Apereo Board Meeting Minutes:

29 November 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
- Salvador Pellicer
- Theresa Rowe
- Anne-Marie Scott
- Wes Turner
- Josh Wilson
- Patrick Masson (ex officio)
- Stuart Phillipson
- Sam Lee Pan

Absent with apologies

- Thierry Koscielniak

Absent

- Inge Donkervoort

Guests

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Quorum: 8
Called to Order: 9:02 EST

Agenda:

1. Secretary's Report
   a. Minutes of September 2023 Meeting minutes.
      i. Review of minutes

2. Treasurer's report
   a. November 2023 Finance Committee meeting minutes.
      i. Noted revenue stream changes
      ii. More effective collection
      iii. Noted disparity between projects in acquiring financial resourcing
      iv. Discussions with project committees regarding funding models
      v. Discussion regarding draft charter. A few points highlighted.
      vi. Suggested aggressive
      i. Shared and a summary provided.

3. Chair's report
   a. Strategic Planning
      i. Compliments to Patrick and Josh for their attention and ideas that are quite advanced and comprehensive.
      ii. Update from Virtual our partner in this strategic journey with them
         1. High-level overview of the outputs of the prior strategic sessions.
         2. More work to be done urgently, but progress so far is good.
         3. Some concerns raised about possible alignment issues. (Not a significant concern but good to isolate and have resolved)
      iii. A robust discussion where a deep dive into the progress has been made.
         1. Emphasis placed on teasing out misalignment and order of actions and priorities.
         2. Strong consensus in the lack of data.
         3. General support for aiming toward a core purpose, value proposition, and perhaps case document as outcomes of the current phase of this planning process arrived at.
4. **ED report**

   a. **Summary of activities.**
      
      i. Report of absence of September was unpacked and noted.

   b. **Working Notes**
      
      i. Accounting
         1. No meetings scheduled
            ○ Noted

      ii. Business & Community
         1. Extending role of Concentra to take on more community operations and development.
            ○ Noted

      iii. Communications
         1. Continued work on new website and content.
            ○ Noted

   iv. Development
       1. Grants, Sponsors, sustainers
          ○ Opportunities enumerated.
       2. Re-engaging with STF
          ○ Positive indications and aligned with our strategy.
       3. Initial outreach
          ○ Discussed.

   c. **Leadership**
      
      i. Advisory committees?
         1. Development and Fundraising?
            ○ Marked as URGENT

      ii. Membership models: reference point for strategic planning.
         1. Discussed.

   d. **Operational Planning and Management**
      
      i. MiroConf Partnership Proposal
         1. Discussed

   e. **Constituent Communities and Programs**
      
      i. Community Membership?
         1. Loss of Dayon and LAMP
            ○ Not discussed

      ii. Dolphin Awards: Continue with travel and cash awards?
          1. Not discussed

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

g. Community Relations and Advocacy
   i. OpenInfra Associate Member Agreement
      1. Noted
   ii. Engagement, engagement, engagement
       1. Emphasised and aligned.
   iii. Open Source Software in Higher Education
       1. Two-pager/Introduction
          ○ Introduced and open for review
          ○ To be pursued with appropriate organisation members.
       2. MOU
          ○ Review requested.
   3. Initial research proposal
      ○ Not discussed.
   4. Co-authors
      ○ Colorado, Eclipse, edX, FreeBSD, Idaho, Johns Hopkins, Linux Professional Institute, Matrix, NYU, OERu, OpenInfra, OSI, Python, RIT, San Jose State, UC Santa Cruz, UMBC.
      i. Not discussed
      ○ Use above to invite Apereo community.
      i. Not discussed

iv. Addition conference attendance?
   1. OW2
      ○ Not discussed
   2. AXIES
      ○ Not discussed
   3. FOSSY
      ○ Not discussed
   4. Other general participation
      ○ Intentions and objectives discussed.
         i. Not discussed

h. Risk management
   i. Look for your Conflict of Interest declarations
      1. Reminder given.
         ○ Not discussed
5. Other business
   a. None


Adjourned 10:02 EST