

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. Aperio 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 Aperero 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. Aperero Annual Calendar
 - i. Reminder about the calendar.
5. Other business
 - a. No additional business.
6. Move to adjourn (Move: Josh, Second: Francois).