



**Electronic
Frontiers**
AUSTRALIA

EFA Board Meeting Minutes

18 February 2020

Meeting Opened

Meeting opened at 8:03pm.

Attendance

Present: Lyndsey Jackson, Justin Warren, Peter Tonoli, Shaun Haddrill, Richard Prangell, El Gibbs, Rita McIlwraith, Alejandro V. Betancourt, Matt Watt

Apologies: Michelle Meares, Shaun Haddrill, Eliza Sorensen, Steve King

Acceptance of Minutes from Previous Meeting held 11 December 2019

Moved: Peter Tonoli; Seconded: Lyndsey Jackson.

Abstain: Alejandro V. Betancourt

Accepted: Unanimously.

Declaration of Interests

(Disclose conflicts of interest relevant to the agenda)

No new conflicts declared.

New Member Applications

No new membership applications were presented at the meeting.

Actions Update

The operational document on redaction process and uploading of submissions to the website will be added to a Confluence project now that we have Confluence. Status update by next board meeting.

Shaun has resubmitted insurance quotation requests. Awaiting response from insurers.

Workshop on reading and interpreting Financial Statements for board members, to be run by the Treasurer Justin Warren, has been scheduled for Tuesday 25 Feb 2020.

Membership management team has been formed. Workshop on Membership Management will be scheduled in March by Lyndsey.

Draft communications plan is approximately 50% complete, will be ready for next board meeting. Close proximity of this board meeting meant timeframe to complete was overly ambitious.

Eliza's report on the Berlin IGA trip will be tabled at the March board meeting.

Member has not responded to the request for information letter. A letter will be sent before next board meeting informing that any further claims to represent EFA externally will be treated as misconduct detrimental to the interests of the Association. Member is also now permanently removed from all volunteer teams or committees.

Reincorporation

Richard Prangell informed the meeting of the process, costs, and risks associated with re-incorporation after his investigation. The board discussed the matter, and determined not to reincorporate.

Motion: That EFA will not re-incorporate as a company limited by guarantee and will remain an SA Incorporated Association.

Moved: Justin Warren, Seconded: Peter Tonoli.

Abstain: Rita McIlwraith

In favour: Unanimous.

Motion: That EFA complete the process of becoming an Australian Registered Body as soon as practicable.

Moved: Justin Warren, Seconded: Peter Tonoli.

In favour: Unanimous.

Chair Report

The chair asked board members to each nominate a particular area of interest for which they would take on operational care to assist with spreading the operational workload of the organisation.

Lyndsey provided an overview of how Confluence would be used for policy documents and similar documentation.

Lyndsey raised the potential for some board members to receive policy development training via a contact. A formal proposal with costing will be provided to the board for a decision.

Other Business

1. Justin reconfirmed the board is happy to reimburse Angus Murray for his flights to Canberra to attend the INSLM hearing into the TOLA Act.

Motion: That the board approve the reimbursement of Angus Murray's flights to attend the INSLM hearing into the TOLA Act.

Moved: Justin Warren, Seconded Peter Tonoli.

In Favour: Unanimous.

Meeting Scheduling

The next board meeting is scheduled to be held on Tuesday 17 March 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
------------	-------------	-------------	--------

2019-07-10.01	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.	Angus	2019-09-06 2019-10-09
2019-10-09.01	Insurance quotes for public liability insurance have been sought and received. Directors and officers insurance have not. Shaun to obtain quotes for directors and officers insurance. New quotes to be obtained by Shaun	Shaun/Justin	2019-11-13
2019-12-11	Workshop via Zoom on Financial Statements for Board (February) Scheduled.	Justin	2020-02-25
2019-12-11	Workshop via Zoom for Membership Management (March)	Lyndsey	2020-03-17
2019-12-11	Membership Management team to form - Topicbox email setup. Team formed.	Lyndsey Jackson, El Gibbs, Alejandro V. Betancourt, Matt Watt, Rita McIlwraith	COMPLETED
2020-02-03	Remove the tax PMT account, consolidate it with the transaction account. Funds moved, account to remain open but zero balance to simplify admin.	Justin Warren	COMPLETED
2020-02-02	Audit of EFA email accounts	Justin Warren	COMPLETED
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. Drafted. Review pending before sending.	Justin Warren/Lyndsey Jackson	Next board meeting