Apereo Board Meeting Minutes: October 19, 2017

Officers:

Chair: David Ackerman

Vice Chair: Lucy Appert

Treasurer: Charlie Leonhardt

Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 0907 AM EDT	Adjourned: 0957 AM EDT

ATTENDING

Lucy Appert	Mathilde Guerin	John Lewis
Cheryl Brown	Jim Helwig	Jeremy Rosenberg
Ian Dolphin	Doug Johnson	Theresa Rowe
Laura Gekeler	Shoji Kajita	

Apologies in Advance: David Ackerman

Absent w/o notice: Tim Carroll

Approval of September Minutes:
- Suggested edits: Correct attendance; redact one section pending appropriate announcements
- **Moved to Approve with edits**: Jim Helwig   **Seconded**: Cheryl Brown
  - **Approved *Nem Con***

Finance Reports
- Small deficit of $1343.95 and expenses unpaid of ~$8000
- Reminder: unearned memberships, those not yet due, are counted as deficit and so indicated in report as added to amount above.
- Project balances also reviewed.

Incubation
- Two new incubation mentors (Lars, Sam) have volunteered to serve:
  - **Sam Lee Pen** of University of Cape Town's Centre for Innovation in Learning and Teaching; and
  - **Lars Kiesow** of the University of Osnabruck, a member of the Opencast community and a former Apereo Fellow.
  - Both have been approved by the Incubation Working Group
- Goal has also been set to strengthen the Incubation Working Group.
  - **Motion to approve new mentors**: Jim Helwig   **Seconded**: Laura Gekeler
  - **Approved Nem Con**.

LAMP Memorandum of Understanding
- The LAMP Consortium is a community of 18 colleges, universities and other educational organisations managed by CEATH Company, a US corporation based in the commonwealth of Kentucky.
    - The LAMP Consortium members share a single instance of Sakai, the Apereo Foundation's flagship open source system.
    - By sharing a single instance, LAMP members reduce hosting and support costs, creating a financially self-sustaining community.
    - More importantly, they support each other in a collaborative and mutually supportive way.
- This is creative way for smaller institutions to organize and mutually support each other around Open Source.
- Additional work is needed with LAMP to coordinate around LAMP and Apereo conferences. Ian and Martin have scheduled regular calls to ensure alignment.
- Board members expressed approval of bringing this kind of organization into the Apereo Foundation, with some concern that smaller schools might join LAMP as a way of joining Apereo at a much lower cost than individual membership. This will be monitored.
    - **Motion to approve the MOU**: Laura Gekeler   **Seconded**: Doug Johnson
    - **Approved Nem Con.**

Policy Review
- After review by Board members, the policies and by-laws changes are ready for public comment;
- Suggest a two-phase strategy for community consideration:
    - Phase 1: Publish By-Laws and Welcoming Policy for comments and suggestions;
    - Phase 2: Publish other policies.
- Suggesting a 4-week review and comments period for each phase
- Implement Doug Johnson's suggestions for the By-Laws as edited, related to Individual Membership;
- Implement Jim Helwig's suggestions for the By-Lawsas edited, related to Board meeting schedule and definition of participation;
- Proposed Schedule:
    - Open Phase 1 for community comment, Monday 23 October, close 10 November
        - Bylaws - Proposed changes from Board as indicated above
        - Welcoming Policy
    - Make targeted, specific requests to responsible groups -- e.g. Incubation, Licensing -- that they review and make additional suggestions for community consideration (if any);
- Open Phase 2 for community comment on Licensing, Incubation, Travel, Monday 13 November, close 15 December;
- Board to ingest feedback and publish updated policies early in 2018
    - **Motion to approve public comment schedule**: Theresa Rowe
    - **Seconded**: Cheryl Brown
    - **Approved Nem Con**.

Web Site
- Web site is getting old and should be updated both in terms of content and underlying technology.
- Board members expressed their desire to involve appropriate expertise not just in technology and content but also in terms of UX/UI and accessibility.
- Board volunteers identified to develop plan for new website

Adjournment: 09:57 (EDST)
- **Moved to Adjourn:** Theresa Rowe   **Seconded:** Lucy Appert
  - *Approved by consensus*

Executive Director's Written Report

Items not discussed in the Board meeting

1. Open Apereo 2018. I have issued two calls for participation in the conference planning/organizing group. These calls have been sent to the announcements and open lists, and also to software community leads with the request that they recirculate to appropriate lists. To date we have five volunteers.

2. Web Site Content. The first set of Apereo Membership promotional vignettes are being added to the web site in time for Educause Conference. They can be found here https://apereo.oaeproject.org/content/apereo/S10xStsnW. I'm also examining potential other uses. Thanks to those who helped with this.

3. Newsletter. Lucy Appert and I have worked with our web developer, Arlen Johnson, to establish a new model for the newsletter. This will be based around Mailchimp. Ingest remains the same, but this change presents an opportunity to solicit additional editorial help from the community.

4. Incubation. Analytics: A reorganisation of the incubating analytics projects is underway, with projects being brought together to focus on the development of effective governance. This is likely to include **OpenDashboard, Open Learning Record Store/ Warehouse and Student Success Plan (SSP)**. SSP graduated under the Jasig incubation process, but has struggled with governance since the departure of the project lead. The proposed first step in this process is the formation of a joint advisory board for the projects. Learning Analytics Processor is no longer under active development (Apache Hadoop and Spark proving appropriate for the same purpose at scale).

Information Items

Upcoming Events
- 6th-7th November 2017 - Opencast German speaking community meeting, TU Ilmenau, Germany
- 14th November 2017 - Sakai Virtual Conference (online)
- 6th December 2017 1200 US Eastern - uPortal Webinar (online)
- 20th-24th January 2018 - Sakai Camp, Orlando, Florida, USA
- 6th February 2018 - Apereo/ESUP-Portail Event, Paris, France
- 14th-16th February 2018 - Opencast Summit, University of Vienna, Austria
- 28th February 2018 - Ja-Sakai Conference, Nagoya University, Japan
- 7th-9th March 2018 - LAK 2018 including LAK Hackathon, University of Sydney, Australia (approved by organizing committee 16OCT17)
- 8th-9th May 2018 - Apereo Africa, North West University, Potchefstroom Campus, Republic of South Africa
- 3rd-7th June 2018 - Open Apereo 2018, Montreal, Quebec, Canada
- 24th-26th July 2018 - 2018 Annual Sakai LAMP Camp. Pedagogy and Technology Conference, USA

- Apereo Webinars: https://www.apereo.org/content/apereo-events
- **More events** will be listed at https://www.apereo.org/events

Pending Action Items

[Note: Recently completed Action Items are in **Brown** and will be removed in the next iteration of the Board Minutes. Changes and updates are in **Red** through subsequent Board meeting following the change.]

1. **Additional Position Discussion (21 January 2014)**
   - *Tabled subject to available finances*
   - Primary thinking is a "community manager" to focus on growing existing communities (regional and others) and facilitating new communities.

2. **Inbound licensing**
   - Discussion tabled in Oct. and Nov. needs to be brought forward to completion

3. **Major Institutional Issues:**
   - Open discussion on the major challenges currently facing each of our institutions
   - *Tabled from May meeting due to time constraints*