student feedback throughout a course.
- **Tsugi** and **POET** have upcoming incubation calls.

Motion to Adjourn: Lucy Appert

Second: Laura Gekeler

Approved *Nem con.*

Adjournment: 1100 hrs (EDST)

Executive Director's Notes

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

1. OAE Transfer to ESUP-Portail host

*research/Ex Libris are working with the OAE lead, Miguel Laginha, to transfer the Apereo OAE tenancy from the *research OAE host to the ESUP-Portail OAE host. Ian will keep the board apprised of progress – some disruption is likely but will be minimized. Note: The scripts to effect the transfer were complete at 18 SEPT 18.

2. Open Apereo 2019

We have narrowed the search for a venue for Open Apereo 2019 to two hotels in LA. I intend to issue the call for volunteers for the planning committee around 24th September – I hope we will have finalised by then, but this will be tight. If any Board member wishing to help review information on the two venues, please drop Ian a line.

3. EDUCAUSE Student Success Analytics Constituent Group Steering Group.

Ian has continued to participate in the two-weekly calls of the EDUCAUSE SSACG Steering Group. He has focused on three areas: building perspectives for practical international networking, securing recognition for the need for student voices to be heard, and improvements to “join up” practice – for example to coordinate a degree of constituent group activity with EDUCAUSE publications around learning analytics. The SSACG will, in effect, re-launch itself at EDUCAUSE Conference in Denver. Ian am seeking to v-c into the meeting, as he will not be attending the event.

4. 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.
- A loose alliance of open organisations has secured space in the **EDUCAUSE Conference** (30th November-2nd November) exhibition hall. Ian is requesting volunteers to help staff a stand, and secured one "possible" volunteer. Given the proximity of EDUCAUSE dates to iii and iv above, expense of travel, opportunity to recruit members in Australia, a tight financial position, and lack of volunteers, Ian recommends that the EQUELLA conference should be afforded higher priority should finance be available.

Information Items

Upcoming Events

- 17 October, 1200 US Eastern - Webinar: Opencast in teaching & learning
 - 22-23 October - Learning and Student Analytics Conference, UvA: ID Providing Keynote
 - 30 October - 2nd November EDUCAUSE Annual Conference
 - 7 November - Sakai Virtual Conference
 - 15 November - EDALEXpro, Melbourne, Victoria: ID Providing keynote
 - 14- 15 November – Open EQUELLA Advisory Board meeting, Melbourne, Victoria
 - 12 December, 1200 US Eastern - Webinar: Event Management in UniTime
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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
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.	Completed	Ian
15 May 2018	Review and update welcoming policy based on comments in May Board call.	Completed	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.	Completed	Jim, Theresa
July 2018	RFP for accounting firm.	Completed	Charlie, Ian
18 Sept 2018	Clarify timeframes, means of measuring, and who is gathering data for different KPIs and add to document. Draft available for Board review at http://bit.ly/ApereoKPIs	October 2018	Ian

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*