

EFA Board Meeting 20181119

Attendance: Lachlan, Liam, Shaun, Peter, Lyndsey, Justin, Richard

Apologies: Stuart

Absent: Alex

Acceptance of previous meeting's minutes. Moved Justin, Seconded Lachlan

Abstain: Richard

Passed on voices

Declarations of Interest None

Actions/General Business

1. Membership

There was a quick discussion about membership.

- None have been processed since the Nominations have closed to prevent stacking.
- The CiviCRM internals are a bit of a mess; there didn't seem to be a regular or rigorous process. There will need to be some data cleaning done. A job for the next board at this point.
- For example, life members have no membership status, which means they don't come up in membership reports.
- Project: Monthly donations should be fixed; Membership data should be cleaned; Data dictionary written; Process for membership documentation and production in CiviCRM written.

2. Auditors Report

- Hasn't been delivered yet; pending further information to Auditors.
- There is an Audit Committee report written by Justin.
- Auditors are waiting on some invoices before they can deliver the report.
- Justin has emailed XO to ask for receipts. We are finding them hard to get, some may not be able to be found.

Motion: To approve the Audit Committee report to be given to the members before the AGM

Moved Peter Seconded Lyndsey

Passed on voices

3. Chair's Annual Report

Motion: To approve the chair's annual report to be given to the members before the AGM

Moved: Lachlan Second: Justin

Passed on voices

4. Peter in Paris

Peter gave a quick run down of what he did in Paris, there will be a written report submitted and uploaded.

5. Discussion surrounding emails discovered while looking for receipts for auditors

- While looking for receipts for the auditors, emails were found between the Executive Office and some board members that contradict the reports given to the members in previous years. In particular there are financial discrepancies.
- It is difficult to determine intent; whether it was deliberate or accidental. The presumption until now has been accidental. That presumption may be innaccurate.

- At least one, maybe more, board members knew of debts that weren't reported to the members or noted in the previous years' financial statements, including ignored demands for payment.
- the Board agrees that it's not for us to make a decision with regards to what it all means, but that it should be reported to the relevant authority – the South Australian Consumer and Business Services. That process will be begun soon.
- On discovery during the week, the board made the decision to email [a past board member] asking them to withdraw their nomination for the board to avoid potential reputational damage to them and/or EFA. They decided not to withdraw their nomination.

The board agrees that if asked, it will state

"We discovered sufficient irregularities relating to the disclosure of the past financial position of EFA that warrant us making a report to the appropriate authority - South Australian Consumer and Business Services. The board has begun the process of preparing this report."

6. Thanks for service

The Board expresses its gratitude to Richard Burleigh, Alex Schlotzer and Stuart Grieg for their service to the organisation and to the board.