

Apereo Board Meeting Minutes:

26 April 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
- Thierry Koscielniak
- Clint Lalonde
- Salvador

Absent with apologies

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Absent

- Inge Donkervoort

Guests

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Quorum: 9

Called to Order: 09:01 EDT

Agenda:

1. Secretary's Report

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

2. Treasurer's report

- a. March 2023 Finance Committee meeting minutes.
 - i. Threats highlighted, trending into the future for strategic priority.
 - ii. Obligations are well in hand for the near future.
- b. March 2023 Financial Reports (Directory of all files).
 - i. Clarifications offered to questions
 - ii. Thoughts and approaches discussed
 - iii. Strategic delineation between memberships and projects.
 - iv. Better relationships with Institutional supporters and officials

3. Chair's report

- a. Apereo Strategic Planning & Retreat
 - i. Review of responses.
 - 1. Virtual Inc.
 - o Reference 01
 - o Reference 02
 - 2. Reviews of facilitators
 - o Positive
 - o Good value with relation to market value.
 - o Need and benefits of a facilitator are emphasized.
 - i. Motion to move forward with facilitator
 - 1. Moved: Josh
 - 2. Second: Stuart
 - 3. Review of References
 - o Positive
 - o Good value

4. GM report

(Weekly notes)

- a. Leadership

- i. Elections
 - 1. Nominations close April 29th
 - Consideration being made to provide new board members with a state of the organization.
 - Timelines being discussed and options developed.
 - Hoping to use instant messaging to expedite the process
 - 2. Inge, Sam, and Stuart all standing again.
 - Noted with thanks to these board members' contributions.
- b. Operational Planning and Management
 - i. Website redesign completed. Push from dev/test to production—2 weeks.
 - 1. Updates provided
 - ii. Migration of content underway.
 - 1. Updates provided
 - iii. New content (Incubation, MicroConference)
 - 1. Updates provided
 - iv. Integration with CiviCRM
 - 1. Updates provided
 - v. Ongoing: account management (Google, YouTube, GitHub, etc.)
 - 1. Updates provided
 - vi. On budget. Extend service contracts with contractors to address issues through the initial launch.
 - 1. Updates provided
- c. Constituent Communities and Programs
 - i. Grant application with CAS, Sovereign Tech Fund.
 - 1. Additional information shared.
- d. Human resources planning and management
 - i. Review of Apereo Handbook
 - 1. Updates provided
- e. Community Relations and Advocacy
 - i. MicroConferences continue
 - 1. Seeking sponsorships
 - 2. Metrics and key indicators
 - 3. Interacting with and adding value to content on our platforms.
 - ii. [FOSSY](#) planning is underway.
 - 1. Integration of Open Apereo
 - Emphasis on communicating our intention accurately to the community.
 - 2. CFP is open through May 14, 2023
 - Plan and direction discussed
 - 3. [FOSS For Education](#)
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- 4. Board Attendance
 - Presenting (CFP)
 - i. Request made
 - Promotion (events, networking, etc.)
 - i. Promoting in person attendance.
 - Partnering (sponsorships/memberships)
 - i. Benefits and risks posed.
 - Planning (AGM)
 - i. Additional commitments and travel discussed along with constraints.
- 5. Social, AGM, project meet-ups?
 - Opened for suggestions
- 6. Sponsorships
 - To be pursued.
- 7. Conference booth
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- 8. Costs
 - Conference collateral
 - i. Outlined
 - Board participation?
 - i. Encouraged and appreciated
 - ii. Poll of prospective board in-person participation. Positive response.
 - Dolphin Awards?
 - i. Nominations still open (hint hint)
 - 1.
 - Special events?
- f. Risk management
 - i. No update
- 5. Other business
 - a. None
- 6. Move to adjourn (Moved: Josh, Seconded: Wes).

Adjourned 10:04 EDT