

Minutes Apereo Board Meeting

Minutes:

25 January 2023

Officers:

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

Attending

- Anne-Marie Scott
- Josh Wilson
- Francois Campbell
- Shoji Kajita
- Patrick Masson
- Theresa Rowe
- Wes Turner
- Sam Lee Pan
- Thierry Koscielniak
- Inge Donkervoort
- Clint Lalonde

Absent with apologies

- Salvador Pellicer
- Stuart Phillipson

Absent

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Guests

- None

Quorum: 8

Called to Order: 9:00 EST

Adjourned: 09:54 EST

Agenda:

1. Secretary's Report

- a. Minutes of the December 2022 Board Meeting.
 - i. Review of minutes
 - ii. **MOTION: (Motion: Josh ,Seconded: Inge)** to approve minutes of the December 2022 Apereo Board of Directors meeting minutes.

2. Treasurer's report

- a. January 2023 Finance Committee meeting minutes.
 - i. Unpacked and questions posed and answered.
 - ii. Great thanks to Jen from Concentra
- b. December 2023 Financial Reports (Directory of all files).
 - i. OAE
 1. Located approx. \$12K in invoices inaccurately attributed to the project, reducing the deficit to \$12K.
 - ii. Opencast
 1. Confirmed final financial reporting.
 - iii. Xerte
 1. Added membership levels mirroring CAS's to Apereo Membership web page
 2. Finance Committee recommends Apereo reimburse \$3,076 incurred through Open Apereo attendance in 2016
- c. 2022 Summary
 - i. Apereo ended 2022 with \$35K more in cash than in 2021, reflecting reduced Accounts Payable by \$42K and increased Accounts Receivable by \$24K
 - ii. Unrestricted Net Assets increased by \$67K to \$247K
 - iii. Net income was \$102K for 2022 vs. \$156K for 2021.
 - iv. Accounts receivable is validated, current, and collectible for 2022,

3. Chair's report

- a. Patrick's permanent appointment as ED
 - i. Process is proceeding well.
 - ii. Some small queries being resolved. Thank you to Patrick for his patience.
- b. Apereo Strategic Planning & Retreat
 - i. Cancel Feb. 1st date?
 - 1. Some uncertainty regarding guests which means this may be board only to keep coordination low.
 - ii. Agenda
 - 1. Revenue streams and models (memberships, grants, sponsors, commercial affiliates, events) need in-depth analysis for future strategy.
 - a. Theresa requested any information which the board would require:
 - i. Suggestions:
 - 1. Graph of funds received, funds spent
 - 2. Graph of membership members join and exit values.
 - 3. Graph spend per project/community over time.
 - 4. Graphs to cover 2015 to 2023 and perhaps a projection in 2025
 - 2. We can review revenue and expense by project to gain understanding, to start.
 - a. Discussed.

4. GM report

(Weekly notes)

- a. Regarding unrestricted Net Assets (\$247K), leaves Apereo financially secure to develop new business models.
 - i. Switching from addressing our finances and policy gaps, to opportunities as well as aggressive funding.
 - ii. Practices have been standardized, unnecessary friction reduced.
- b. Despite a reduction of \$167K across membership and event revenue, Apereo cut \$124K in expenses to manage cash flow.
 - i. Reflect one-time savings
 - 1. Reflected and considered.

5. Other business

- a. Discussions about Strategy and pressing activities
 - i. Grades of membership
 - ii. Development of clear cut services we can assist projects/communities with.
 - iii. A development ramp for higher-ed needs are housed, supported and made available to peers.
- b. Suggestions for Strategic Retreat Discussions:
 - i. Re: strategic planning and finances. I'd be interested in any information we have about the future trajectories of current Apereo members. i.e. do we know which ones are likely to remain members in the future, and what's driving their decisions.
 - ii. Re Strategic retreat: How can we ensure minimal friction and zero doubt about who people can give us Resources [Money, Energy, Attention, Time] and where it should go to.
 - iii. It would also be good to get a high level view of the health and sustainability of each project.
 - iv. Discussions on how we can best deliver services and
- c. BC Post-Secondary Digital Learning Strategy - Support for OPEN in BC, there is an interest in OpenSource and OSPO
 - i. It is moving into an implementation phase
 - ii. Creation of a pilot OSPO for the Canadian Sector, its mission, rationale and mission.
 - iii. Consultancy to this organization from Apereo could be a valuable service to the ministry.
 - iv. Linking creators to peers, infrastructure and services to institutions.

6. Move to adjourn (Moved: Josh).