

EFA Board Meeting

8 May 2018

<https://zoom.us/j/dGX5i7492>

Meeting opened by Chair Lyndsey at 7:07pm AEDT

Attendance: Richard Burleigh, Lyndsey Jackson, Stuart Greig, Liam Pomfret, Peter Tonoli, Shaun Hadrill, Alex Schlotzer

Apologies: Lachlan Simpson

General Business and Reports:

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Chair Report : Lyndsey

Australian Internet Community Forum meeting in Canberra July 19. Funding for EFA representatives to be discussed at next meeting.

GDPR begins 25th May. Discussion about the 'GDPR for All' activity.

Privacy for Parents also on the horizon.

If we don't have the bandwidth to cover all issues, EFA might choose to endorse other organisations who do.

'Media mentions' web page volunteer editor still required.

Treasurer Report : Shaun

Expenses down and income up over recent months.

Organisational memberships will help substantially going forward.

Business Activity Statements have been filed for all outstanding periods except Dec 2017 quarter. ATO has granted extension for that.

Several operational motions relating to bank accounts proposed.

Systems:

Some reports of members receiving emails about renewal after having renewed : Possible issue with Campaign Monitor.

Services Victoria has been established. Lyndsey / Peter met with the agency: report to follow.

Low Disk space warning on the server : 90% full for 3 weeks now. Spikes from backup activity is the likely cause, systems team to monitor.

Spikes from backup activity is the likely cause, systems team to monitor. Move to Serversaurus will nullify issue.
Merge with Civi to be decided. New instance or migrate existing setup?
Having a test site for the payment system would be beneficial.
Richard affirmed the separation of personal and office bearer emails is important for continuity and EFA's outward facing image.
FastMail offered a topic box account and (possibly) email services. Justin to clarify offer.

Governance/Audit:

Justin reported that our finances are nearly balanced assuming current transactions play out. Fund-raising revenue is up. Debts remain to be paid down, particularly ATO
Re-incorporation can be progressed when debt is resolved.
Recording of policy and influence aims helps us establish and prove EFA reputation and standing. This in turn aids fund-raising.

Policy Team:

Audit of policy standings to be undertaken.
Record of media statements/positions should be established to avoid erroneous/ambiguous statements.
Avoid over-extension of aims.

Campaigns:

Next week is Privacy Awareness week. Social media links. Fund-raising potential.
Fund-raising calendar would helpful to target effective anchor points.
A story-ark is important to establish credibility and reliable trust for donations. Alex to circulate framework.

Motions:

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Motion: Accept previous meeting minutes
Moved Peter, Seconded: Liam
Carried

Motion: Board accepts FastMail as an organisational member.
Moved Justin, Seconded Lyndsey
Carried

Motion: Remove bank access from all EFA bank accounts for David Cake, Daemon Singer, Michael Kent and any other past board members and deactivate any existing debit/credit cards.

Moved Shaun, Seconded Peter
Carried

Motion: Add Shaun Hadrill as the main contact and signatory for all bank accounts
Moved Peter, Seconded Justin
Carried

Motion: Add Justin Warren as an signatory on all bank accounts
Moved Shaun, Seconded Liam
Carried

Motion: Issue new Visa/MasterCard debit under Shaun's name to be used for online services linked the the general transaction account 065-522-10029034.
Moved Justin, Seconded Peter
Carried

Motion: Board meetings should have a recurrent agenda item to identify, acknowledge and assess new member applications.
Moved Peter, Seconded Justin
Carried

Actions:
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Lyndsey: Setup a Doodle poll to determine if there is a better day of the week for board meetings.

Peter: Ongoing migration/consolidation of EFA web services.

Lachlan: Move PO Box service to Melbourne GPO

Lyndsey: Coordinate with Richard and Alex regarding the start of an annual content calendar.

Lyndsey: Finalise the process of approving memberships and organisational memberships.

Lyndsey: Develop process and standards for recognition and acknowledgement of organisational members.

Justin: Clarify the services offer from FastMail.

Lyndsey/Peter: Services Victoria meeting report

Lyndsey : Initial setup of a Google Docs resource of EFA activity and policy positions for the team to adopt going forward.

Richard: To resolve broken/missing links on website

(Secretary) : Formal acknowledgement letter from board accepting FastMail's organisational membership.

(Volunteer required) : Keeping the Media Mentions page on the website up to date

Meeting Closed : 8:05pm

Next Meeting: - tentatively Tuesday, May 22nd @ 7pm AEDT

please respond to Doodle poll:

<https://doodle.com/poll/898b4qkc6v43v3tm>