

EFA Board Meeting 25 May 2021

Minutes

Meeting opened 7:35pm AEDT

Attendance

Present: Lyndsey Jackson, Justin Warren, Rita McIlwraith, Matt Watt, Richard Prangell, Daniel Lindley

Apologies: Michelle Meares, Kathryn Gledhill-Tucker

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 20 April 2021 be accepted as a fair and accurate recording of the meeting.

Moved: Matt Watt

Seconded: Lyndsey Jackson

Passed unanimously.

Declaration of Interests

- Justin Warren declared an interest in a pending FOI action at AAT via Grata Fund with pro bono assistance from Maurice Blackburn lawyers.

Chair Report

Lyndsey updated the meeting on progress with onboarding and activities of the new program coordinator, Gabrielle. The work is uncovering training and process gaps, as well as blocking issues with providing systems access in a timely manner.

Lyndsey agreed to act as Gabrielle's primary liaison with the board and to provide line management.

NetThing appears to be making some progress, albeit slowly. Rita will propose a panel on immunity passports, linking in with the recent EFA Talks session. Lyndsey will reconnect with the NetThing group at the meeting tomorrow.

Treasurer Report

Justin updated the meeting with highlights from the financial reports for the past month.

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

Moved: Justin Warren

Seconded: Matt Watt

Passed unanimously.

Membership Team

Matt updated the board with current membership numbers and trends.

Gabrielle to review the renewals and onboarding processes for new members, and our strategies for engaging with members.

Membership team to meet within the next two weeks to discuss pricing and packaging of memberships.

EFA Talks

Strong registrations for next session.

Live broadcast would add more overhead than is currently worthwhile, and we would lose the 'event' of limited viewership to those who show up. To stick with recording posted later for now.

Rita working on a forward calendar of guests and topics.

Actions Progress

The board discussed progress on actions in the actions register.

Registered Body Status

Richard to complete submission of forms to regulator.

Daniel to provide up-to-date details to Richard.

Program Coordinator

Onboarding complete.

Election Year Activities

Awaiting update from Michelle.

Board Proposal: EOFY Fundraiser

The board discussed Justin's proposal for an end of financial year fundraiser.

Motion: That EFA conduct an EOFY fundraising campaign on Chuffed.org to run until 30 June 2021.

Moved: Lyndsey Jackson

Seconded: Rita McIlwraith

Passed unanimously.

Gabrielle to send out two emails regarding the EOFY fundraiser to members and supporters during June.

Board Proposal: Google Workspace

The board discussed Justin's proposal for a paid account for the Secretary to manage EFA's documents in Google docs.

Motion: That EFA pay for a single user license Google Workspace account to enable secretary@ to own organisation Google Docs and folders and manage sharing via Shared Drives.

Moved: Justin Warren

Seconded: Daniel Lindley

Passed unanimously.

Investigation of not-for-profit discounts via ConnectingUp will also be explored.

Other Business

The board noted that it had been a while since time was dedicated to discussion of EFA's strategy. It was agreed that some dedicated time should be set aside for strategy work separate from operational tasks prior to the AGM.

Justin to circulate the current strategy document to refresh memories.

Next Meeting

15 June 2021 at 7:30pm AEST

Meeting closed: 8:43pm AEST

Actions Register

Tracking progress on actions assigned at previous board meetings.

Action No.	Description	Responsible	Due By
2020-03-24	Setup EFA as Australian Registered Body with ASIC - Physical address required. Richard to identify one. Richard to complete process using his company's office address as physical address.	Richard Prangell	2020-11-17 2021-02-15 2021-03-16 2021-03-31 2021-05-10 2021-06-15
2021-01-21.02	Kathryn to check with her channels re: policy team coordinator volunteer role	Kathryn Gledhill-Tucker	2021-02-15 2021-03-30 2021-04-20 2021-05-10
2021-03-16.01	Richard to send Patreon request details for reclaim of dormant EFA account to Justin .	Richard Prangell	2021-03-30 2021-04-20 COMPLETE
2021-03-16.02	Michelle to plan a series of activities for this election year	Michelle	2021-04-20 2021-05-17 2021-06-30
2021-04-20.01	Matt to provide yearly membership totals by category to Justin for financial analysis	Matt Watt	COMPLETE
2021-04-20.02	Matt to investigate logistics of live-streaming EFA Talks	Matt Watt	COMPLETE
2021-04-20.03	Justin to conduct onboarding of new Program Coordinator	Justin Warren	COMPLETE
2021-05-25.01	Daniel to investigate alternate password managers	Daniel Lindley	2021-06-15
2021-05-25.02	Daniel to provide up-to-date details to Richard for registered body forms.	Daniel Lindley	2021-06-07

2021-05-25.03	Justin to circulate current strategy document to the board.	Justin Warren	2021-06-07
---------------	--	---------------	------------