

Apereo Board Meeting Minutes:

26 October 2022

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

Called to Order: 15:00 SAST	Adjourned: 15:53 SAST
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Attending

- Francois Campbell
- Shoji Kajita
- Sam Lee Pan
- Patrick Masson
- Stuart Phillipson
- Theresa Rowe
- Anne-Marie Scott
- Josh Wilson

Absent with apologies

- Mathilde Guérin

Absent

- Inge Donkervoort
- Thierry Koscielniak
- Clint Lalonde
- Salvador Pellicer
- Wes Turner

Guests

- None

Quorum: 6

Agenda:

1. Secretary's Report

- a. Minutes of the September 2022 Board Meeting
 - i. **Update September 2022, Motion:** "Write off and release unclaimed funds (\$69,724.83) previously awarded to Apereo Fellows and ATLAS winners (forty-two recipients) dating from 2019 and before" to, "Grants and awards offered and not accepted by Apereo Fellows and ATLAS winners before January 1, 2020 expired as of June 30, 2020 and are no longer available for recipients to claim."
 - ii. **MOTION (Moved: Josh, Second: Anne-Marie):** Approve minutes of the September 2022 Board Meeting

2. Treasurer's report

- a. September 2022 Financial Reports (Directory of all files)
 - i. Shared the general status of the financials and the report.
 - ii. Unpacked some suggestions
- b. Discussion with Sakai PMC on debt and structured repayment
 - i. Discussed
- c. Feedback from projects regarding monthly financial reports.
 - i. Discussed
- d. October 2022 Finance Committee meeting minutes
 - i. Review and clarity, preferences and mechanisms for the Risk Register discussed.

3. Chair's report

- a. Strategy/Board retreat working document.
 - i. Discussed the need and goals for the event.
 - ii. Questions and answers
 - iii. Refinement

- iv. **Action:** Develop points and concerns to add to the list of topics other than those already provided.
- v. Overall Framework is agreed upon and accepted by the board.
- b. Mathilde stepping down from ESUP-Portail and thus (pending ESUP discussions) will step down from Apereo Board.
 - i. The Chair and board recognize the commitment and expertise Mathilde brought to the board. Her long service has helped guide Apereo and support participating institutions.
 - 1. Recognition of service through, lifetime membership, create an board alumni reference (web page).

4. GM report

- a. Operational Planning and Management
 - i. Recognition of Mathilde
 - 1. Alumni website and gift
 - a. Reiterated.
 - ii. Website migration
 - 1. Discussed and the status shared.
 - 2. Reviewed the costs quoted.
 - 3. Follow-up questions and answers have been posed.
 - iii. Infrastructure consolidation
 - 1. CiviCRM
 - a. Discussed and motivated for further shared infrastructure for projects.
 - iv. Incubation Working Group purpose and scope
 - 1. Evaluation of the work completed
 - 2. Assessing its performance in comparison with its mission
 - 3. Considering generating leads
 - 4. A Draft is in progress to attract/apply for grants
 - v. Communications campaigns/processes
 - 1. Discussed optimizations, efficiencies and ensuring succinctness of communication
 - vi. Draft Annual Report
 - 1. Awaiting complete organizational financials.
 - a. Explained delays, as a result of feedback
- b. Constituent Communities and Programs
 - i. AXIES (& Linux Foundation Japan)
 - 1. Discussed and supported.

- ii. Project level financial meetings/planning
 - 1. Fiscal sponsorship
 - a. Discussed and responsibilities emphasized
 - 2. Budgets
 - a. Discussed and responsibilities emphasized
 - 3. COI
 - a. Discussed and responsibilities emphasized
 - c. Human resources planning and management
 - i. Discussed
 - d. Financial Planning and Management
 - i. Discussed with emphasis on satisfying standards
 - e. Community Relations and Advocacy
 - i. Open source adoption research/data/evidence
 - 1. Jobs
 - a. Reaching out to Recruitment organizations to poll and gather information regarding open source utilization and usage.
 - 2. Use
 - a. Reaching out to repository hostings organizations or parallel organizations to poll and gather information regarding open source utilization and usage.
 - ii. LAMP interview
 - 1. Discussed
 - iii. Campus Tech Article
 - 1. Discussed
 - iv. Gates Panel
 - 1. Panel invitation was discussed
 - v. University of Idaho consultation
 - 1. Discussion about starting the discussion about open source and other opportunities.
 - f. Risk Management.
 - i. Patrick reminding board members of the need to read conflict of interest policy; return declaration of conflict of interest to Patrick.
 - ii. These forms need to be included with USA tax form 990. Hasn't been done in recent years.
 - iii. Thank you Anne-Marie, Josh, Francois, Mathilde, Theresa, and Wes
5. Other business

- a. Risk Register
 - i. The format and document type
 - ii. Model to follow and adopt.
- 6. Move to adjourn.
 - a. Move: Anne-Marie ,Second: Josh