

# Board Minutes 2010 Jan 28

## Sakai Board Meeting Minutes 1-28-2010

Submitted by: Maggie Lynch

Present: Michael Korcuska, Josh Baron, Maggie Lynch, Stephen Marquard, John Norman, Chuck Severance, Michael Feldstein, Jutta Treviranus

Absent: Ian Boston

1. **Approval of November Minutes:** Approved  
**Approval of December Minutes:** Josh will send Mary his corrections.
2. **Reschedule of next Board Meeting** to February 25<sup>th</sup>, 2010 same time
3. **Denver conference** planning is in earnest, proposal website is opening on Monday. Proposals will be due by February 28, 2010. Sent around pricing earlier. Did not get comments on pricing except from Ian. Looking for a keynote speaker; suggestions would be much appreciated.
4. **Executive Director performance evaluation.** It is important to provide regular feedback about performance and to tie that to compensation. Josh asked to create a subcommittee that would create the evaluation instrument, and be able to identify how it would work. Maggie and Josh volunteered to be on the subcommittee. No other members expressed an explicit interest. Michael Feldstein will be asked by Josh. Other members are encouraged to let Josh know if they wish to be part of this work.
5. **Sakai 3.** We have not been making rapid enough progress on the design work. In the last few weeks working with the current development and design group, the Foundation decided that the U.S. effort will make a change, moving the design resources to report directly to Cambridge. This restructuring will go through March 2010. After that date, the interim structure will end and another yet to be defined structure will take form. Michael Korcuska is talking to the community about what they would like to see happen. Particular interest in participation has been expressed from Charles Sturt and HEC Montreal. There is some interest in those institutions in working together for a period of six to nine months to make a big push on Sakai 3 in a more coordinated and structured fashion.

Michael will be advancing this conversation to other institutions interested in providing programming resources to Sakai 3 in the near term. A question is what role should the Foundation take in the Sakai 3 development as this new structure moves forward?

Question: Who are the other funders of the work and what are their expectations?

Answer: Georgia Tech, HEC Montreal, and CSU. Michael is still looking to talk to them in more detail.

6. **Finance and Fund Raising Effort Update.** Report by Michael. Cash is lower than we would like it to be, though it is currently only causing concern rather than panic. We have "virtually" set aside cash we have collected from three year memberships and are trying not to dip into future year fundings. To date we have dipped into future year funding by \$15,000 to fund our current deficit. This issue was raised in October and was the cause of putting a fund raising campaign in place and forming the contingency planning committee. In the short term we expect improvement due to expense reductions in temporary staff. Conference funds will help increase the cash position. Renewals are based on calendar year instead of the anniversary date when they are actually paid; so as renewals come in funds will increase. We expect our cash position in the short term to improve, but in the long term issues still remain. We need to close the gap or we will be dipping into future year cash again, which we cannot do on a regular basis.

Summary of board discussion: Small dips into the reserve does not cause a concern because funds are spent in advance for the conference, and then recouped in fees. Need to establish a cash flow pattern so we can manage risk. We must know how we will regularly recover the debt we create, what the likelihood is that we will recover it and make a decision. Michael is working on a membership drive, though this work slows during the holidays. Expects a better sense of membership by the end of February. Board members will assist in the membership drive by identifying institutions or individuals where they may be of help in terms of fund raising or approaching them, and to put their names in the spreadsheet Michael posted. A board decision on whether to enable contingency budget measures is scheduled for March. There has been one SCA gain and one loss.

7. **EDIA Application Approval Action:** Josh moved and Chuck seconded approval of EDIA application. Unanimously approved by the board.
8. **The board moved to executive session for financial discussion.**
9. **Conflict of Interest Statements must be completed within 2 weeks. Those who have already turned them in. Thank you!**
10. **Board Retreat Needs.** We continue to struggle to describe the value proposition of being a foundation member and the mission of the foundation. There would be important strategic value from the Board looking at this and redefining the value proposition and the mission of the foundation. A discussion of best times for a Board retreat ensued.

Preliminary consensus of the group seemed to be to add the retreat around the general conference time. A subcommittee can work out details offline.

11. **Meeting adjourned at 2:40pm Eastern Standard Time.** var LEO\_HIGHLIGHTS\_INFINITY\_LOOP\_COUNT = 300; var LEO\_HIGHLIGHTS\_MAX\_HIGHLIGHTS = 50; var LEO\_HIGHLIGHTS\_IFRAME\_TOP\_ID = "leoHighlights\_top\_iframe"; var LEO\_HIGHLIGHTS\_IFRAME\_BOTTOM\_ID = "leoHighlights\_bottom\_iframe"; var LEO\_HIGHLIGHTS\_IFRAME\_DIV\_ID = "leoHighlights\_iframe\_modal\_div\_container"; var LEO\_HIGHLIGHTS\_IFRAME\_TOTAL\_COLLAPSED\_WIDTH = 520; var LEO\_HIGHLIGHTS\_IFRAME\_TOTAL\_COLLAPSED\_HEIGHT = 391; var LEO\_HIGHLIGHTS\_IFRAME\_TOTAL\_EXPANDED\_WIDTH = 520;















