Apereo Board Meeting Minutes:

21 December 2022

Officers:

- Chair: Anne-Marie Scott
- Vice Chair: Josh Wilson
- Secretary: Francois Campbell
- Treasurer: Theresa Rowe
- Interim General Manager: Patrick Masson

Attending

- Francois Campbell
- Shoji Kajita
- Patrick Masson
- Salvador Pellicer
- Theresa Rowe
- Anne-Marie Scott
- Wes Turner
- Josh Wilson

Absent with apologies

- Stuart Phillipson
- Sam Lee Pan
- Thierry Koscielniak

Absent

- Inge Donkervoort - Technical Difficulties.
- Clint Lalonde

Guests

- None

Quorum: 6: 9:02 EST

Called to Order: 9:49 EST
Adjourned:

Agenda:

1. **Secretary's Report**
   a. Minutes of the November 2022 Board Meeting
      i. Review of minutes
      ii. **MOTION: (Moved: Josh, Seconded: Wes)** to approve minutes of the November 2022 Apereo Board of Directors meeting minutes.

2. **Treasurer's report**
   a. December Finance Committee meeting minutes.
   b. December 2022 Financial Reports (Directory of all files)
      i. **Projects**
         1. Xerte deficit erased by $1,000 Longsight membership
            a. Acknowledged
         2. Sakai deficit reduced by additional research on 3-year revenue memberships from 2010-2012
            a. Acknowledged
         3. Opencast Financials comments from Olaf
            a. Accounting team will schedule call after Patrick returns
               i. Acknowledged
      ii. **Summary**
         1. Revenue collected for 2022
            a. Acknowledged.
         2. Started billing for 2023
            a. Acknowledged
         3. Profit margin good, assets above liabilities
            a. Focus and effort of decreasing expenses has resulted in good margins.
            b. Strategic retreat focus on trends and memberships
         4. Track the Revenue Trends graph (UVA not collectable)
            a. Acknowledged.
         5. Income Trends show effect of keeping costs lower
            a. Acknowledged.
         6. Accounting expenses are expected to decline over time
            a. Appreciated and expanded up.
         7. Unrestricted balance has increased, setting foundation for strategic investment
            a. Acknowledged.
         8. Summary of new/dropped members for 2022
            a. Acknowledged.
3. Chair's report
   a. Interim General Manager Position discussions
      i. Discussions are underway with the parties involved to resolve the position.
   b. Apereo Strategic Planning & Retreat
      i. Confirm presentation dates and speakers
         1. Unpacked and need for additional refinement emphasized.
         2. Dates and schedules presented.
         3. Goals and objectives discussed for finalization.
         4. Concerns listed and mitigations suggested.
         5. Follow up phases to be planned and accelerated.

4. GM report
   (Weekly notes)
   a. Operational Planning and Management
      i. Website migration Committee reviewing architecture
         1. Discussed, finer details have been specified for quote.
   b. Constituent Communities and Programs
      i. AXIES Conference
         1. Discussed
         2. Thanks and acknowledged for the excellent hospitality as well as generosity with his time.
         3. Several meetings with peer and adjacent organizations.
         4. Noted the level of engagement and opportunities within the Axies context and sphere.
         5. Hugely appreciated.
   c. Human resources planning and management
      i. Discussed, thanks for those involved in the progress.
      ii. Thanks for the support.
   d. Financial Planning and Management
      i. Discussed, covered as part of Treasurers report
   e. Community Relations and Advocacy
      i. Educause
         1. Code.edu
            a. Discussed, opportunities discussed and unpacked.
            b. A core aspect would be education and the growth of python
c. Discussions with other similar organizations is gaining momentum.

2. Open Apereo co-conferencing, e.g., ELI Annual Meeting, June 7–9, 2023. Anaheim, California
   a. Discussed
   b. Pros and cons of the proposal were unpacked.
   c. Alternatives and/or alterations suggested.

f. Risk Management.
   i. Risk Register
      1. Develop test cases (Retreat activity)
         a. Encouragement given to enumerate risks

   g. Apereo Annual Calendar
      i. Reminder about the calendar.

5. Other business
   a. No additional business.