

# Draft Apereo Board Meeting Minutes:

22 March 2023

## **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
- Theresa Rowe
- Anne-Marie Scott
- Wes Turner
- Josh Wilson
- Stuart Phillipson
- Sam Lee Pan
- Inge Donkervoort
- Clint Lalonde

## **Absent with apologies**

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## **Absent**

- Thierry Koscielniak

## **Guests**

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**Quorum: 8**

**Called to Order: 09:03 EST**

**Agenda:**

**1. Secretary's Report**

- a. Minutes of the February 2023 Board Meeting.
  - i. Review of minutes
  - ii. **MOTION: ( Motion: Josh , Seconded: Stuart)** to approve minutes of the February 2023 Apereo Board of Directors meeting minutes.
    - 1. Moved: Josh
    - 2. Seconded: Stuart

**2. Treasurer's report**

- a. March 2023 Finance Committee meeting minutes..
  - i. Discussed and unpacked
- b. February 2023 Financial Reports.
  - i. Attention drawn towards key metrics.

**3. Chair's report**

- a. Apereo Strategic Planning & Retreat
  - i. Facilitator
    - 1. A short list presented by IGM
    - 2. Many positive thoughts on the short list
    - 3. Emphasis given by directors, on the value of a facilitator to improve odds of better outcomes.
    - 4. Delved into which candidates best aligned with our objective.
    - 5. The timing of the strategic retreat was discussed.
    - 6. A sense of urgency and forward thinking being embedded.
    - 7. Broad input from board members given.

**4. GM report**

(Weekly notes)

- a. Leadership
  - i. Search for a facilitator for Apereo's strategic planning (see above).
    - 1. Discussed
  - ii. Incubation committee role and emergence as an advisory committee?
    - 1. Positive direction and value being invested in this effort.
- b. Operational Planning and Management
  - i. Website migration and redesign, expected completion in April.
    - 1. Content migration

- Current/accuracy through legacy/inaccurate
        - i. Process described
      - Highlights gaps, needed review of Apereo process and policies.
        - i. Concerns raised about event dependencies. Some events may result in alterations. No immediate solution found and forward motion being prioritized.
        - ii. Procedures and processes where there are questions raised.
    - ii. Ongoing: account management (Google, YouTube, GitHub, etc.)
      - 1. Discussed not issues raised.
  - c. Constituent Communities and Programs
    - i. Types and levels of engagement are dependent on Apereo's future direction.
      - 1. Discussed with a few future events highlighted.
  - d. Human resources planning and management
    - i. Offer letter Issued.
      - 1. Discussed and advised of the point in process and reason for slight delay.
  - e. Community Relations and Advocacy
    - i. [MicroConferences](#) continue
      - 1. Good feedback and slight changes discussed.
    - ii. Open Apereo
      - 1. Community track proposals ended on March 19th.
        - Reviewing and to advise in the next board meeting.
      - 2. Other global opportunities
        - Discussed promoting in-person meetup of the board.
    - iii. [OS Community Africa's Open Source Festival](#), June 22 - 24.
      - 1. Promotion for the event and discussion.
    - iv. Final activities dependent on Apereo's future direction.
      - 1.
  - f. Risk management
5. Other business
  - a.
6. Move to adjourn ( Moved: Josh, Seconded: Stuart).

Adjourned 10:02 EST