

Kuali Foundation Board Meeting: July 2008

Monday-Tuesday, July 21-22, 2008, Denver Colorado

MONDAY

1. Review/Approval of Minutes from May 2008 Board Meeting (12-12:15)

- A. Minutes

2. Review of Action Items from Last Meeting (12:15-1:00)

- A. ACTION ITEM: Jennifer and Charlie agreed to report both Mellon and Foundation funds together.
STATUS: All future statements will show combined funds by project.
- B. ACTION ITEM: Jennifer and Charlie will propose a target reserve for the Foundation funds.
STATUS: This has been deferred until we can review the budget being proposed later in this agenda.
- C. ACTION ITEM: Jennifer will provide the Board with an accounting of Kuali Days VI.
STATUS: Kymber has completed this process and we have an agenda item to discuss later today.
- D. ACTION ITEM: The audit committee, which consists of Joanne as Chair and Sue and Shel as members, will conduct an annual financial audit each year, to be done after June 30 but before the Fall Kuali Days, and the budget is \$5,000 per audit.
STATUS: Joanne and the Committee have begun the process to create a contract for a third party to perform this service.
- E. ACTION ITEM: Jennifer will get a vote from the KRA board on a project name.
STATUS: This was completed and the name selected was Kuali Coeus with releases tied to Kuali but culminating in a release that demonstrates full Coeus functionality.
- F. ACTION ITEM: Kuali Student will put non-Mellon funds in the Foundation; Charlie will create a sub-account specifically for KS.
STATUS: It was the understanding of the group in the May meeting that there were currently no non-Mellon cash contributions. Is this still the case?
- G. ACTION ITEM: David will bring to the Board a document describing the "characteristics for being a Kuali project" which can be used to vet new proposed projects.
STATUS: David sent this to the Board via e-mail and this is a later agenda item in this meeting.
- H. ACTION ITEM: Ted will contact Carl Jacobsen at University of Delaware about conducting our Board elections in the fall.
STATUS: Because we have the Board Elections on this agenda to confirm our approach and timing, Ted plans to make contact with Carl after this Board meeting.

3. Kuali Days (1:00-1:30)

- A. Kuali Days VI Financials

- B. Kualu Days VII Planning – we’re set for Marriott Hotel & Spa, Newport Beach, 11/18-11/19
- C. Evolution of Kualu Days – Jennifer will bring proposal to all Boards in future

4. Off-Meeting agenda items (1:30-1:45)

The following items will not be discussed in this meeting, but will move forward unless the Board feels they need to be placed on a future agenda:

- A. KTC document on accepting contributions of code
- B. Statement of accounts through 6/30/08
- C. Travel Policy for Kualu Foundation and projects

5. Sustainability and Budget (1:45-6:30 with Break)

- A. Sustainability Org/Budget Overview
>>>>START HERE AND OTHER DOCUMENTS SUPPORT THIS
- B. Sustainability Models and Matrix
- C. Sustainability Q&A Table
- D. Budget Intro, Expense Budget Scenarios, Revenue Projections
- E. Budget Needs for:
 - Communications person to oversee our “public face”
 - Need for web management services to take this off Kymber
 - Need for bookkeeper to take this off Kymber
- F. Next to-dos:
 - Prepare MoU’s for KFS for sustainability
 - Get communications listservs up and running
 - Contract for web management and for bookkeeping services

6. Dinner (7:00-9:30)

- A. Meet in Hotel Lobby at 7:00 for Taxi’s to take us to Cork House Restaurant, reservation at 7:15pm
<http://www.corkhousedenver.com>

TUESDAY

7. Breakfast (7:00-7:30)

- A. Breakfast in Board room

8. Rice Project, Technology Future, Integration Issues, etc. (7:30-9:30)

- A. Follow up from 6/13 meeting
- B. Technology Evolution and “3rd party review” suggestion: Can we suggest the Board hires Mark Norton for a specific number of hours for the new Technical Roadmap Committee to use as a consultant.

9. Board Governance (9:30-11:00)

- A. Meetings – motion to meet quarterly, twice a year in person and twice by phone or video
 - A1. Transparency – post board meeting minutes to public web site?
 - A2. Open board meeting annually
- B. Election process / seats discussion
 - B1. Review bylaws on elections for Board members and officers
 - B2. We have already agreed to use the services of Carl Jacobsen for the process
 - B3. Should we have terms by calendar year (Jan-Dec)?
 - B4. According to minutes from meeting of November 13, 2007, current seats up for election are:
 - Brad, Lee, Charlie
 - B5. Role of Board should be one of vision and advocacy for systems in higher education
 - Members serve as individuals, not functional/technical, nor for a project
 - When elections notices are sent, the Chair should remind voters of this and remind them of the current make-up of the Board Members to encourage diversity
 - B6. Can we have a motion for proceeding with the election in the Fall?

10. Characteristics of being a Kualii Project (11:00-12:30)

- A. Review document from David Lassner, with comments
- B. Business Continuity Planning tool
- C. Open Library System
- D. Cosmic Open Source

11. Box Lunch (12:30-1:00)

- A. Lunch in Board Room

12. Membership in Kualii / Investing Partners / CAs (1:00-2:00)

- A. Do all investing partners need to be members? If so, Jennifer will prepare the documents
- B. Should Commercial Affiliates use same membership document in future?
- C. Should CAs be listed on projects at all? Is this historical? If they aren't investing partners?

13. Next Full Board Meeting at Kualii Days VII