

EFA Board Meeting 19 October 2021 - draft

Minutes

Meeting opened 7:40pm AEDT

Chair: Justin Warren

Attendance

Present: Justin Warren, Rita McIlwraith, Matt Watt, Kathryn Gledhill-Tucker, Grant Orchard, Amy Patterson, Alison Kershaw

Apologies: Lyndsey Jackson

Absent: None

Resignations

Richard Prangell has resigned from the board, effective 16 October 2021.

Motion: That the board acknowledge Richard Prangell's term of service to EFA.

Moved: Justin Warren

Seconded: Rita McIlwraith

In Favour: Justin Warren, Rita McIlwraith, Matt Watt, Kathryn Gledhill-Tucker, Grant Orchard, Amy Patterson, Alison Kershaw

Motion carried.

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 21 September 2021 be accepted as a fair and accurate recording of the meetings.

Moved: Justin Warren

Seconded: Matt Watt

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

Abstain: Alison Kershaw, Amy Patterson

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

Ratification of Inter-Meeting Decisions

Minutes of Strategy Workshop

Motion: That the minutes of the strategy workshop board meeting of 27 August 2021 be accepted as a fair and accurate recording of the meetings.

Moved: 12 September 2021 by Justin Warren

For: Lyndsey Jackson, Rita McIlwraith, Justin Warren, Matt Watt, Kathryn Gledhill-Tucker, Grant Orchard, Amy Patterson, Alison Kershaw

Against: None

No vote recorded: Richard Prangell

Approved: 19 October 2021

Declaration of Interests

Kathryn Gledhill-Tucker declared that she has joined the board of the Overland literary journal.

Chair Report

The chair's report was presented to the meeting.

Treasurer Report

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

Justin noted that the audited financials are in the final stages of preparation and should be ready for signature shortly. **Justin** will circulate the reports for the board's review.

Justin noted that Richard Prangell has requested reimbursement for \$225.92 which is substantially more than the budgeted \$50 approved in the 17 August 2021 board meeting. Richard has explained that this was due to NationBuilder automatically renewing after the free trial month to a month of a higher tier, not the base level tier that he thought was selected.

Matt to log in to NationBuilder and confirm that no further charges will be incurred from the NationBuilder trial.

Justin recommended that the reimbursement be paid. No objections were raised.

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

Moved: Justin Warren

Seconded: Alison Kershaw

For: Justin Warren, Rita McIlwraith, Matt Watt, Kathryn Gledhill-Tucker, Grant Orchard, Amy Patterson, Alison Kershaw

Against: None

Motion carried

Policy Update

Justin noted that the consultation on the Basic Online Safety Expectations has been extended for a month.

On the latest Trusted Digital Identity Framework consultation, Angus has written a submission for the Queensland Council of Civil Liberties that we have indicated we are happy to sign on to.

Vaccination Certificates

We will need to develop an official policy position on vaccination certificates. It is a complex issue, so this will take some effort. Rita has been working with Laura on some preliminary work here, and it will be a topic at NetThing.

The board discussed how policy development should happen both ideally and with time pressure.

Kathryn, Amy, and Grant will develop an interim position in time for NetThing as a starting point for discussion.

For future policy, the board discussed that it would be useful to also include a section on “how to navigate this issue” to help people understand it, and not to merely state EFA’s position.

Membership Team

Matt updated the board with current membership numbers and trends.

Discounted memberships has been active since 1 October. Substantial numbers of new members have joined, including at higher membership tiers. There is also some evidence that previously engaged members are re-engaging with EFA as well.

The board discussed developing some onboarding “welcome to EFA” resources they can share with friends and family. Information packs, tips and tricks, etc. to help members be more active in helping their communities. **This idea will be taken up with the new board as an area to prioritise for resources.**

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.

Two EFA talks panels have been accepted for NetThing:

- Vaccine Passports and Digital Rights
- Mass Surveillance and Democracy

The board discussed building an easy-to-consume “Getting Started with Digital Rights” booklet or similar to provide to people who ask for more information.

The board was encouraged to share media stories relating to digital rights with each other in Slack.

Actions Progress

The board discussed progress on actions in the actions register.

Working Bee Buddies

Grant, Amy, Kathryn, and Justin will buddy-up and work together on updating the Code of Conduct and Volunteer Guidelines. The goal is progress rather than completion.

Discord

Matt and Kathryn both have board roles in the Discord.

Matt to follow up with Richard to ensure the board has owner-level administrative access to the official EFA Discord.

Other Business

AGM

The AGM has been scheduled for 13 November 2021 and notices have been sent to members.

As only 4 nominations for board were received and with 5 positions outstanding, no election is required and all 4 nominees will be elected to the board.

The Chair can call for nominations from the floor of the AGM for the one outstanding position and the board sees no reason not to.

Amy and Justin to ensure all board minutes have been published to the website prior to the AGM.

The board discussed inviting AGM attendees to informally meet after the AGM to discuss the policy team formation and operation. It was generally agreed that this would be a good idea, and that it could be raised as Other Business and therefore wouldn't need official notice as an AGM agenda item.

Next Meeting

13 November 2021 at 3:00pm AEDT

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

Meeting closed: 9:02pm AEDT

Actions Register

Tracking progress on actions assigned at previous board meetings.

Action No.	Description	Responsible	Due By
2021-08-17.03	Provide board members ASIC form details to the Secretary for filing	Richard Prangell	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	COMPLETE
2021-08-27.10	The board will review the current Volunteer Guidelines and Code of Conduct to ensure they remain fit for purpose.	Grant, Amy, Kathryn, and Justin	2021-10-19 2021-12-15
2021-08-27.11	The EFA Discord needs a Code of Conduct, which the Discord admins will add by the next board meeting.	Matt	2021-09-21 2021-10-19 2021-11-13
2021-09-21.01	Rita to speak with Lyndsey regarding the participation of David Paris in NetThing/EFA Talks	Rita McIlwraith	2021-10-19 2021-11-03
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	COMPLETE
2021-09-21	Rita to organise EFA Talks at NetThing. Engage Laura in promotion and write ups	Rita McIlwraith	COMPLETE
2021-09-21.03	Lyndsey to renew membership and confirm system is working correctly.	Lyndsey Jackson	COMPLETE
2021-09-21.04	Lyndsey will speak with Laura about including some standard metrics on follower numbers, etc.	Lyndsey Jackson	2021-11-13

	from social media channels as part of regular board reporting.		
2021-09-21.05	Acknowledgement of Country statement to be added to the standing agenda for board meetings and AGM.	Secretary	COMPLETE
2021-10-19.01	Justin to circulate audited financials for board review prior to signing for the AGM.	Treasurer	2021-11-13
2021-10-19.02	Preliminary policy position on vaccination certificates to be developed prior to NetThing	Grant, Kat, Amy, Justin	2021-11-03
2021-10-19.03	Matt to log in to NationBuilder and ensure it will not renew/charge EFA again.	Matt	2021-11-13
2021-10-19.04	Matt to check with Richard to ensure EFA has ownership of the Discord.	Matt	2021-11-13
2021-10-19.05	Amy and Justin to publish board minutes to website ahead of AGM	Amy Justin	2021-11-13