

Apereo Board Meeting Minutes:

25 June 2020

Officers:

Chair: Anne-Marie Scott

Vice Chair: Lucy Appert

Treasurer: Tim Carrol

Secretary: Francois Campbell

Executive Director: Ian Dolphin

Called to Order: 15:00 SAST

Adjourned: 16:00 SAST

ATTENDING

Ian Dolphin (nv)
Boeta Pretorious
Mathilde Guerin
Jim Helwig
Anne-Marie Scott
Francois Campbell
Tim Carrol (nv)
Laura McCord
Thierry Koscielniak
Matthew Roscoff

Quorum is achieved: 8

Agenda

1. Apologies for Absence: Salvador Pellicer
2. Minutes of the Previous Meeting

- a. Accuracy
 - i. Small changes suggested and amended.
 - ii. Approved as a true record
- b. Matters Arising
 - i. None not appearing on the agenda
- 3. Financial Reports
 - a. Donation from Charles Severance
 - i. The donation is recognised and highly appreciated. Board will consider further how to make our appreciation felt.

 - ii. Moved to make Charles Severance a Friend for Life of Apereo.
 - 1. Unanimous agreement.
 - b. Membership list
 - i. New member, KEL (Tokyo) joining at Platinum rate .
 - c. Financial reporting - timing change
 - i. Reports have been discussed
 - ii. Audit Progress discussed
 - iii. Open Apereo outcome discussed
- 4. Open Apereo 2020 Preliminary Report and Discussion
 - a. Increase in number of registrations
 - b. Nature of the event to be discussed and changes proposed.
 - c. Planning group has discussed
 - d. Within a few months decisions will need to be made on Open Apereo 2021
 - e. Wider geographical footprint is confirmed and to be pursued further and more firmly
 - f. Face to face meetings are desired by some and appreciated, however we believe travel may still be a concern in the future
 - g. Spreading the conference over a longer period of time should be considered
 - h. The presentations were thought provoking, helpful and also extremely timeous.
 - i. Reflecting on the outcome and structure of the conference in 2021 to be targeting for completion by July
 - j. uPortal and openEquella breakouts had twice the number of attendees compared to recent face-to-face breakouts
 - k. Structuring components of the conference to be networking events.
- 5. Resilience Network Discussion ([video](#))
 - a. Suggestion for Open Apereo 20 session on incubation
 - i. How to ramp up incubation and collaborate.
 - ii. Energy and audience could be advantageous
 - iii. Cross-fertilization and Encouraging incubators and accelerators
 - iv. How can we build and expand upon this?
 - v. Additional candidates are being named as being connected and to be approached.

- vi. Open Source Program Office at some institutions to be approached.
 - vii. A meeting will be convened to determine actions
6. OpenEdTech conversation
 - a. Follow up conversation has occurred.
 - b. The metrics around sustainability were discussed and evaluated.
 - c. Sunsetting projected process in conjunction with sustainability in response to change.
 - d. Apereo to participate further in calls to shape the initiative
 7. Welcoming policy/Code of conduct suggested addition
 - a. A matter of making conduct and expectations more explicit
 - b. Moved and seconded on making the addition.
 8. Incubation Process Amendments
 - a. Two areas the working group have experienced
 - b. Pre-incubation is being considered to improve community insight and buy in
 - c. Project conernance at the current time consistently in relation to the software life cycle
 - d. Project sponsorship to be encouraged to commit in terms of governance for e.g. for a regular and specific amount of time to aid in the governance of a project.

Items for Future Board Call/ongoing effort:

Apereo Values document / continuing revisions, please review. Aiming to complete (inc Board review) by end August

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Note: Article VI (7) Quorum:

“Fifty percent (50%) of the entire Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The Board of Directors shall not conduct any formal actions, motions, decisions, policies or any related functions on behalf of the Foundation absent a quorum, unless specifically allowed under these Bylaws. The Directors present at a duly organized meeting of the Board of Directors may continue to do business until adjournment, notwithstanding the withdrawal of enough Directors to leave less than a quorum. Less than a quorum may adjourn any meeting of the Board of Directors.” The Board currently has 10 voting directors

Meeting adjourned: **Moved and seconded.**