

Apereo Board Meeting Minutes: April 23, 2019

Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 1301 AM EST

Adjourned: 1402 PM EST

ATTENDING

Cheryl Brown

Francois Campbell

Ian Dolphin (nv)

Laura Gekeler

Mathilde Guerin

Jim Helwig

Doug Johnson

Charlie Leonhardt (nv)

Boeta Pretorius

Apologies in Advance: David Ackerman, Lucy Appert, Shoji Kajita, Jeremy Rosenberg, Anne-Marie Scott

Absent w/o notice:

Determination of a Quorum (N=6):¹ **Quorum is achieved.**

Approval of March 2019 Minutes:

- **Suggested edits:** Add finance work group to Action Items; edit draft budget item to remove incorrect “deficit” statement;
- **Moved to Approve:** Jim Helwig **Seconded:** Boeta Pretorius
 - **Approved *Nem Con***

Matters Arising from March Meeting & Interim Decision-Making:

- Approved *Tirasa* (<https://www.tirasa.net/en/>) as Apereo Commercial Affiliate (email vote)
- On April 12 the board voted by email to pass the following: “The Apereo Foundation Board of Directors agrees that Jenn Cummings, of Concentra, replace Tamy Arthur as the principle contact for interaction with Intuit for its Quickbooks software.”

Financial Reports & Narrative

- Budget documents are in the Board’s OAE folder
 - Cash balance remains consistent with budget
 - **Budget subcommittee** has not yet met to discuss streamlining reporting
 - Accountants are supportive of streamlining reporting: Current budget models are “inherited”
 - Will need to align KPIs with updated budget reporting
 - Questions related to clarifying “restricted balances”
 - Need to ask accountants for clarification
 - Need to work to develop consistent terminology throughout budgeting
 - Other questions tabled to be resolved on the email list
- Historical analysis
 - Resolving the Sakai budget discrepancy (the discrepancy formerly known as “deficit”)

¹ c.f. Article VI (7) Quorum

- This is being handled in the context of clarifying reporting because much of the apparent discrepancy reflects unclear terminology
- Audit planning
 - RFPs have gone out to three companies
 - Jim Helwig wanted to ensure the two accounting firms he suggested had been approached; Charlie will send the information to them as well (their companies have already been contacted)

Apereo Strategic Development - Review of activity

- Good progress in most areas
- Need to encourage greater volunteer engagement

Apereo Africa Report

- Apereo Africa was held in Cape Town April 15th-17th. The main event was one and a half days long, and framed by a half day OpenCast workshop and half-day Tsugi workshop.
- +/- 62 people attended, with presentations reflecting a range of teaching and learning practice in a South African context.
- Although the principal Apereo software of interest in South Africa remains Sakai and Opencast, there is notable increased interest in openEQUELLA, and OnTask (both gave remote presentations to the event), with interest also expressed in Karuta and Xerte.
- In conversations running alongside the event, the University of the Western Cape agreed to become a Foundation member.
 - ID has a follow through event with IT and other leaders at U Witswatersrand on Wednesday 24th April.

Open Apereo

- The Open Apereo 2019 programme will be published this week.
- Help with promotion is, as always, appreciated. Please amplify social media and other messages through any channel available.

Any Other Business

- None

Motion to Adjourn: Jim Helwig

Second: Boeta Pretorius

Approved *Nem con.*

Adjournment: 1402 hrs (EST)

Forthcoming Events

- 2-6 June -- **Open Apereo** (7 June: Board Meeting)
- **Apereo Webinars:** <https://www.apereo.org/content/apereo-events>
- **More events** will be listed at <https://www.apereo.org/events>

Executive Director's Notes

1. Strategic Planning - Summary

Theme 1: Membership and Financial Health. Members: Cheryl Brown, Boeta Pretorius, Ian Dolphin

1. Some cross-over with Theme 3. Three core advocacy pieces- the case for joining Apereo, the benefits of Open Source software, and the benefits for open source software have been completed and circulated
2. Review of membership dues levels. Discussion has begun, but it is conclusive at this point.
3. Draft "join Apereo" message template for Apereo Software Communities produced and circulated
4. Standing comment: Given the significance of this strand, the Board should consider whether current levels of volunteer support are appropriate.

Theme 2: Partnerships. Members: Anne-Marie Scott, Laura Gekeler, Ian Dolphin

1. MoU with ESUP-Portail has been renewed for 2019 and approved by both boards
2. ID and Alain M met with Ministry of Higher Education and Research in February to positive effect. Noted significant growth of interest in Apereo software in France - especially new interest in Karuta and Shuhari learning analytics stack.
3. Liaison calls with LAMP and ESUP-Portail continue. ID will speak at LAMPCamp in July 2019
4. Conversation with BC Campus (Canada) to identify potential common interests and opportunities for joint activity. The first keynote at Open Apereo will be given by Tannis Morgan, who is active in the BC Campus community.

Theme 3: Communications, Outreach and Engagement Members: Jim Helwig, Lucy Appert, Mathilde Guerin, Christian Murphy, Ian Dolphin.

1. Following an extended conversation, together with requests for proposals on the open list, the group has worked with Arlen Johnson to develop a platform and information architecture description for the immediate future of the website. This will have a focus on simplifying structure, increasing the visibility of advocacy material and growing the capability of the site to act as a point of syndication.
2. Core Proposed Approach - https://docs.google.com/document/d/1P-KKoVpuZh84iWsD3Zo_f-sAqIRnxGEzS2GqhOwl9OE/edit
3. Outline Information Architecture - <https://docs.google.com/document/d/1-NlpsTKo0wzuM1q1m5xGRsfam42D55guwYr-NI6D388/edit#heading=h.wjget1g2x8n>
4. **The Board are requested to review and comment on these documents by Friday April 26th**
5. A collection of "IT in Education Trends" materials, with a focus on surveys and similar material, is available at <https://docs.google.com/document/d/1AqUWFXN8bkxXNRj9j84xGaz-PP2sLmImmMLQzSjRmYl/edit> This should inform Board conversations around adjusting strategic objectives. Please contribute materials you know of that are not yet listed.

6. The Board noted heightened interest in privacy in HE earlier in 2019, and agreed to develop advocacy materials around openness and privacy. ID has begun a draft.

Theme 4: Recognition Programs and Development Opportunities Members: Cheryl Brown, Lucy Appert, Anthony Whyte, Ian Dolphin

1. ATLAS has progressed this year under a new Chair, Sophia Stone of Duke. Cheryl B has approached Sophia to review the program.

Theme 5: Software Community Health. Members: Laura Gekeler, Anne-Marie Scott, Miguel Laginha, Julian Tenney, Janice Smith, Ian Dolphin

1. The group drafted and refined metrics in the light of discussion on the open list. The group agreed that metrics such as the number of downloads and those around communication are complex, difficult or impossible to generalise across communities, and carry little meaning unless contextualised. Connecting with the communications work, ID is to provide a template for project descriptions for apereo.org which will include core metrics, to be updated on a six monthly basis. Metrics to be included may be viewed at <https://docs.google.com/spreadsheets/d/1OJea35EsnjsdEFrOEia2ZP5-3PVSIJPGwTqLEyvE/edit#gid=0>

Theme 6: Foundation Services and New Ideas. Members: Francois Campbell, Julian Tenney, Jacques Raynauld, Miguel Laginha

1. Process for new service ideas agreed and published. Awaiting proposals to test.
2. An Apereo Software Community infrastructure catalog is in progress. It is available at <https://docs.google.com/spreadsheets/d/1LF8liPGow-XRRuZ9z-CW7MQfHea0liDYJM0WNNOGua94/edit#gid=1700500147>

1B Recommendations

Development activity has progressed in the main in a satisfactory way, although more slowly than anticipated. This is in part because few community members have volunteered their participation, and in part because of the reduction in ED hours effective from April 2018. This demonstrates the wisdom of setting the plan across a two-year period. When Apereo was formed the Board expressed a desire to largely grow Apereo market recognition organically. This, together with changes in software community composition, may account for the low numbers of volunteers. While there are strands of activity with several tasks left to complete, I would suggest the following as priorities in the coming period –

- Greater board engagement with advocacy – for open source, for Apereo, and for specific software communities
- Pushing ahead to rework the website in the manner described
- A focus on further developing Apereo-wide recognition programmes
- Promotion of the benefits of volunteering at a Foundation level

2. OpenExpo Europe 2019

- After discussion with community members in Spain, Ian has agreed to act as a media partner for Open Expo 2019. This is a major event in the Spanish IT calendar.
- Essentially, the agreement involves Apereo and Open Expo cross linking web sites.

3. Board Elections

Three nominations arrived by the deadline –

- **Matthew Rascoff**, Duke University;
- **Salvador Pellicer**, Entornos de Formación; and,
- **Thierry Koscielniak**, Conservatoire National des arts et Métiers (and International Secretary of CSIER).

Salvador and Thierry have accepted nomination. I am awaiting Matthew's reply.

Action Items

START DATE	ITEM	TARGET COMPLETION	PERSON(S) RESPONSIBLE
19 March 2019	Initiate RFP process for starting up an annual audit.	April 30, 2019	Charlie, Ian
19 March 2019	Resolve discrepancies related to Sakai budget in current budget to make possible the best foundation for a 2019 budget.	April 30, 2019	Charlie
January 2019	Revise and prioritize KPIs; revise due dates for new FY; update reporting of ongoing work.	June 2019 <i>(Aperio F2F Board Meeting)</i>	Ian
18 Sept 2018	Identify KPIs, timeframes, means of measuring, and who is gathering data for different KPIs and add to document.	Completed November 2018	Ian
19 March 2019	Initiate process for Individual Member Representative to the Foundation Board.	Completed 25 March 2019	Ian
19 February 2019	Finance Committee will investigate and report on the feasibility (cost and process) of conducting an external audit of Foundation finances.	Completed March 2019	Ian, Charlie