

EFA Board Meeting 15 June 2021

Minutes

Meeting opened 7:37pm AEDT

Attendance

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

Apologies: Michelle Meares, Rita McIlwraith

Acceptance of Past Minutes

Motion: That the minutes of the board meetings of 18 May 2021 and 25 May 2021 be accepted as a fair and accurate recording of the meetings.

Moved: Justin Warren

Seconded: Lyndsey Jackson

Passed unanimously.

Declaration of Interests

No additional interests declared.

Policy Update

Justin gave the board a brief update on policy items in progress:

- Online Safety Bill is still with the Senate.
- Identify and Disrupt legislation continues to be pushed by authorities.
- Still no sign of the Privacy Act review.
- Still no sign of the Classification Code review.

Chair Report

Lyndsey updated the board on the membership team activities and programs activities.

Some formal training in CiviCRM may prove beneficial.

Treasurer Report

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

There are some domain renewals pending. **Justin Warren** to follow up with systems team on renewals status.

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.

Justin to add a standing agenda item for formal ratification of new members to ensure records are kept.

EFA Talks

The next talk will be a policy roundup with Angus and Justin to show the inter-linked web of legislation that is accumulating and the broader implications.

Actions Progress

The board discussed progress on actions in the actions register.

Registered Body Status

Richard to complete submission of forms to regulator by Thursday 17 June 2021.

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

EOFY Fundraiser

The fundraiser has been set up and is running. Board members are encouraged to promote it widely.

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

1Password

1Password has been set up and passwords migrated. It is now the system of record.

Access is being added as needed.

Google Workspace

Workspace has been set up for EFA as an organisation, at no cost via ConnectingUp.

Migration of documents to shared drives has begun, but the way Workspace works makes this tedious and time-consuming, unfortunately.

EFA Strategy

Justin to share links to current strategy documents.

Justin to propose times between EOFY and the AGM to have a strategy workshop. Board members indicated a weekday is preferable, excluding Mondays.

Other Business

Michelle Meares has resigned from the board. The board notes Michelle's significant contribution to the organisation, particularly her service as Secretary and setting up the EFA Talks series. She will be missed.

Justin to send a formal note of thanks to Michelle on behalf of the board.

Next Meeting

20 July 2021 at 7:30pm AEST

Meeting closed: 8:40pm 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 2021-06-17
2021-01-21.02	Volunteer role description Review of draft description to be completed.	Kathryn Gledhill-Tucker	2021-07-20
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 2021-06-30
2021-05-25.04	Gabrielle to send out two emails regarding the EOFY fundraiser to members and supporters during June.	Lyndsey Jackson	2021-06-30
2021-06-25.01	Justin to check with systems team on status of domain renewals.	Justin Warren	2021-06-30
2021-06-25.02	Justin to add a standing agenda item for formal ratification of new members to ensure records are kept.	Justin Warren	2021-07-20
2021-06-25.03	Justin to propose times for a strategy workshop, between EOFY and the AGM.	Justin Warren	2021-07-20