Apereo Board Meeting Minutes:

27 September 2023

Officers:

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

Attending

- Francois Campbell
- Inge Donkervoort
- Clint Lalonde
- Shoji Kajita
- Thierry Koscielniak
- Salvador Pellicer
- Theresa Rowe
- Anne-Marie Scott
- Wes Turner
- Josh Wilson
- Patrick Masson (ex officio)
- Stuart Phillipson
- Sam Lee Pan

Absent with apologies

- Theresa Rowe

Absent

- Thierry Koscielniak

Guests

- None
Quorum: 10

Called to Order: 09:03 EDT

Agenda:

1. Secretary’s Report
   a. Minutes of August 2023 Meeting minutes.
      i. Review of minutes
      ii. MOTION (Forwarded: Josh Seconded: Wes): to approve minutes of August 2023.

2. Treasurer’s report
   a. September 2023 Finance Committee meeting minutes.
      i. No meeting. Email chain was begun and no urgent matters required attending to.
   b. August 2023 Financial Reports (Directory of all files).
      i. COA was adopted and implemented successfully.
      ii. Discussion of benefits and drawbacks was had.
      iii. Addressing and improving our conformance to standards. Thanks to Phyllis and Theressa
      iv. Noted the major improvements in the last 2 years particularly in our accounting.
   v. Future projects broached.
   vi. Discussions about our cash reserves and context for projections.
      1. Tolerances and responsibilities.
      2. Benchmarks for funding and triggers for projects being graduated/converted.
      3. Strategic focus on establishing boundaries and services.
         ○ Services for operational requirements
         ○ Services which are attractive to projects.
         ○ Continuity management and project management.

3. Chair’s report
   a. Cyber Resilience Act counter advocacy
      i. Meeting with German IT directors.
      ii. Conferences attended.
      iii. Socialisation experience.

4. ED report
a. Summary of activities.
   i. Opportunities to extend fund raising
   ii. Strategic meeting discussion
      1. Development notes:
         ○ All Things Open: discussion of open source AI in education.
         ○ Capacity and partnership in supporting this new field.
   iii. Membership model reviewed and being used as a reference point.
      1. Highlighting the different ways we can channel efforts.
         ○ Discussed
      2. Request for additional comment and queries.
         ○ Offered in a meeting.

b. Working Notes
   i. Accounting
      1. Discussed
   ii. Business & Community
      1. Discussed
   iii. Communications
      1. Discussed
   iv. Development
      1. Discussed

c. Leadership
   i. Strategic Planning: Confirm dates of two sessions:
      1. Wed, Oct 18th, 6AM PDT, 9AM EDT, 2PM BST, 3PM CEST, & 10PM JST (Finance Committee slot)
      2. Wed, Oct 25th, 6AM PDT, 9AM EDT, 2PM BST, 3PM CEST, & 10PM JST (Monthly Board Meeting slot)
      3. Dates confirmed.
   ii. Membership models: reference point for strategic planning.

d. Operational Planning and Management
   i. Historical development and fundraising?
      1. Ideas for new?
         ○ Reviewing and developing new schemes.
   ii. Data integrity of the community
      1. Review and ensure our contact list is, effort to update this.
      2. Auditing and correcting contacts.
   iii. Transition Concentra to Community Management role.
1. Discussed.

e. Constituent Communities and Programs
   i. Monthly Project meetings
      1. Discussed, to improve relationships within communities and projects.
   ii. Dolphin Awards: Continue with travel and cash awards?
      1. Considerations of costs and returns.
         ○ Reviewing how to add value and promote its value.

f. Human resources planning and management
   i. Development Officer Update
      1. Expanded and executed the contract.

g. Community Relations and Advocacy
   i. Educause
      1. Campuses
         ○ Identifying common causes.
         ○ Emphasised narrowing the distance.
      2. Companies
         ○ Identifying common causes.
         ○ Emphasised narrowing the distance.
   ii. All Things Open
      1. Foundations
         ○ Intentions and goals discussed.
      2. Companies
         ○ To network and link with organisations with common interests
      3. Board attendance and member discounts?
         ○ 2 Board members will be attending.
   iii. Additional conference attendance?
      1. FOSDEM?
         ○ Intentions and objectives discussed.
      2. AXIES?
         ○ Intentions and objectives discussed.
      3. Other general participation
         ○ Intentions and objectives discussed.

iv. Professional development courses: Relaunch Brandies program?
   1. Opportunity described and motivation given;

v. Interest in Open Source Adoption Levels in Higher Education.
   1. Opportunity described and motivation given;
vi. Code.edu planning
   1. Discussed and process described.

h. Risk management
   i. Look for your Conflict of Interest declarations
      1. Reminder given.

5. Other business
   a. None

6. Move to adjourn (Moved: Josh, Seconded: Francois).

Adjourned 10:03 EDT