



**Electronic
Frontiers**
AUSTRALIA

**11 March 2019
EFA Board Meeting**

Attendance

Board Members:

Liam Pomfret, Liz Williams, Lyndsey Jackson, Peter Tonoli, Justin Warren

Apologies

Yassmin Abdel-Magied. Shaun Haddrill, Richard Prangell

Introductions

Acceptance of minutes from previous meeting

Liz requests that amended minutes be sent out for resolution within next 48 hours.

Justin believes that this should not be open-ended, but does not think that 48 hours will be sufficient.

Justin notes that the original draft minutes contain most of the updates necessary, and changes required are relatively minor.

Resolved: Minutes as presented need to be amended to better reflect the previous meeting.

Action: Liam to update past minutes and circulate for approval. Minutes to be finalised before next board meeting.

Declaration of interests (Disclose conflicts of interest relevant to the agenda)

Lyndsey notes that she has joined her local Regional Development Australia (RDA) board. RDA is a national network of 55 committees made up of local leaders who work with all levels of government, business and community groups to support the development of their regions. It brings together all levels of government to support the development of regional Australia and is administered by the Department of Infrastructure and Regional Development.

Peter notes his previous declaration of being on a working group for AUDA, and that he may be providing more information on this in future after that working group convenes.

Acknowledgement of intersessional decisions

Decisions from the topic box

- Joint AAbill submission as the Australian Civil Society Coalition was approved.
- March meeting date was agreed.

Update on meeting scheduling

Liam notes that while the best date for March ended up being on Monday, this is unlikely to be the case for all months going forward. Lyndsey has set up a Doodle poll for April.

Action: Liam to determine most suitable meeting time for next board meeting based on results of Doodle poll.

Identify, acknowledge and assess new member applications

No new members this period.

EFA Financial Position

As Shaun is absent, Justin provided a summary of the financials.

Donation from Melbourne Press Club this last month, but donations overall down.

Waiting on ATO to process historical Superannuation forms. Uncertain if ex-Executive Officer has spoken to them to accelerate the process or not as ex-Executive Officer has pointedly refused to confirm this despite being asked. The board will continue to rely on the advice of our accountants in this matter.

Peter notes that ATO is currently deluged by groups doing reconciliations due to an amnesty on superannuation currently being offered.

Unclear if EFA will benefit from that amnesty or not at this stage.

Liz requests that in future, accurate financial documents be released at least 7 days prior to the meeting. Notes that Lyndsey has already addressed this today with Shaun.

Liam notes that membership has tended to be seasonal and cyclical – new memberships and renewals are highly variable from month to month.

Resolved: Financial reports to be provided to board members at least 7 days prior to board meetings.

EFA Priorities for 2019

Justin outlines the results, ordered from highest priority to lowest:

1. 25 Year EFA Anniversary
2. (tied) Policy development
2. (tied) Fundraising/Sustainability
4. Media and comms
5. Federal Election
6. Internal procedures and processes
7. Reincorporation

The board discussed its workload, and determined that action could be taken on all items if board members take individual responsibility for different areas and coordinate efforts.

Resolved: Lyndsey to continue to take responsibility for 25 Year anniversary work.

Resolved: Peter to continue to take responsibility for policy development, and to work with Angus as head of policy team.

Resolved: Liz to manage fundraising/sustainability in context of work by policy committee.

Peter and Liz to co-ordinate regarding the overlap here, particularly with regards to the 25 Year Anniversary.

Resolved: Justin to continue to co-ordinate Media & Comms with assistance from Lyndsey and other board members with our media email address and social media.

Federal election policy questionnaire and report card will largely be done under Media and Comms, though ball needs to be gotten rolling by the policy team.

Internal procedures and processes need to be continuously worked on and improved by board members.

Peter asks if this could be a recurring item for board consideration, to be discussed on TopicBox or regularly in monthly meetings.

Liz agrees that we need a standing item, agrees to take this and reincorporation on as her responsibility to give regular reporting to the board (via TopicBox, with agenda items at meetings as required).

Resolved: Liz to take on responsibility for improvement of internal procedures and processes.

Resolved: Liz to take on responsibility for EFA reincorporation.

Update on refresh of policy team

Lyndsey has sent out email to members for expressions of interest.

A previous EFA board member contacted Angus and is interested to join, however does not want to take part if this will require working together with [previous team member].

Lyndsey to send a reminder email to members, using the same text as previously. Email to be sent tomorrow or Wednesday.

Peter will forward this message to the member-discuss mailing list, and copy to web for posting on Twitter and Facebook.

Action: Lyndsey to send reminder email to members.

Action: Peter to copy email to member-discuss mailing list, web, Twitter, Facebook.

Update on membership management issues (CRM)

Following discussion intersessionally, we will be engaging Agileware to resolve issues with CiviCRM.

Action: Lyndsey to engage Agileware for CRM work next week.

2019 Federal Election Campaigning, including Election Report Card

Not completed as of yet.

Action: Report card questionnaire to be completed and sent out to political parties previously identified.

Other business

AUDA

Liz notes membership of Peter and Jon Lawrence on the AUDA advisory committee. Wants clarification on the purpose of this committee and what this involves.

Peter notes that this is effectively an extension of the work he has previously done with AUDA and has declared. His role with AUDA does not have him acting as a representative of EFA, and is simply him acting as an individual with that background.

Liz asks that board members in future note such engagements through an explicit note on the TopicBox, to enable more support from EFA on such activities.

Resolved: Board members to inform the board of other board/governance committee type appointments for noting.

New Board Members

There are currently two casual vacancies on the board.

The board notes the main skills gaps on current board are for lobbying followed by industry/domain knowledge, community access and affiliation. Board diversity is also a consideration to keep in mind when seeking candidates.

Next step is to formulate the Expression of Interest and seek interest from prospective board members.

The board notes that any such board appointments will expire within 5 months of 30 June 2019 due to the operation of Rule 10.9 and AGM lead times, and so time is of the essence for any appointments to be beneficial for both EFA and the board member.

Resolved: New board members to be added as an agenda item for April meeting.

Resolved: EOI to be sent out within next 2 weeks.

Action: Liz to write EoI spec and turn around for board approval.

Secretary Workload

Liam notes that due to his current working conditions, he is not able to completely fulfil the activities of the secretary. He is happy to continue taking the contemporaneous minutes during meetings, but is not able to commit to the completion of other duties at this time.

The board agrees to approach Richard Prangell to potentially take on this role. Person to assume the duties of Secretary to be decided before next Board meeting.

Actions Summary Table

Action No.	Description	Responsible	Due By
2019-03.001	Previous meeting minutes to be updated and circulated for approval intersessionally.	Liam Pomfret	25 March 2019
2019-03.002	Time/date of next meeting to be determined from results of Doodle poll.	Liam Pomfret	25 March 2019
2019-03.003	Policy team EoI reminder email to be sent to members.	Lyndsey Jackson	15 March 2019
2019-03.004	Peter to copy EoI reminder email to member-discuss mailing list, web, Twitter, Facebook.	Peter Tonoli	15 March 2019
2019-03.005	Lyndsey to engage Agileware for CRM work.	Lyndsey Jackson	22 March 2019
2019-03.006	Election Policy Report Card questionnaire to be completed and sent.	?	9 April 2019
2019-03.007	New board member EOI and spec to be written and sent out.	Liz Williams	25 March 2019
2019-03.008	Approach Richard Prangell to potentially take on role of Secretary.	Lyndsey Jackson	9 April 2019