Apereo Board Meeting Minutes:
7 April 2020

Officers:
Chair: Anne-Marie Scott
Treasurer: Tim Carroll
Vice Chair: Lucy Appert
Secretary: Francois Campbell
Executive Director: Ian Dolphin

Called to Order: 14:00 SAST
Adjourned: SAST

ATTENDING
Ian Dolphin (nv)
Boeta Pretorious
Lucy Appert
Mathilde Guerin
Jim Helwig
Anne-Marie Scott
Francois Campbell
Thierry Koscielniak
Laura McCord

Present 8 Voting members.
1. Apologies for Absence
   a. In advance:
      i. Tim Carroll
      ii. Laura Gekeler
   b. Noted Absences
      i. Matthew Rascoff
      ii. Salvador Pellicer
2. **Minutes** of the Previous Meeting
   a. Accuracy
      i. Moved: Jim Helwig
      ii. Seconded: Lucy Appert
      iii. Approved
   b. Matters Arising
      i. Meetings scheduled to complete activity resolved by the meeting. The pandemic has prevented this from occurring.

3. **Financial Reports**
   a. Reviewing reports.
   b. Pandemic has resulted in slowdown in receivables. Attention being given to ageing receivables
   c. Convene a Finance group follow up meeting to review the updated reports and keep focus on collections, Moved, seconded and approved.
   d. Suggested increase participation in this group: invitation to entire board.

4. **Audit Update**
   a. Requirements are being processed.
   b. It is a large list requiring coordination between the foundation our accountants and Treasurer
   c. The Audit is proceeding.

5. **Volunteers to finalise ED role description and contract**
   a. Draft of the Primary Duties and Responsibilities and contract
      i. Insert new clauses for reduced fees and working hours.
   b. Revise the current contract to satisfy the audit requirements
   c. Review by the board.
   d. Modify the contract to a one pager with the goals and objectives as stipulated in the Apereo sustainability plan, this would replace the current contract.
   e. Revised contract should be formally approved in the following Board Meeting.

6. **Open Apereo 2020 Planning**
   a. In brief, the conference is by default online.
   b. If Face to Face becomes possible we will proceed with this however at this time this seems improbable.
   c. Focusing on making the conference start time will be altered to give the conference the best opportunity for attendance.
   d. It is still scheduled to occur on the specified date.
   e. A conference which has experienced a similar scenario, we are contemplating reaching out to ALT and learning from their experiences. Especially the social agenda.

7. **Board Elections**
   a. Timetable announcement proposed to be announced by 8 April 2020
   b. Changes to method of AGM communication in terms of the pandemic response.
   c. Board members are encouraged to consider good candidates and reach out to them.
d. Interests in finances, social engagement and operational objectives

8. Apereo Sustainability
   a. Emphasis and focus is being applied and a sense of urgency is encouraged.
   b. Review the Sustainability document to refine it.

9. AXIES MoU Draft (Latest version from Shoji-san.)
   a. It is in a healthy state, there is an outstanding question to be resolved before the
draft is considered complete and can be presented for acceptance.

Items for April Board Call:
   ED Performance Review
   Reworking the Apereo Values document
   Welcoming policy/Code of conduct suggested addition

Move to adjourn:
   Moved: Jim Helwig
   Seconded: Lucy Appert