

Apereo Board Meeting Minutes: February 19, 2019

Officers:

Chair: David Ackerman

Treasurer: Charlie Leonhardt

Vice Chair: Lucy Appert

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 1300 PM EST	Adjourned: 1400 PM EST
------------------------------	------------------------

ATTENDING

Francois Campbell

Ian Dolphin (nv)

Laura Gekeler

Jim Helwig

Doug Johnson

Charlie Leonhardt (nv)

Jeremy Rosenberg

Anne-Marie Scott

Apologies in Advance: David Ackerman, Lucy Appert, Cheryl Brown, Mathilde Guerin, Shoji Kajita

Absent w/o notice: Boeta Pretorius

Guest: Linda Cooper from Rehmann's

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

Approval of January 2018 Minutes:

- Suggested edits: None
- **Moved to Approve:** Cheryl Brown **Seconded:** Francois Campbell
 - **Approved *Nem Con***

Matters Arising from January Meeting:

- None raised.

Decisions made by the Board between the January and February meetings:

- None.

Financial Reports & Narrative

- Accountant from Rehmann Accountants, Linda Cooper, joined the call to provide an overview of the End-of-2018 and January 2019 financial reports:
 - End-of-2018 was significantly stronger than end-of-2017
 - Continued issues related to the Sakai "deficit" (a financial artefact resulting from the transition)
 - Cash balance ca. \$200,000 with ca. \$140,000 unrestricted funds: appx 3-months routine expenses with no additional income/revenue or unplanned expenses.
 - Memberships are up compared to January 2018
 - Membership revenue = 22% above budget
 - \$26,000+ in new membership revenue
 - Revenue 4% above budget

¹ c.f. Article VI (7) Quorum

- Expenses 32% below budget
- Current financial reports contain budget projects for some projects (OAE, Opencast), but not all;
 - Board suggestion: This kind of financial projection would be useful for all projects; especially those with some level of paid staffing.
 - Linda thinks this is do-able and will work out details with Ian and Charlie.
- Audit – Should we conduct an external audit?
 - Foundation by-laws stipulate an audit committee; which is the Board as a whole
 - External audits can be expensive ...
 - Board Finance Committee will investigate ballpark costs and process of an external audit and report back at a future meeting.

Strategic Work Overview & Immediate Tasks

- Draft KPI reporting (awaiting data) for Board comments via Internal List
- **Tabled due to time constraints**
 - ***Board members should review and comments ASAP.***

Potential Adjustment to Strategic Work: Educause Top Ten IT Issues

- <https://www.educause.edu/research-and-publications/research/top-10-it-issues-technologies-and-trends/2019>
- **Tabled due to time constraints; with exception of Privacy, below.**

Privacy: Impact on Apereo practice and programme activity

- Resources -
 - ID LSAC Keynote on Openness and Learning Analytics
- <https://www.slideshare.net/IanDolphinSakai/open-learning-analytics-lsac2018> (esp slides 64/65)
 - Apache Privacy Policy - <https://www.apache.org/foundation/policies/privacy.html>
 - <https://eugdpr.org>
 - “Any organization that holds or uses data on people inside the European Union is subject to the new rules, regardless of where is it based” (CNN Business: <https://tinyurl.com/y3vat6oq>).
- The Board will engage in conversation on-list about privacy. Two tracks:
 - How to encourage all Apereo projects and communities to think in terms of privacy; and
 - Drafting a Privacy Policy for Apereo.
 - A draft Privacy Policy is available in the February Board folder in OAE.

Other Business

- None.

Motion to Adjourn: Anne-Marie Scott
Approved *Nem con.*
Adjournment: 1402 hrs (EST)

Second: Jim Helwig

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: February 2019 Foundation Board Call

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

Strategic Development work - Is progressing more slowly than anticipated, with fewer active volunteers than expected. This has been compounded by the holiday period, and my January/February vacation and medical leave. As a consequence of the latter, I am in the process of effectively rebooting the strategic development effort.

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

- 1.1.1 Three key documents – the case for joining Apereo, the benefits of Open Source software, and the benefits for open source software have been completed. The case for joining Apereo has been deployed. After a review with Patrick Masson of OSI, I am bringing forward the publication of our document on the benefits of open source software for education
- 1.1.2 Review of membership dues levels will commence in February.
- 1.1.3 **A draft message template for software communities encouraging Apereo membership is available at <https://docs.google.com/document/d/1xq2eajApNEAjNaziOQqloXqtKUMQLarCnqDGKEIHMbo/edit> . I propose to issue this shortly after the Board call - (a) as a message to the open list (b) to software community chairs and leads for adaptation to their own lists. Board comment is welcome.**
- 1.1.4 **Standing comment:** Given the significance of this strand, the Board should consider whether current levels of volunteer support are appropriate.

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

- 1.2.1 **A draft MoU is before the Apereo/ESUP-Portail liaison Group for discussion. A meeting with the French Ministry of Higher Education and Research is scheduled for 25th February, at the Ministry in Paris. Resourcing OAE is one topic of discussion. I will bring a report to the March Board meeting.**
- 1.2.2 **innovation, sustainability and privacy. Other Board members may wish to consider participating in this initial conversation,**

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

- 1.3.1 See Theme 1 above for content development and deployment.
- 1.3.2 The Apereo Open List has seen several contributions on potential platforms and technologies for a major revision of our web presence, including one hours-costed proposal. The Comms Group met 13th February and determined to (a) solicit other proposals from the community (b) allow until the end of February for these to emerge (c) Meet to make a recommendation to the Board during the first week in March
- 1.3.3 A catalogue of survey work around faculty and student expectations has commenced and is available in draft form here <https://docs.google.com/document/d/1AqUWFXN8bkxXNRj9j84xGaz-PP2sLmImmMLQzSjRmYl/edit> . If Board members - particularly outside the US - can contribute links it would be useful.
- 1.3.4 A catalog of existing dissemination channels is taking shape and is available here <https://docs.google.com/spreadsheets/d/17rLVXd0nNOUgoBoX7ipKdqRJR-rcx64LY63E4FdZZDw/edit#gid=1066235838>

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

1.4.1 ATLAS planning is proceeding well and the call for entrants has been issued.

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

1.5.1 Draft metrics have attracted some discussion on the open list, although insufficient to judge consensus. Immediate next steps remain: to review the proposal in the light of discussion, amend if appropriate and republish to the open list and directly to software community chairs.

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

1.6.1 Process for new service ideas agreed and published. Awaiting proposals to test.

1.6.2 An Apero Software Community infrastructure catalog is growing – rescheduled for completion in February

2. **Open Apero 2019 planning** is proceeding, with 75 proposals in response to the CfP. Early responses to sponsorship call (which was issued last week) - Longsight have agreed to sponsor at Platinum level (\$10k), EDF (\$3K)
3. **Apero Europe / ESUP Days** was held in Paris on February 5th. I am grateful to Anne-Marie Scott for speaking on behalf of Apero in my place
4. **Board Elections:** Are imminent. I will propose a timetable via the Board list
5. The **Open Source Initiative** is preparing oss advocacy materials for education - mainly aimed at Computer Scientists. I have agreed to participate. If other Board members can offer a small amount of time to participate, they would be very welcome.
6. **Incubation:** The Notifications Backbone incubating project has changed its name to Fiosan. OnTask has agreed to present remotely at Apero Africa 2019 (Cape Town) and the IWG Quarterly call will take place in early March.

Action Items

Date	Item	Target Completion	Responsible
19 February	Finance Committee will investigate and report on the feasibility (cost and process) of conducting an external audit of Foundation finances.	March 2019	Ian, Charlie
17 April 2018	Review actions and effort required of accounts; use this to evaluate performance vs. cost; develop ITN if necessary.	Completed December 2018	Charlie
18 Sept 2018	Clarify timeframes, means of measuring, and who is gathering data for different KPIs and add to document. Board members need to review and comment on KPI list available in OAE Board folders.	October 2018	Ian