

**Minutes of a Meeting of the Board of Electronic Frontiers
Australia
11 February 2019, 8pm AEDT
Meeting conducted via Zoom Internet Teleconference**

Item	Action
<p>Present Peter Tonoli, Vice-Chair Liam Pomfret, Secretary Richard Prangell, Board Member Liz Williams, Board Member Justin Warren, Board Member</p>	
<p>Apologies and Absences Lyndsey Jackson, Chair (representing EFA at Come Together: Digital Associations and Democracy conference in Sydney) Shaun Haddrill, Treasurer Yassmin Abdel-Magied, Board Member</p>	
<p>Opening & Attendance A quorum was present and the meeting opened at approximately 8pm AEDT.</p>	
<p>Acceptance of minutes from previous meeting Resolved: That the minutes of the previous meeting be accepted as a true record of that meeting Motioned by Justin Seconded by Liam Carried on voices</p>	<p>Action: Justin and Peter to offer specific feedback on format of minutes to Liam Due: Prior to distribution of minutes for the meeting of the EFA Board in March</p>
<p>Declaration of interests None noted</p>	
<p>Update on reincorporation Richard reported that he has examined the constitution proposed at 2017 AGM. While he felt the document looked well prepared, he was</p>	<p>Action: Richard to investigate costs for engaging an external party for the formal legal drafting of</p>

not sure if it completely aligns with EFA's needs and expectations. In particular, the previously proposed constitution includes elements regarding frequency of board meetings, etc. These may need tweaking to give board appropriate flexibility.

a new constitution for a reincorporated EFA.
Due: Prior to the meeting of the EFA Board in March

Lyndsey has provided Richard with documents from similar organisations that can help to inform redrafting of the constitution

Richard notes that there will be a need to engage an external party for the formal legal drafting of a new constitution.

Peter notes that the lawyer who assisted with this previously, Robert Gregory (<https://www.maddocks.com.au/our-people/robert-gregory/>), did so on a pro-bono basis. Richard hopes that this lawyer would be willing to engage again in this process.

Peter notes that issues of frequency of board meetings, etc, more appropriately handled in bylaws.

Discussion of EFA Priorities for 2019
Members of the board voiced their support for the following areas to be a priority focus for EFA in 2019

- EFA's 25th Anniversary
- Campaigning for the 2019 Federal Election
- Improvement of EFA Organisation and Internal Processes, including
 - Reincorporation
 - Fundraising
 - General policy development

Members of the board voiced their support for primary responsibility for each of these 5 priority areas be taken by a single member of the board, though no formal motion was taken to assign individuals to these tasks at this point in time.

Identify, acknowledge and assess new member applications

Resolved: As no objections were raised to any applicants, all were accepted by default.

Action: Peter to follow up with Fastmail regarding their organisational membership, to clarify if a specific new individual member was intended as their organisational contact

Due: Prior to the meeting of the EFA Board in March

Update on EFA financials

Justin updated the board on EFA's current financial state in the absence of Shaun. Justin reported that EFA is currently profitable, though by a slim margin. Donations are down compared to 2-3 years ago, however our expenses are significantly down due to EFA no longer having wage expenses. Justin notes that technical issues meaning members are currently unable to do recurring donations in CiviCRM has likely impacted on revenue, but that it is impossible to say for certain how much of an impact this has had. The board notes that it is too difficult for people to join and donate to EFA currently.

Discussion on calendar items for member communication

Peter suggests setting up a google doc with items. Justin notes this is a comms calendar, coordination point – links to what Liz mentioned earlier about having a single point of information

Action: Justin to work on creation of a comms calendar, linked in to a single point of communication (see next item)

Due: Prior to the meeting of the EFA Board in March

Setup and use of Topic Box for board

Resolved: That the EFA Board will use the Topic Box platform, together with Google Drive, for intersessional communication and co-ordination of required tasks (subject to a 60 day testing period)

Action: All board members to register on the Topic Box platform

Due: As soon as practically possible for each board member

Update on roles & responsibilities of board members

Justin shares with the board the current

Action: All board members to review and comment on the current working

Working document on the roles and responsibilities of board members

document, adding to it any tasks that may have been omitted.

Due: Prior to the meeting of the EFA Board in March

**Recruitment of new board members to fill vacancies
Justin shares with the board the Skills Matrix document**

Action: Board members to complete filling in their information on the Skills Matrix document if they have not done so.

Due: As soon as practically possible for each board member

Action: Lyndsey as Chair to identify specific skills that EFA is in need of, and put together an Expressions of Interest Letter for distribution to membership

Due: Letter to be prepared within 10 working days for approval of the board intersessionally

Update on preparation for refresh of policy team

Resolved: That the proposal made by Angus Murray with regards to the refresh of the policy team at the previous board meeting be accepted

Motioned by Peter
Seconded by Liam
Carried on voices

Resolved: That the board formally thanks Angus Murray and the existing members of the policy team for their valued contributions towards EFA

Motioned by Liz
Seconded by Liam
Carried on voices

**Update on international engagement
Liz shares with the board the international**

Action: Liz to continue updating of document in

engagement document

response to comments made by other board members.

Due: When completed – lower priority item

Update on Twitter usage policy
Liam shares with the board the current working document

Action: Liam to send around the document to board for formal approval via the new Topic Box

Due: As soon as practically possible

2019 Fed Election Campaigning
Resolved: That the board aims to send out a questionnaire to political parties by mid-March

Action: Liam to start discussion on Topic Box for updating questions from 2016

Due: As soon as practically possible

Action: Board and policy team to identify specific independents to send the questionnaire to, in addition to the major parties

Due: As soon as practically possible, following completion of questions

Meeting Scheduling for rest of 2019
The board notes that availabilities for some board members may be changing over the coming months

Action (Ongoing item): Liam to set up and share Doodle poll for all board members regarding expected availability over the coming months

Due: Immediately following each meeting

Action (Ongoing item): Board members to complete Doodle polls on availability
Due: As soon as practically possible following each Doodle poll being distributed

Member management

Peter raises concerns that CiviCRM may not be sustainable going forward. Feels that quote Lyndsey got might not be cost effective. Justin suggests that this function should perhaps be outsourced, with a platform that is not CiviCRM, but acknowledges that the challenge then would be ensuring privacy of member data.

Action: Peter to schedule a discussion with Lyndsey and other interested board members regarding other CRM possibilities, via Topic Box

Due: Prior to the meeting of the EFA Board in March

Information for new board members

On request from Peter, Liz and Richard note some issues regarding existing systems (or lack thereof) for proper onboarding of new board members.

Action: Peter and Liz to work on updating these systems for future

Due: Prior to 2019 AGM – Currently low priority item

**Matters arising from a Meeting of the Board of Electronic
Frontiers Australia
11 February 2019, 8pm AEDT
Meeting conducted via Zoom Internet Teleconference**

Reference	Item/Action	Person Responsible	Due
2019-02-01	Feedback on meeting minutes formatting	Justin & Peter	Prior to distribution of minutes for the meeting of the EFA Board in March
2019-02-02	Costing for new constitution for reincorporation	Richard	Prior to the meeting of the EFA Board in March
2019-02-03	Clarify organisational membership with Fastmail given circumstances of specific new individual member	Peter	Prior to the meeting of the EFA Board in March
2019-02-04	Comms calender linked in to a single point of communication (Topic Box)	Justin	Prior to the meeting of the EFA Board in March
2019-02-05	Topic Box platform registration	All board members	As soon as practically possible for each board member
2019-02-06	Roles & responsibilities document	All board members	Prior to the meeting of the EFA Board in March
2019-02-07	Skills Matrix document	All board members	As soon as practically possible for each board member

2019-02-08	Needed skills for EFA board recruitment	Lyndsey	Within 10 days of the skills matrix being completed, EOI Letter to be prepared for approval of the board intersessionally
2019-02-09	International Engagement Document	Liz	When completed – Currently lower priority item
2019-02-10	Social Media Usage Policy	Liam	As soon as practically possible
2019-02-11	Creation of 2019 Election Questionnaire	Liam	As soon as practically possible
2019-02-12	Identification of Target parties/independents for 2019 Election Questionnaire	All board members and policy team	As soon as practically possible, following completion of questionnaire
2019-02-13a	Board member availability (ongoing tasks)	Liam (Doodle Poll creation)	Immediately following each meeting
2019-02-13b		All board members (Responding to poll)	As soon as practically possible following each Doodle poll being distributed
2019-02-14	CRM alternatives	Peter and Lyndsey (and other interested board members)	Prior to the meeting of the EFA Board in March
2019-02-15	Onboarding systems	Liz	No due date explicitly set