Apereo Board Meeting Minutes: May 21, 2019

Officers:

Chair: David Ackerman Vice Chair: Lucy Appert

Treasurer: Charlie Leonhardt Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 1301 AM EST	Adjourned: 1003 PM EST

ATTENDING

David Ackerman	Mathilde Guerin	Boeta Pretorius
Lucy Appert	Jim Helwig	Jeremy Rosenberg
Francois Campbell	Doug Johnson	Anne-Marie Scott
Ian Dolphin (nv)	Shoji Kajita	
Laura Gekeler	Charlie Leonhardt (nv)	

Apologies in Advance:

Absent w/o notice: Cheryl Brown

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

Approval of April 2019 Minutes:

- *Suggested edits:* Added item to interim decision making re. Jenn Cummings replacing Tamy Arthur; corrected Jim's suggestion regarding additional accountants; corrected action items to remove old completed item and properly color code two recently completed items.
- **Moved to Approve**: Jim Helwig **Seconded**: Lucy Appert
  - **Approved** *Nem Con*

Matters Arising from April Meeting & Interim Decision-Making:

- None

Financial Reports & Narrative

- No responses to RFP so far
- Audit planning proposal: gather a small group of volunteers (Ian, Charlie, David, Boeta, and Jim) and re-run process
- Charlie has made some edits to RFP and is prepared to re-send with a 2-week deadline
- Sub-group will review document and aim to re-send for internal Board review by end of week (24 May)

Incubation Proposal: Open Assessment

- Proposal by Unicon and California Community College Tech Center to develop a placement assessment engine: https://oae.apereo.org/content/apereo/H1J1WlohE
- Approved by the IWG;
- Kudos should be extended to CCC and to Unicon for their commitment to open source;

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[1] **c.f. Article VI (7) Quorum**

- **Moved to Approve**: Jim Helwig   **Seconded**: Lucy Appert
  - **Approved *Nem Con***

Open Apereo Status
- Have not yet met the hotel room block;
- Ian will schedule an open meeting at the upcoming Open Apereo conference to discuss what kind of engagement opportunities the community would like to see. This could include events that are face-to-face, virtual, and/or co-located in time but not space.

Foundation AGM Planning
- **Board Elections:** Ballot papers are with organisational representatives for the organisational membership elections. There is a single candidate in the individual elections - Laura McCord (Rice University).
- A volunteer returning officer needed to take over ballot collection and counting
  - **Lucy Appert volunteered [Thanks, Lucy!]**
  - Doug Johnson will maintain records until mail-in/proxy voting concludes Friday, 31 May. After this, he will email all associated materials to Lucy, cc'ing Ian.

Foundation Board AGM Planning
- Nominations for Board Officers (suggest closing date of Saturday 1st June)
- Draft Agenda, Board Meeting at Open Apereo
  - Open/public discussion of future conferences
    - Cast as "discussion of Apereo engagement," or something similar
  - Finances
  - Proposed website work
  - Strategic Work
  - Discussion around Board engagement in advocacy work
  - *A final, working agenda will be circulated before Open Apereo*

Review Strategic Work
- The board reviewed a proposal from the Spherical Cow Group to develop the next iteration of the apereo.org website along the lines of the proposal shared on the open list in February. Board members voiced no objections to pursuing the engagement.
- Board role in developing advocacy
- Board member responsible for each area

Japan
- Ian has been working with Shoji to develop an MOU with AXIES (a Japanese analogue to Educause)
- Current discussions include the possibility of JSakai merging with AXIES; but nothing has been finalized;
- ***As Shoji-san's term as an Apereo Board member is ending, a number of board members expressed appreciation for his many years of participation in the Sakai community, in Apereo, and on the board.***

Other Business
- None

Motion to Adjourn: Lucy Appert   **Second:** Jim Helwig
      Approved *Nem con***.**
      Adjournment: 1055 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
- 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.
- Review of membership dues levels. Discussion has begun, but it is not conclusive at this point.
- Draft "join Apereo" message template for Apereo Software Communities produced and circulated.
- The draft KPI reporting document has been reviewed and the template modified. This will be available for the May call.
- ***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
- MoU with ESUP-Portail has been renewed for 2019 and approved by both boards
- 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.
- Liaison calls with LAMP and ESUP-Portail continue. ID will speak at LAMPCamp in July 2019
- 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.
- An initial exploration about practical collaboration with ALT has begun very positively. Areas to explore further were highlighted as systemic, such as regularising information exchange at an appropriate level, and the potential relationship between OER and OSS, and strategic, such as an initiative around privacy and platforms. ***A board volunteer to participate in future conversations would be enormously helpful.*** (Perhaps a question for the incoming Board)
- The relationship of Ja-Sakai and AXIES to Apereo is under discussion

Theme 3: **Communications, Outreach and Engagement Members:** Jim Helwig, Lucy Appert, Mathilde Guerin, Christian Murphy, Ian Dolphin.
- Web Site: 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. A bid for work from Spherical Cow is available for Board comment.
    - ***Core Proposed Approach*** - https://docs.google.com/document/d/1P-KKoVpuZh84iWsD3Zo_f-sAqlRnxGEzS2GqhOwl9OE/edit
    - ***Outline Information Architecture*** - https://docs.google.com/document/d/1-NlpsTKo0wzuM1q1m5xGRsfam42D55guwYr-NI6D388/edit#heading=h.wjqet1g2x8n
    - ***Spherical Cow Website Proposal*** (costing) - https://drive.google.com/drive/folders/1-WxSdwHzk8_qq2fFeCWkyPPmOIEKPQHP
- 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-

PP2sLmImmMLQzSjRmYI/edit This should inform Board conversations around adjusting strategic objectives. Please contribute materials you know of that are not yet listed.

- 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

- 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

- 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 has provided a template https://docs.google.com/document/d/1ECq6DP9kxuxLx-ynE4UJB8C3ez2KzLJLTMn-gIs7xzs/ for project descriptions for apereo.org which will include core metrics, to be updated on a six monthly basis. This template has now been circulated to software community lead contacts, and will form a template for software community sections of the Apereo Foundation Annual Report. Metrics to be included may be viewed at https://docs.google.com/spreadsheets/d/1OJeaa35EsnjsdEFrOEeia2ZP5-_3PVSIJPGwTqLEyvE/edit#gid=0

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

- Process for new service ideas agreed and published. Awaiting proposals to test.
- An Apereo Software Community infrastructure catalog is in progress. It is available athttps://docs.google.com/spreadsheets/d/1LF8IiPGow-XRRuZ9z-CW7MQfHea0IiDYJM0WNOGua94/edit#gid=1700500147

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 tends to confirm 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 –

1. **Greater board engagement with advocacy** – for open source, for Apereo, and for specific software communities. This should include privacy as a key area
2. **Pushing ahead to rework the website** in the manner described
3. **A focus on further developing Apereo-wide recognition programmes**
4. **Promotion of the benefits of volunteering at a Foundation level**
5. **The April 2019 Board Meeting** agreed that individual Board members should be responsible for leading work on specific themes

2. **New York Schools:** Ian spent a week in New York in May, reinforcing connections at NYU following their recent internal reorganisation, and exploring new connections at Columbia. Together with Lucy Appert, he will be speaking at the NYSCIO Conference in July.

3. **Apereo Learning Analytics Community of Interest.** Anne-Marie Scott, Alan Berg and I have discussed re-booting the Apereo Learning Analytics Community of Interest. We are organising a late September webinar which will reflect on work so far (in a broad sense) and begin to chart a future course.

Action Items

Initiated	Item	Target Completion	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* *(Apereo F2F Board Meeting)*	Ian