

EFA Board Meeting 20 July 2021

Minutes

Meeting opened 7:36pm AEDT

Attendance

Present: Lyndsey Jackson, Justin Warren, Rita McIlwraith (until 8:20pm), Matt Watt, Richard Prangell, Kathryn Gledhill-Tucker

Apologies: None

Absent: Daniel Lindley

Acceptance of Past Minutes

Motion: That the minutes of the board meetings of 15 June 2021 be accepted as a fair and accurate recording of the meetings.

Moved: Matt Watt

Seconded: Justin Warren

Passed unanimously.

Declaration of Interests

No additional interests declared.

Acceptance of New Members

All new members were approved by the board.

Policy Update

Angus updated the board on policy activities.

- Online Safety Bill has passed and will become law, applicable from Jan 2022.
- We will be making a submission on digital identity.
- We should campaign on compliance access to digital identity, such as policing agencies.
- There is a constitutional amendment private members bill that has been proposed, with submissions due 30 Aug.

- Home Affairs is consulting on Cyber Security regulations:
<https://www.homeaffairs.gov.au/reports-and-publications/submissions-and-discussion-papers/cyber-security-regulations-incentives>

The board agreed with Angus to clarify editorial processes for EFA talks for future reference.

Ratification of Inter-Meeting Decisions

New Media Coordinator

Motion: That the Board approves the engagement of a Media Coordinator, in accordance with the circulated proposal.

No objections. Approved.

Change Domain Registrar

Motion: That the Board migrate to thedomain.holdings as its primary domain registrar for EFA controlled domains.

Note: Past board member Shaun Hadrill runs thedomain.holdings. He informed the board he will not be profiting from registration of EFA domains. Board members made inquiries to satisfy themselves that there was no conflict of interest and that it would be in EFA's interests to move.

No objections. Approved.

Chair Report

Lyndsey welcomed the new Media Coordinator, Laura, to EFA. Laura made some introductory remarks.

Lyndsey Jackson will contact Laura in the next couple of days about work priorities, reporting to the board, and similar activities.

Lyndsey updated the meeting on activities of the past month.

The board agreed to end the contract with the current program coordinator and seek a replacement person.

Lyndsey will contact the program coordinator about performance and ending the contract. **Justin Warren** to confirm end dates and formal termination of contract.

Potential new board members are being contacted to gauge their interest in joining before the AGM, which will give them a chance to gain experience/warm up before deciding to formally submit themselves as candidates for election.

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: Lyndsey Jackson

Passed unanimously.

Justin to contact the auditors to start planning this year's audit and annual financial report for the AGM.

Membership Team

Matt updated the board with current membership numbers and trends.

EFA Talks

There was good discussion about the process of engaging speakers for EFA talks. The board would like to see a calendar of guest speakers to provide advance awareness.

Actions Progress

The board discussed progress on actions in the actions register.

Registered Body Status

Payment was not included with the forms, which were returned. **Richard** to re-submit forms with payment, which will be reimbursed.

EOFY Fundraiser

The fundraiser completed and funds have been received. The fundraising goal of \$10,000 was not met, but some ~\$2,500 was received, which is still welcome.

EFA Strategy

Some board members are yet to nominate their preferred strategy day times. **Justin** to chase them and confirm the preferred day for scheduling the strategy workshop.

Volunteer Role

The role description has been reviewed.

Other Business

The board discussed providing more guidance to individuals on how to present effectively at board meetings, and the expectations of the board.

Next Meeting

20 July 2021 at 7:30pm AEST

Meeting closed: 9:02pm 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 Richard to re-send forms with payment attached.	Richard Prangell	2020-11-17 2021-02-15 2021-03-16 2021-03-31 2021-05-10 2021-06-17 2021-07-20 2021-08-17
2021-01-21.02	Volunteer role description Review of draft description to be completed.	Kathryn Gledhill-Tucker	COMPLETE
2021-06-25.04	Justin to send a formal note of thanks to Michelle for her service on the board.	Justin Warren	2021-07-20
2021-07-20.01	Justin to contact auditors for annual audit and financial reporting.	Justin Warren	2021-08-17
2021-07-20.02	Lyndsey to contact Laura re: work plan and reporting to board	Lyndsey Jackson	2021-08-17
2021-07-20.03	Lyndsey to contact program coordinator re: performance	Lyndsey Jackson	2021-07-23
2021-07-20.04	Justin to confirm termination of program coordinator's contract	Justin Warren	2021-07-30
2021-07-20.05	Justin to confirm preferred day of strategy workshop and schedule it.	Justin Warren	2021-08-17