



**Electronic
Frontiers**
AUSTRALIA

EFA Board Meeting Minutes

4 February 2020

Meeting Opened

Meeting opened at 8:05pm.

Attendance

Present: Lyndsey Jackson, Justin Warren, Peter Tonoli, Shaun Haddrill, Michelle Meares, Richard Prangell, El Gibbs, Rita McIlwraith, Matt Watt, Jess Irvine from Policy Team (until 8.20pm).

Apologies: Alejandro V. Betancourt, Steve King

Acceptance of Minutes from Previous Meeting held 11 December 2019

Moved: Peter Tonoli; Seconded: Lyndsey Jackson

Declaration of Interests

(Disclose conflicts of interest relevant to the agenda)

El Gibbs declared an interest in ACCAN grants as an organisation she works for is also submitting a grant.

Rita McIlwraith declared an interest in the digital rights proposal.

Lyndsey Jackson declared an interest in Net Thing. Lyndsey is now the Vice Chair of Net Thing.

New Member Applications

No new membership applications were presented at the meeting.

Update from Policy Team

Jess provided an update to the board on the policy team's work. Issues with lack of contributions and lack of engagement. Angus to discuss with the Board.

Lyndsey advised Confluence being setup for the Board and Policy Team with support of Steve King.

Treasurer Report

Report dated 2 February 2020 presented by Justin Warren.

Need to increase revenue.

Action: Justin Warren will run a short workshop in early 2020 (date to be confirmed) for any board members interested in Financial Statements.

Chair Report

Lyndsey spoke at Linux Conf on 16/02/2020 about EFA and digital rights

At the event Lyndsey:

- spent time with Nicola Nye from Fastmail
- Held a birds of a Feather on Digital Rights with Lizzie O'Shea
- Meeting with Audrey, Nicola and Jessica on policy team mobilisation
- Meeting with Vanessa Teague on her ideas going forward

Digital Rights Watch Event

Cryptoparty events - 13 February 2020

Linux.conf attendance

Review organisation membership model

Governance Report

Justin Warren reported audit was completed. No issues.

Insurance issue is the current pressing governance issue.

Onboarding New Members

New board members to read the documentation.

Peter Tonoli raised the need for board members requested to respond to requests for votes and requests for comments within 24 hours. Need for clear communication.

Justin Warren noted if unanimous votes required for an action to proceed, please flag in the communication and clearly identify what actions are required.

Lyndsey Jackson encouraged use of tags/ subject keywords in topicbox.

Other Business

- Member Complaint - No response received from correspondence sent to Member. Further letter to be sent.
- Fastmail - Justin Warren reported he has rationalised email accounts and cleaned up and archived old accounts.
- Newsletters - El Gibbs has drafted and distributed 2 newsletters to the member list. Aiming for one at the end of each month. Discussed different audiences and frequency/content. El Gibbs to prepare a draft communications strategy.
- Podcasts from NetThing - currently on NetThing website - interviews with EFA Board Members and Angus Murray recorded by Rita McIlwraith in Sydney. Content can be used on EFA website. El raised distributing the content through community radio stations and satellite.

Meeting Scheduling

The next board meeting is scheduled to be held on Tuesday 18 February 2020 at 8pm and the 3rd Tuesday of each month following.

Meeting Closed

Meeting closed at 10pm AEST

Actions Summary Table

Action No.	Description	Responsible	Due By
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2019-05-15.06	<p>ATO balance adjustments accounting treatment.</p> <p>Determine correct accounting treatment for payments made to settle Superannuation Guarantee Charge, PAYG taxes, etc. now that ATO has completed processing the paperwork.</p> <p>Reconciliation with ATO statements requires checking by auditors. To be completed as part of preparation of formal FY2018-19 accounts.</p>	Justin Warren	2019-09-06 2019-10-09 2019-11-23 COMPLETED
2019-06-12.09	<p>Add board meeting minutes to efa.org.au</p> <p>Liz to vet minutes to redact sensitive information before uploading.</p> <p>Still incomplete. Deadline of Friday 11 Oct set.</p>	Liz Williams	2019-07-10 2019-09-06 2019-10-09 2019-10-11 COMPLETED
2019-07-10.01	<p>Angus Murray will create an operational document on the process of redaction, when things can be uploaded and investigate how parliamentary privilege impacts this. - To be added to Confluence project.</p>	Angus	2019-09-06 2019-10-09
2019-08-14.03	<p>Written report on SecuriDay presented to the board.</p> <p>Not received yet.</p>	Steve	2019-09-06 2019-10-09 2019-10-16 REMOVE
2019-10-09.01	<p>Insurance quotes for public liability insurance have been sought and received. Directors and officers insurance have not.</p> <p>Shaun to obtain quotes for directors and officers insurance.</p>	Shaun/Justin	2019-11-13

	New quotes to be obtained by Shaun		
2019-10-09.02	Lyndsey to send report on social media account experience by student to the board.	Lyndsey	2019-11-13 COMPLETED
2019-10-09.03	Peter to ask members about the voting system for board elections.	Peter	2019-11-13 COMPLETED
2019-10-09.04	Peter to set up dedicated returning officer @efa.org.au email address.	Peter	2019-11-13 COMPLETED
2019-10-09.05	Steve to share experience notes on strategic planning with the board.	Steve	2019-11-13 COMPLETED
2019-12-11	Newsletter to Member to report on outcome of Elections and new Board.	Lyndsay	2019-12-16 COMPLETED
2019-12-11	Workshop via Zoom on Financial Statements for Board (February) To be scheduled	Justin	20-02-01
2019-12-11	Workshop via Zoom for Membership Management (March)	Lyndsey	20-03-01
2019-12-11	Doodle Poll for upcoming board meetings	Lyndsey	19-12-18 COMPLETED
2019-12-11	Compile quotes to re-incorporate EFA as national incorporated association and report back to Board with recommendation at next meeting about next steps.	Richard	Next Board Meeting
2019-12-11	Membership Management team to form - Topicbox email setup	Lyndsey Jackson, El Gibbs, Alejandro V. Betancourt, Matt Watt, Rita McIlwraith	Now

2020-02-03	Remove the tax PMT account, consolidate it with the transaction account	Justin Warren	TBC
2020-02-02	Audit of EFA email accounts	Justin Warren	TBC
2020-02-04	Draft Communications Strategy	El Gibb	Next board meeting
2020-02-04	Eliza Sorenson to do a short report on IGF Berlin	Eliza Sorenson	Next board meeting
2020-02-04	Further letter to Member re Complaint	Justin Warren/Lyndsey Jackson	Next board meeting