

EFA Board Meeting 21 September 2021

Minutes

Meeting opened 7:40pm AEDT

Attendance

Present: Lyndsey Jackson, Justin Warren, Rita McIlwraith, Matt Watt, Richard Prangell, Kathryn Gledhill-Tucker, Angus Murray, Grant Orchard

Apologies: Amy Patterson, Alison Kershaw

Absent: None

Resignations

Angus Murray has resigned from the board, and as chair of the policy committee. He advised that his workload means that he is unable to commit to the board as much as he had hoped and he would prefer to step down now rather than fail to meet commitments.

The board expressed their gratitude to Angus for his work in recent years, and look forward to hopefully welcoming him back to greater involvement with EFA after a break.

The board discussed the impact of Angus's resignation on EFA Talks and the Policy team.

Acceptance of Past Minutes

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

Moved: Lyndsey Jackson

Seconded: Rita McIlwraith

In Favour: Justin Warren, Lyndsey Jackson, Matt Watt, Rita McIlwraith, Richard Prangell, Kathryn Gledhill-Tucker, Grant Orchard

Acceptance of the strategy workshop minutes will be confirmed by circular resolution and recorded in next month's board meeting.

Declaration of Interests

No additional interests were declared.

Chair Report

The chair presented their report to the meeting.

Policy Update

Justin updated the meeting on the current status of policy submissions and consultations that are in-flight:

- We made a submission on the Restricted Access Systems draft designation.
- The Basic Online Safety Expectations discussion paper consultation is open, and we will be making a submission.
- ACCAN is holding a forum to discuss the Online Safety Act and its effect on consumers.
- We have been invited to provide a submission on changes to Victoria's *Service Victoria Act 2018* relating to data access, retention, and privacy. We intend to respond.

Amy and Richard are working on creating new committee terms of reference documents that we will use to reconstitute committees after the AGM.

Motion: That all standing committees are to be disbanded and re-formed with explicit terms of reference after the AGM. Status quo to be maintained until then.

Moved: Justin Warren

Seconded: Richard Prangell

For: Justin Warren, Lyndsey Jackson, Matt Watt, Rita McIlwraith, Richard Prangell, Kathryn Gledhill-Tucker, Grant Orchard

Against: None

Motion carried

Individual board members will directly take responsibility for responding to specific policy items until after the AGM.

The board discussed re-hiring for a paid policy support role. Given the lack of scope clarity for the role this close to the AGM, no decision was made regarding hiring. Existing volunteers interested in helping with policy will instead be encouraged to contribute to in-flight policy items until committees are formally reconstituted after the AGM.

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: Richard Prangell

For: Justin Warren, Lyndsey Jackson, Matt Watt, Rita McIlwraith, Richard Prangell, Kathryn Gledhill-Tucker, Grant Orchard

Against: None

Motion carried

Membership Team

Matt updated the board with current membership numbers and trends.

The initiative to provide discounted memberships as a trial for two months was not actioned.

Motion: That the board amend the decision of 18 August 2021 and start the discount period as of 1 October 2021 (instead of 1 September 2021).

Moved: Justin Warren

Seconded: Matt Watt

For: Justin Warren, Lyndsey Jackson, Matt Watt, Rita McIlwraith, Richard Prangell, Kathryn Gledhill-Tucker, Grant Orchard

Against: None

Motion carried

Matt Watt as chair of the membership team is responsible for actioning the discount period.

A membership renewal is required to verify the fixes to the PDF receipt generation process have been effective. **Lyndsey** will use her pending renewal to verify it works again.

Matt Watt to check the text of the renewal email templates in CiviCRM and ensure they are up to date.

Lyndsey will speak with Laura about including some standard metrics on follower numbers, etc. from social media channels as part of regular board reporting.

Acceptance of New Members

All new members were approved by the board.

EFA Talks

Rita updated the board on the progress of the EFA talks series.

Some EFA Talks related panels have been proposed to NetThing.

Rita to speak with **Lyndsey** regarding the participation of **David Paris**.

Actions Progress

The board discussed progress on actions in the actions register.

Registered Body Status

Form sent in to ASIC. We await ASIC's confirmation of registered body status.

Scan of Certificate of Incorporation has been uploaded into shared drive.

Richard still to provide board member details to Secretary for filing.

Board member interest areas

The board discussed their individual interest areas:

- Kat:
 - Policy
 - Website review
- Grant
 - Policy
 - Tech/Systems
 - Raising awareness/comms
- Matt
 - Systems, though not as lead
 - Local events, esp in person.
- Rita
 - Continue with EFA Talks
 - Shadow Treasurer
- Lyndsey
 - Still intends to step down as Chair
 - Election related campaigning
 - Liaising with other organisations
 - Volunteer coordination and building volunteer capacity
- Justin
 - Continue with Policy
 - Training up replacement Treasurer
 - Continue work on improving Secretarial systems
 - AGM activities
- Richard
 - Nothing identified

Other Business

AGM

The date for the AGM will be confirmed later this week and Save the Date and board nomination notices sent shortly thereafter. Tentative dates are mid-November.

We intend to use OpaVote again to manage voting for board positions (if required).

There are four casual vacancies, meaning one additional board member is required to retire and seek re-election. **Richard Prangell** volunteered to resign.

Acknowledgement of Country

The board will add an Acknowledgement of Country to the standing agenda at the beginning of all board meetings and the AGM.

Next Meeting

19 October 2021 at 7:30pm AEST

This will be the last board meeting prior to the AGM.

Meeting closed: 9:25pm AEST

Actions Register

Tracking progress on actions assigned at previous board meetings.

Action No.	Description	Responsible	Due By
2020-03-24	<ul style="list-style-type: none"> - Setup EFA as Australian Registered Body with ASIC - Re-send forms with payment attached. 	Richard Prangell	COMPLETE
2021-08-17.01	Scan in Certificate of Registration when received from SA govt and provide to Secretary for filing	Richard Prangell	COMPLETE
2021-08-17.02	Obtain required details of new board members for registered body form	Richard Prangell	COMPLETE
2021-08-17.03	Provide board members ASIC form details to the Secretary for filing	Richard Prangell	2021-09-21 2021-09-30
2021-08-17.04	Provide Alison Kershaw with background materials on previous strategy workshop	Justin Warren	COMPLETE
2021-08-27.01	All board members to re-read the board member induction document, and suggest changes where necessary, before the next board meeting.	All	COMPLETE
2021-08-27.02	Justin Warren to add the decision process "rule of thumb" into the board member induction document before the next board meeting.	Justin Warren	COMPLETE
2021-08-27.03	A Slack admin will add a channel to the Slack for socialising proposals with the board prior to submission for formal decision-making.	Slack Admins	COMPLETE
2021-08-27.04	Amy and Richard will meet to work on documenting the process	Amy Patterson	COMPLETE

	for when the board proposal template must be used, and how board members can progress other decisions.	Richard Prangell	
2021-08-27.05	All board members will reflect on their own personal preferences and strengths to determine which areas of EFA's work they are most interested in working on, and nominate one or more areas at the next board meeting.	All	COMPLETE
2021-08-27.06	Board members will submit activity ideas to a wishlist thread in Slack that will be collated for prioritisation and resourcing at the next board meeting.	All	COMPLETE
2021-08-27.07	Board members will make note of activities they are already doing, and the resources they use, to be included with the proposed activities for prioritisation at the next board meeting.	All	2021-09-21 2021-10-19
2021-08-27.08	Justin Warren to add current list of committees to board induction document.	Justin Warren	COMPLETE
2021-08-27.09	The current set of committees will be reviewed by the board and those no longer required disbanded. Those required will have clear terms of reference defined by their committee Chair, for approval and adoption by the board. Will be reconstituted post-AGM	All	COMPLETE
2021-08-27.10	The board will review the current Volunteer Guidelines and Code of Conduct to ensure they remain fit for purpose.	All	2021-10-19
2021-08-27.11	The EFA Discord needs a Code of Conduct, which the Discord admins will add by the next board meeting.	EFA Discord Admins	2021-09-21 2021-10-19

2021-09-21.01	Rita to speak with Lyndsey regarding the participation of David Paris in NetThing/EFA Talks	Rita McIlwraith	2021-10-19
2021-09-21.02	Matt Watt to check the text of the renewal email templates in CiviCRM and ensure they are up to date.	Matt Watt	2021-10-19
2021-09-21.03	Lyndsey to renew membership and confirm system is working correctly.	Lyndsey Jackson	2021-09-30
2021-09-21.04	Lyndsey will speak with Laura about including some standard metrics on follower numbers, etc. from social media channels as part of regular board reporting.	Lyndsey Jackson	2021-09-30
2021-09-21.05	Acknowledgement of Country statement to be added to the standing agenda for board meetings and AGM.	Secretary	2021-10-19