

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
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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