

EFA Board Meeting 21 January 2021

Minutes

Meeting opened 8:10pm AEDT

Attendance

Present: Lyndsey Jackson, Justin Warren, Richard Prangell, Rita McIlwraith, Matt Watt, Carley Tonoli, Kathryn Gledhill-Tucker, Daniel Lindley

Apologies: Michelle Meares

Not Present: Alejandro Betancourt

Minutes of Meeting held 17 November 2020

Motion: That the minutes of the board meeting of 17 November 2020 be accepted as a fair and accurate recording of the meeting.

Moved: Lyndsey Jackson

Seconded: Justin Warren

Passed unanimously.

Declaration of Interests

- Matt Watt declared that he owns shares of Slack.

Welcome New Board Members

Newly elected board members were welcomed and board members gave a brief summary of their background and their interests as part of EFA.

Lyndsey informed the board that Alejandro Betancourt has resigned from the board. The board will consider candidates to co-opt to the board to replace him. The board will consider using listing services such as Women on Boards to find a suitably diverse pool of candidates.

Board Roles

Resolution: The board resolves to appoint the following people to serve as officers of the association:

Chair: Lyndsey Jackson

Vice Chair: Rita McIlwraith

Treasurer: Justin Warren

Secretary: Carley Tonoli

Lyndsey indicated that she would prefer that this be her last year as Chair to encourage good succession planning and regulation rotation of roles.

The board discussed the potential for adding term limits for Officers of the association to the Rules of Incorporation.

Board Priorities

Board members will discuss their preferred priorities via circular and nominate specific board members to take ownership of each priority area.

The decided priorities and their owners will be formally recorded at the next board meeting.

Chair Report

Lyndsey will not be serving on the NetThing organising committee this year.

Rita is involved in NetThing's activities and will be EFA's liaison with NetThing.

EFA continues to support the objectives of NetThing.

Treasurer Report

Motion: That the board accepts the financial reports as a true and fair statement of the organisation's financial position.

- Moved: Carley Tonoli
- Seconded: Lyndsey Jackson

Passed unanimously.

Justin indicated the need for an understudy for the treasurer functions. Board asked to consider nominating themselves to learn the basic accounting functions in case Justin is unavailable.

Lyndsey and Carley to be added to bank accounts as secondaries to ensure financial continuity.

Action: Justin to organise the required forms for submission to the bank to add Lyndsey and Carley as authorised to access EFA's funds if Justin is unavailable.

Policy Team

- Kathryn and Carley both expressed interest in joining the policy team and will be the board's representatives there.

- There are a number of submissions in-flight after the regular flurry of inquiries announced by the government in December. This is now an established pattern by government, alas, and one that EFA should plan for.
- A position description for the volunteer Policy Coordinator role will be issued to recruit for a new volunteer to help with basic logistics. The board recognised the great work of our previous volunteer in the role, Jess, and hopes to repeat the experience.

Membership Team

- Matt updated the board with current membership numbers and trends. Numbers are steady with some churn, though some renewals are still in their grace period.
- Membership team is mapping the membership flows to better understand the way membership works.

EFA Talks

- The board discussed the potential for collaboration with other groups, such as DRW, to broaden the appeal and potential audience.
- A roster of pre-organised speakers is required and preferably scheduled in advance. This makes responding to current events with topical content more challenging, but can be managed.
- Coordinator required to handle the logistics from EFA's side of things.

Board Communications

The board discussed the merits and risks of adopting Slack for board communications. On balance, the board determined that it was worth trialling to improve timeliness of communications.

Motion: That the board adopt Slack for informal board communications and discussion.

Moved: Richard Prangell

Seconded: Daniel Lindley

Fundraising

Richard proposed adding a Patreon account for fundraising from the Patreon ecosystem.

Justin reminded the board that a board proposal template exists and should be used to pre-brief the board on substantial proposals. Board members are expected to read such papers prior to meetings so that they are well-informed.

Questions were asked regarding the level of integration required into EFA's existing systems. Richard explained that these would be minimal as this is an initial experiment of the basic functionality of Patreon to determine suitability for more wholesale adoption as a key fundraising platform.

The board agreed to a limited scope trial of a Patreon account, to be conducted by Richard.

Motion: That the board approve the creation of an EFA Patreon account (or the formal adoption of any pre-existing EFA account, if applicable) for the purpose of fundraising.

Moved: Richard Prangell

Seconded: Daniel Lindley

For: Lyndsey Jackson, Justin Warren, Carley Tonoli, Kathryn Gledhill-Tucker, Richard Prangell, Daniel Lindley

Against: Rita McIlwraith

Motion carried.

Charity Status and DGR Status

Richard noted that EFA may be able to become a registered charity.

The board discussed prior explorations of charity status, deductible gift recipient (DGR) tax status, and the implications, and why EFA had not sought these statuses on prior occasions.

Further discussion of the issue will be conducted outside of board meetings.

Other Actions

IGF Report

IGF report received from Eliza and highlights discussed with the board.

Registered Body Status

Still incomplete. Requires a physical address in SA and Richard unsure of which address to use.

Action: Justin to provide an introduction for Richard to EFA's accountants and auditors so that he can determine the most useful appropriate address to use that is open to the public.

Fastmail

Fastmail continues to support EFA with an in-kind donation of email services and TopicBox subscription.

Task Coordinator

Role description created, and will be posted in various forums to seek candidates for the role.

Other business

Daniel will speak to Shaun to assist with systems team functions. EFA has moved from self-supported systems to paid supported systems for most core functions in order to reduce the reliance on volunteer systems team.

Next Meeting

Lyndsey to set up a Doodle poll to determine the most suitable day and time for next meetings.

Meeting closed: 10.05pm AEDT

Agenda

#	Item	Responsible	Times (mins)	Running Time
1	Attendance	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	2	10
4	Welcome new board members	Chair	5	15
4.1	Resignation of Alejandro from the board. Proposal - consider sponsorship/membership - add listing to Women on Boards or another broader thing	Lyndsey	5	15
5	Board Roles and Priorities 2021	Lyndsey	10	25
6	Report: Chair	Lyndsey	5	28
7	Report: Treasurer	Justin	5	30
8	Report: Policy Team	Michelle	5	35
9	Report: Memberships Team	Team	10	45
10	Report: Speaker Events -EFA Talks	Carley Tonoli	5	50
11	<u>Board communications</u> . Matt has created a Slack channel for the board, and adoption of Slack as a communication platform was discussed by email last year. Resolution: The board to adopt Slack for day to day communications, reserving email for public facing communication and formal resolutions.	Matt	10	60
12	<u>Fundraising</u> . Given our membership structure, the organisation has a serious	Richard	10	70

	medium term cash flow problem. Resolution: The board to approve the creation of (or if applicable, adoption of the existing) Patreon account for the purpose of fundraising.			
13	<u>Not for profit status</u> . There is reason to believe that we may receive charitable status on the basis that the organisation promotes or protects human rights, notably under the International Covenant on Civil and Political Rights. Resolution: The board resolves to seek quotes on advice and implementation of not-for-profit/charitable status.	Richard	10	80
11	Actions from previous meeting	Chair	10	90
12	Other business	Board	5	95
13	Confirm dates of upcoming board meetings	Chair	5	100

Actions Register

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

Action No.	Description	Responsible	Due By
2020-02-04	Eliza Sorenson to do a short report on IGF Berlin - article written	Eliza Sorenson	COMPLETE
2020-03-24	Setup EFA as Australian Registered Body with ASIC <ul style="list-style-type: none"> - Further supporting documentation needed - Richard to obtain required documents. Justin to introduce Richard to accountants/auditors to find physical address to use on forms.	Richard Prangell	2020-11-17 2021-02-15
2020-09-21	Task Coordinator Position Role to be advertised.	Lyndsey Jackson	2021-01-31
2020-11-17.02	Matt Watt to organise an EFA Talks session for January 2021	Matt Watt	2020-01-31 INCOMPLETE
2021-01-21.01	Justin to organise Lyndsey and Carley access to the bank accounts.	Justin Warren	2021-02-28
2021-01-21.02	Role for volunteer policy team coordinator to be advertised.	Kathryn?	2021-02-15
2021-01-21.03	Creation of EFA Patreon account	Richard Prangell	2021-02-28