

Apereo Board Meeting Minutes:

23 February 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
- Sam Lee Pan
- Clint Lalonde

Absent with apologies

- Stuart Phillipson

Absent

- Salvador Pellicer
- Thierry Koscielniak
- Inge Donkervoort

Guests

- None

Quorum: 7

Called to Order: 09:05 EST

Adjourned: 10:05 EST

Agenda:

1. Secretary's Report

- a. Minutes of the January 2023 Board Meeting.
 - i. Review of minutes
 - ii. **MOTION: (Motion: Josh , Seconded: Wes)** to approve minutes of the January 2023 Apereo Board of Directors meeting minutes.

2. Treasurer's report

- a. February 2023 Finance Committee meeting minutes.
 - i. Described the updated diagrams and statistics.
 - ii. Work performed on making the overall status clear and concise
 - iii. Discussion on ideal revenue sources and ratios. Project versus Foundation.
 - iv. Thanks for implementing the requested graphs and diagrams.
 - v. Discussion of greater attendance of the finance committee (Non-voting guest of board members)
 - vi. Quarterly inclusion of the accounts to the board meeting by invitation.
- b. January 2023 Financial Reports (Directory of all files).
 - i. Good indications for ongoing operations, however for strategic planning we would like to focus and determine deeper objectives.
 - ii. Unpacking and reflecting upon the individual projects and communities.
 - iii. Questions around strategies pertaining to succession management and maintenance.
 - iv. Reviewing our approach to project life cycles.

3. Chair's report

- a. Apereo Strategic Planning & Retreat
 - i. Agenda & Timeline
 - 1. Explained the process we are following for our strategic development and the planning for the retreat.
 - 2. Opened for discourse on the plan
 - 3. Key assumptions were challenged and refined.
 - 4. Drilled down further into services and features we offer.

- a. Additional work to ensure the above is crystal clear.
 - ii. Resources
 - 1. Environmental Scan
 - a. Presented and unpacked.
 - b. Question posed and answered.
 - c. Request for additional content.
 - iii. Facilitator?
 - 1. Question posed and a few candidates mentioned.
 - 2. Request for additional candidates.

4. GM report

(Weekly notes)

- a. Operational Planning and Management
 - i. Organizational Chart
 - 1. Categorizing around practice
 - ii. Website migration and redesign
 - 1. Mockups Home, Page
 - a. Reviews and suggestions/critiques given.
 - b.
 - iii. Final account closings
 - 1. Iron Mountain
 - a. Confirmed
 - 2. Cloud 9
 - a. Closing, however only at a future date as per contract.
 - iv. Account Management (Google, YouTube, GitHub, etc.)
 - 1. Auditing is proceeding with some obstacles
 - 2. Obstacles described.
 - v. OOO, Feb 28 - Mar 09
 - 1. Thanks to Anne-Marie for graciously hosting.
- b. Constituent Communities and Programs
 - i. Fiscal Sponsorship
 - 1. Open Source Initiative
 - a. Request for board to review
 - 2. Python Software Foundation
 - a. Request for board to review
 - ii. Membership Models
 - 1. Oakland University
 - a. Suggested for review and further consideration
 - 2. Ghent University
 - a. Suggested for review and further consideration
- c. Human resources planning and management
 - i. Community and Events Manager

- 1. Informally introduced, discussed.
 - ii. Policy Director
 - 1. Informally introduced, discussed.
 - iii. Research Director
 - 1. Informally introduced, discussed.
 - iv. Development Officer (Grants & Sponsorship)
 - 1. Informally introduced, discussed.
 - d. Community Relations and Advocacy
 - i. MicroConferences scheduled.
 - 1. Purpose and goals
 - a. Discussed
 - 2. Coverage (2:00 PM / 5:00 PM / 11:00 PM / 7:00 AM)
 - a. Informed
 - ii. Open Apereo
 - 1. Co-Hosting, FOSSY
 - a. Informed of plan for action
 - 2. Other global opportunities
 - a. Educause
 - i. Opportunities described, how best to contribute.
 - iii. OSPO Zone (Eclipse & OW2)
 - 1. e.g., Good Governance Initiative
 - a. Board informed of intent and motivation
 - iv. 25th Anniversary of Open Source
 - 1. Request for ways to mark the occasion appropriately.
 - e. Risk management
 - i. Ran out of time to be discussed offline and returned to in the following board meeting.
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 , Seconded: Wes).