EFA Board meeting minutes 21/05/2018

Attendance

Stuart
Peter
Shaun
Richard
Lachlan (late arrival 8:30pm)

Acceptance previous minutes

Motioned Peter
Seconded Shaun
Approved

Declaration of interests

Peter is joining Auda board
Lachlan has left the Pirate Party, has joined the Victorian Socialists

Action items from previous meeting

Services Victoria meeting report

Peter has advised that legislation has been passed, but cannot any further.

Broken/missing links on website

Richard installed broken link checker, found a number of links for old blog posts mostly linking to government web pages.

Formal letter from board to Fastmail

We should draft a letter thanking Fastmail for their support. Lachlan to draft.

Ongoing migration/consolidation of EFA web services.

Requested from Serversaurus for VM for civi hosting on Serversaurus
Peter will provide access to board members to the serversaurus vm, for that he will need public keys of board members.

Move PO Box service to Melbourne GPO

Lachlan has the forms and will complete shortly. The GPO application forms are only accepted in certina post offices in the CBD.

Annual content calendar.

Alex has provided a draft content calendar, Lyndsey has requested the calendar needs further work.

Process of approving memberships and organisational memberships.

Discussion delayed until next meeting when more board members are present.
 - process and standards for recognition and acknowledgement of organisational members.
Lyndsey to provide further direction

Services offer from FastMail

Helen from Fastmail has provided $500 credit to EFA to be provided on a yearly basis.
This will cover the costs of 8 x standard fastmail accounts per month.

Google Docs resource of EFA activity

Google Docs to be used for collaboration and Owncloud to be used for depository of final document, except where the content is considered sensitive.

New board members

Richard has questioned if we need further board members?
Stuart has suggested that we should search for a board member with legal experience.
Peter replied that we already have legal advice from Angus Murray from the Policy team.
Peter has suggested that we perform a gap analysis.
Lachlan proposed that we start an owncloud doc with desirable skills, and to keep track of information about potential candidates with positives/negatives, so we can remember who/what/when/why

Chair's report

Great news on owning a chunk less money Shaun. Shaun can you and I connect this week on the membership emails? I've just had a big deadline pass at work so I have a little freedom for the next couple of weeks. Perhaps Thursday or Friday?

Alex - thanks for the start on the content calendar but I think we need to start by looking monthly for the next say six months and then break it down to something we can cope with.

GDPR - I know we are not campaigning on it but as it starts this week it would be useful to have either a statement or a stand on the type of material we will rt/post on FB etc. Data privacy will be hot for a week or so.

Re new board members - before we get to looking at individuals we need to decide if a) we want to bring on any more before the AGM - appointee's will need to stand for election anyway, and b) how to have a

transparent secondment process in place. To this end I've found a couple of good board audit templates - one from Amnesty International and one for school governance boards - between the two of them I think I can come up with a nice form - so I'll do that this week to get a draft - I've put these two documents in the governance folder in Owncloud
https://owncloud.efa.org.au/index.php/apps/files/?dir=%2FGovernance%20Team%2FBoard%20Audit%20Resources

Office hours for volunteers - I have been thinking about how we could onboard and support volunteers - having clearly defined roles is the first step and something I'd like us to think about - esp around comms, membership management and other administrative tasks. Then the other side is managing and supporting them. If we were able to "staff" a couple of hours per week of office hours it would be a big help - ie people knowing that between 1-3pm on a Friday there would be someone available to check in, ask questions, have a zoom meeting etc.

Last Friday Peter and I attended the not called Australian Internet Forum meeting for organising a business case workshop that is certainly not exclusionary - or AuIFMOBCWTCNE for short ;) - they are meeting every three weeks and organising the participant list. Peter might be able to remember what they asked us to do. They've found funding for me to go I believe and Peter couldn't make the date anyway July 19. While I'm in Canberra it would be worth thinking about if there is anything EFA related I could do, like a heaps cool stunt or a very sensible meeting.

Treasurer's Report

We are in a positive financial position.
PAYG owing to ATO is less than anticipated $11,215.17.
Reconciled amounts in Xero, there are a small number of transactions that are unreconciled which have been transferred from Paypal. Will discuss with Justin if I can't balance.

Bank Account Access

Shaun to complete. David Cake and Daemon Singer have been removed. Debit Card arrived.
Shaun is main signatory, Justin is also on the account. Justin filled out paper work

Action items

- Peter will email Tim from digital rights watch to see if he is happy for EFA to work on a condensed version of the digital rights report.
- Reset password masteruser@efa.org.au and update lastpass
- Letter to fastmail, Lachlan to draft and Lyndsey to edit/send (Lachlan/Lyndsey)
- New VM to be created under Serversareus account (Peter)
- Peter to contact Rob Gregory regarding asking the ATO for a remission for interest payments. If no movement in two (2) Board meetings, we should start repaying current owed amount.
- Write up board audit template (Lyndsey)
- Table formal process for approving new spend.
- When Lyndsey is in Canberra for the Australian Internet Community Forum meet up on July 19 she should try to meet up with Jordan Steele-John (Ludlum's replacement,

seems to have taken on digital privacy), and Ged Kearney (potential ally, progressive inner city Melbourne electorate)