Apereo Board Meeting Minutes:

24 May 2023

Officers:

- Chair: Anne-Marie Scott
- Vice Chair: Josh Wilson
- Secretary: Francois Campbell
- Treasurer: Theresa Rowe
- Executive Director: 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

Absent with apologies

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Absent

- Thierry Koscielniak
- Clint Lalonde
- Salvador Pellice

Guests

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Quorum: 8

Called to Order: 09:04 EDT

Agenda:

1. **Secretary's Report**

    a. Minutes of the April 2023 Board Meeting.

        i. Review of minutes

        ii. **MOTION: (Motion: Josh , Seconded: Inge)** to approve minutes of the April 2023 Apereo Board of Directors meeting minutes.

2. **Treasurer's report**

    a. May 2023 Finance Committee meeting minutes.

        i. Chat summary/notes.

            1. Insight and membership requirement for increased efforts stressed.
            2. Direction and medium term maximization of pipelines emphasize.
            3. Unrealised opportunities addressed for CAS and Sakai projects.
            4. Round Robin insights and questions
                ○ Ad hoc committee suggested
                ○ Greater urgency needed; pursue uncoupled from, or in parallel to, the strategic planning timeline.
                ○ Xerte team pursuing solutions to improve contributions to its project and to Apereo.
                ○ Grants and fitting opportunities as a source of memberships and contributions.
                ○ Support for increased utilization of a dedicated resource.
                ○ Support for consortium building and better communication with Vendors on focusing on the commercial affiliates for investigation and information gathering.
                ○ Realization that the utilization of our community projects are outside of higher education.
                ○ Membership and contribution targets.

    b. March 2023 Financial Reports (Directory of all files).

        i.

3. **Chair's report**

a. Strategy planning update
b. **MOTION (Motion: Anne-Marie, Seconded: Josh)**: Allocate funds for the recruitment of a Development Officer on a limited-term, contracted basis, reporting to the Executive Director; and create an ad-hoc working group to support and advise on development efforts for the Foundation.
(Vote: Pass, unanimous)

4. **GM report**

(Weekly notes)

   a. Leadership
      i. Input for Virtual Inc background review
         1. Additional communication and insights being given.
      ii. Interview questions developed and reaching out to stakeholders.
         1. Thanks for the contributions.
   b. Operational Planning and Management
      i. Communications
         1. Leveraging existing resources to increase brand awareness.
            ○ Micro Conference snippets
               i. More engagement with the community.
               ii. Building affinity and alignment with community
               i. Prescient and valuable
               ii. Generating positive profile
               iii. Topics for community events/activities would benefit from tighter alignment with current Apereo initiatives.
         2. Website content migration
            ○ Progress update
      ii. Community
         1. Transitioning Concentra
            ○ Progress update
   c. Constituent Communities and Programs
      i. Grant application with CAS, Sovereign Tech Fund.
         1. $150,000 grant application.
            ○ Update and progress shared.
      ii. Re-engaging ESUP Portail.
         1. Anne-Marie in communication and participating in the region and sector bodies
   d. Human resources planning and management
      i. Development Officer
         1. Draft Job Description
            ○ Motion passed in the Chair's report
      ii. Review of Apereo Handbook

1. Addressed.
e. Community Relations and Advocacy
   i. Public Policy Impacts on Open Source
      1. Engaging Deb Bryant to co-author Impact Statement
         ○ Update
      2. Open Source Java Options
         ○ Web Conference (Educause)
         ○ 50+ attendees
   ii. EU and OW2 Workshops on OSPOs
      1. Working with OSPO++, Eclipse Foundation, OSPO.Zone, and OW2.
      2. Workshop during OW2 plus additional meetings.
      3. Promoting French higher ed participation.
         ○
   iii. FOSSY planning continues.
      1. Integration of Open Apereo
         ○ Emphasis on communicating our intention accurately to the community.
         ○ Four Apereo community members on the review committee.
         ○ Beginning communications promoting general attendance.
            i. Updates
            ii. Agreement reached on additional Spend
      2. CFP resulted in 26 presentations (12 Apereo)
         ○
      3. Board Attendance
         ○ Presenting (CFP)
         ○ Promotion (events, networking, etc.)
         ○ Partnering (sponsorships/memberships)
         ○ Annual General Meeting
         ○ Strategic planning session with VIrtual
      4. Social, project meet-ups?
      5. Sponsorships
      6. Application for a conference booth.
      7. Costs
         ○ Conference collateral
         ○ Board participation?

- - Dolphin Awards?
    - Special events?
  - f. Risk management
    - i. No update
5. Other business
   - a. None
6. Move to adjourn (Moved: Josh, Seconded: Francois).

Adjourned 10:02 EDT