

EFA Board Meeting 17 November 2020

Minutes

Meeting opened 8:07pm

Attendance

Present: Lyndsey Jackson, Justin Warren, Michelle Meares, Matt Watt, Rita McIlwraith (from 8:27pm)

Apologies: Carley Tonoli, Shaun Haddrill, El Gibbs

Not Present: Richard Prangell, Alejandro Betancourt, Steve King

Declaration of Interests

None

Minutes of Meeting held 20 October 2020

That the Minutes of the previous meeting be accepted

Motion - Justin Warren

Seconded - Matt Watt

Passed unanimously.

Chair Report

- Robodebt Media
- Centre for Responsible Technology - Lyndsey nothing to report.
- Services Victoria - request for consultation - Justin to liaise.

Treasurer Report

- Move Treasurer's Report accepted: Justin Warren
- Seconded: Lyndsey Jackson

Passed unanimously.

Policy Team

- New policy team member Mitch Bennett - Board approved and welcome his offer to contribute. Michelle to welcome Mitch to Policy Team.
- Privacy Act submission
- Data Transparency Act Submitted

- Triage mechanism for submissions and prioritisation of consultations/submissions to be setup in 2021
- More communication with members of this involvement with the Policy Team in 2021

EFA Talks

- Matt Watt agrees to manage a planned EFA Talks in January 2021
- Next board to discuss progress and implement plan in 2021

Membership Team

- Sent by email from Matt.
- Year started off declining - now in better position since EFA Talks begun.
- Decline last quarter 2019 to early 2020 - until January and February/March. Saw increase in new members - May new members increased. Trend upwards.

AGM Planning

- Lyndsey to send draft Chair report tomorrow for Board review
- Justin has sent Draft Treasurer Report for review

Other business

- Robodebt - call for Royal Commission into automated decision-making - Lyndsey to draft media release for circulation

Next Meeting

AGM 21 November 2020 - 4pm ADST

Meeting closed: 9.30pm

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	Michelle	5	43
8	Report: Memberships Team	Team	5	48
9	Report: Speaker Events -EFA Talks	Carley Tonoli	5	53
10	AGM Planning	Board	5	58
11	Actions from previous meeting	Chair	10	78
12	Other business:	Board	5	83
13	Confirm dates of upcoming board meetings	Chair	5	88

Actions Register

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

Action No.	Description	Responsible	Due By
2019-10-09.01	Insurance quotes for public liability insurance have been sought and received. Directors and officers insurance have not. Justin to obtain and proceed with D & O insurance	Justin	Completed
2020-02-04	Eliza Sorenson to do a short report on IGF Berlin - article written	Eliza Sorenson	2020-11-30
2020-03-24	Setup EFA as Australian Registered Body with ASIC - Further supporting documentation needed - Richard to obtain required documents.	Richard	2020-11-17
2020-07-21	Lyndsey Jackson to contact Fastmail re 2021 Organisational Donation	Lyndsey	2020-11-17
2020-09-21	Lyndsey Jackson to send out newsletter 22-09-2020 re Net Thing, Duck Duck Go donation, Senate Inquiry	Lyndsey	22-09-2020¹ COMPLETED
2020-09-21	AGM - Michelle to send out notice re AGM pre 8 October 2020. Michelle to update Minutes for publishing on website.	Michelle Lyndsey Justin	22-09-2020 COMPLETED
2020-09-21	Task Co-Ordinator Position - Lyndsey to prepare job ad for circulation - by end of October.	Lyndsey	2020-10-31
2020-10-20	Membership Committee	Matt - Done	2020-11-24

	Send email to expired members prior to AGM inviting them to renew	Michelle to send - not completed	
2020-10-20	Email campaign to expired members pre AGM Justin to send copy to email campaign by COB Friday Michelle to setup Matt with login to Campaign Monitor Matt to import expired members list Campaign to be sent by Monday 26 October	Board	2020-11-24
2020-10-20	AGM Planning Michelle to setup Opavote once nominations in Rita to send through a media monitor summary for EFA Reports to be prepared for AGM	Board Chair Report to be completed	Completed
2020-11-17.01	Michelle to welcome Mitch Bennett to policy team	Michelle	2020-12-15
2020-11-17.02	Matt Watt to organise an EFA Talks session for January 2021	Matt Watt	2020-01-31