



EFA Board Meeting 19 May 2020

Minutes

Meeting opened 8.01pm

Attendance: Lyndsey Jackson, Justin Warren, Shaun Haddrill, El Gibbs, Rita McIlwraith, Matt Watt, Michelle Meares.

Conflicts declared: Steve King and Matt Watts re COVID Safe app - employers

Motion: That the Minutes of the previous Board Meeting be accepted.

Motion: Board approves members in new membership list - EFA Talks events have contributed to a healthy in flow of members.

Moved: Justin Warren; Seconded: Steve King

Carley Tonoli joined the Board - Board previously voted by email to co-opt Carley Tonoli to the Board.

Chair Report from Lyndsey Jackson:

ACCAN joint letter re COVID Safe app.

Treasurer Report from Justin Warren:

Circulated to Board. Income from events. Cash flow reasonable. Major expenses coming up: yearly audit. Suggestion to reconsider DoGooder.

Systems Team Report from Shaun Haddrill:

Update on services and Shaun's proposal to streamline and consolidate services.
Report

Here's a summary of active services belonging to the EFA.

password manager: Lastpass (using my Lastpass enterprise account to share folders for finance, systems teams)

email: fastmail.com (pro bono)

communication: topibox.com (pro bono)

efa.org.au: Liquid web hosting (\$761 per year/\$63.47 per month)

owncloud.efa.org.au: lateral plains hosting (pro bono)

lists.efa.org.au: lateral plains hosting (pro bono)

members.efa.org.au: Agileware (\$500 per year/\$41.60 per month)

My suggestion would be to migrate the efa.org.au wordpress website to Agileware and close down the Liquid web hosting.

I also suggest closing down the mailman service for members@lists.efa.org.au and migrating to a different email lists service such as Google groups.

Domain Renewals:

Efa.org.au to be renewed - Shaun to organise.

Steve proposed that Confluence be used from discussions.

Justin suggested that the proposal to Board document be sent through in relation to systems updates proposal for board to consider.

Conflict declaration - El Gibbs - contract with Agileware at work

Policy Team Report

- Michelle agreed to be Board Policy Team Liaison
- Rita reported there was some work happening on COVID-19 documents to be circulated.
- El has had some involvement in the Policy Team and reported some improvements could be made to process of the work of the Policy Team.
- Carley willing to take Peter's role in Policy Team.

Membership Team Report

- Matt reported Civi reports and updates - fixed dashboard. Need to update emails to new members and reports to Board each meeting.
- Discussion re organisation members.
- Lyndsey to send letter to Fastmail re renewal.

Speaker Events Report from Michelle Meares

- EFA Talks - 3rd session tomorrow - Dr Yarwood
- Discussion re streamlining promotion
- Robin Doherty & Thoughtworks assisting with delivery/tech
- Angus moderating
- Lyndsey & El helping with PR

- Carley offered to assist with youtube channel. Potential volunteer tasks.
- Lyndsey/Carley/Michelle - have a followup chat.

Insurance coverage

Shaun reported on insurance options available.

EI to follow up re options

National Registration

Need to seek re-issuing of certificate for registration

Letter re Complaint re Member

Secretary to send

Onboarding of New Members

Documentation to be finalised

Other Business

- Covid App discussion - exploration of potential media and union involvement - Justin and EI to investigate.
- Steve reported being part of COVID Coffee calls Australia - call for speakers - suggested Vaness Teague
- Hoodies in EFA Shop - thanks to Matt Watt

Meeting closed 9.37pm - Next Board Meeting Tuesday 16 June 2020 8pm

Agenda

#	Item	Responsible	Times (mins)	Running Time
1	Attendance (present & apologies)	Secretary	3	3
2	Acceptance of minutes from previous board meeting	Chair	5	8
3	Declaration of interests (Disclose conflicts of interest relevant to the agenda)	Chair	5	13
4	Report: Chair	Lyndsey	5	28
5	Report: Treasurer	Justin	5	33
6	Report: Systems Team	Shaun	5	38
7	Report: Policy Team		5	43

8	Report: Membership Team Regional membership opportunities - as a project to be scoped	Team	5	48
9	Report: Speaker Events	Team	5	53
10	Actions from previous meeting	Chair	10	63
11	Other business: Tracing app	Board	5	68
12	Confirm dates of upcoming board meetings	Chair	5	72
?	Report: Chair	Chair	5	
?	Report: Treasurer	Treasurer	5	
?	Committee report: Systems	Systems	5	
?	Committee Report: Policy	Policy Chair	5	
?	Committee Report: Media	Chair	5	

Chair Report

Progress on Actions

Update the board on progress on actions assigned at previous board meetings.

Action No.	Description	Responsible	Due By
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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 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
2020-02-04	Draft Communications Strategy - Presented to Board - Document to be circulated	El Gibb	COMPLETED
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
2020-03-24	Setup EFA as Australian Registered Body with ASIC	Michelle	2020-04-10

	- Further supporting documentation needed		
2020-03-24	Peter Tonoli Memorial Page to be setup with member contributions	Lyndsey	2020-04-10
2020-03-24	Committee setup re speaker events	El, Matt, Rita and Michelle	COMPLETED
2020-03-24	Review of Onboarding documents to identify any details which need updating.	Lyndsey/Justin	Next Board Meeting
2020-05-19	Letter to Fastmail re organisation renewal membership	Lyndsey/Carley	Next Board Meeting