

EFA Board Meeting 19 January 2022

Minutes

Meeting opened 7:40pm AEDT

Chair: Justin Warren

Attendance

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

Apologies: Lyndsey Jackson, Vanessa Teague

Absent: Nil

Acceptance of Past Minutes

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

Moved: Grant

Seconded: Justin

For: Matt Watt, Paul Ruberry, Kathryn Gledhill-Tucker, Paul Ruberry

Against: None

Abstain: Rita McIlwraith, Amy Patterson

Motion carried

Declaration of Interests

No declaration of interests.

Chair Report

The chair's report was presented to the meeting.

- We presented a submission to the Privacy Review.
- We are endorsing DRW's position on Social Media rather than developing our own response.
- Media Coordinator's contract runs out today.

Motion: That we extend the contract of the Media Coordinator for an additional six months to 19th July, 2022.

Moved: Justin Warren

Seconded: Rita McIlwraith

For: Amy Patterson, Grant Orchard, Kathryn Gledhill-Tucker, Matt Watt, Paul Ruberry

Against: None

Abstain: None

Treasurer Report

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

Motion: That Paul Ruberry take on the role of Treasurer from Amy Patterson, with Amy Patterson continuing to provide a supporting function to the Treasurer.

Moved: Amy Patterson

Seconded: Justin Warren

For: Grant Orchard, Kathryn Gledhill-Tucker, Matt Watt, Paul Ruberry, Rita McIlwraith

Motion: That Paul Ruberry and Amy be added as individual signatories authorised to transfer and manage funds on the following accounts: ___-___-___ 034, ___-___-___ 855, ___-___-___ 955.

Moved: Justin Warren

Seconded: Paul Ruberry

For: Amy Patterson, Grant Orchard, Kathryn Gledhill-Tucker, Matt Watt, Rita McIlwraith

There has been sustained fraudulent activity targeting the EFA website for "testing" credit cards. While they get declined, we are getting charged by eWay for these. eWay has not been supportive of addressing this in a way that mitigates the cost to EFA. Paul has investigated the impact of moving to Stripe, and even without the cost implication of the recent fraudulent activity Stripe is a cost effective alternative.

Motion: That we disable eWAY payment gateway immediately, and enable Stripe for credit card transactions.

Moved: Justin Warren

Seconded: Paul Ruberry

For: Amy Patterson, Grant Orchard, Kathryn Gledhill-Tucker, Matt Watt, Rita McIlwraith

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

Moved: Paul Ruberry

Seconded: Justin Warren

For: Amy Patterson, Grant Orchard, Kathryn Gledhill-Tucker, Matt Watt, Rita McIlwraith

Against: None

Motion carried

Policy Update

Working on Social Media (Anti-Trolling) Bill submission.

Upcoming work:

- Electronic Surveillance Reform
- Draft Copyright Amendment

Membership Team

Uptick of members. Matt isn't on his computer to share the members, but will share them in Slack to be reviewed via a circular motion.

Systems Team

No update from the Systems Team.

EFA Talks

No update.

Actions Progress

The board discussed progress on actions in the actions register.

Other Business

No update.

Next Meeting

Recurring meeting dates for the next year will be held on the third Wednesday of each month at 7.30pm Sydney time.

Meeting closed: 9:25pm AEDT

Actions Register

Tracking progress on actions assigned at previous board meetings.

Action No.	Description	Responsible	Due By
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 2022-01-19
2021-08-27.11	The EFA Discord needs a Code of Conduct, which the Discord admins will add by the next board meeting.	Matt Justin	2021-09-21 2021-10-19 2021-12-31 2022-01-19
2021-11-25.01	Policy team terms of reference created	Matt	2021-12-31
2021-11-25.02	Membership team terms of reference created	Matt, Amy, Lyndsey, Rita	2021-12-31 2022-01-19
2021-11-25.03	Systems team terms of reference created	Grant, Matt , Lyndsey , Paul	2021-12-31 2022-01-19
2021-12-15.01	Place proposed policy position document into Discord.	Vanessa	2022-01-19
2021-12-15.02	Investigate pricing details for Asana.	Grant	2022-01-19
2021-12-15.03	Reconcile the existing spreadsheet with Policy related tasks and Asana.	Kat	2022-01-19
2021-12-15.04	Audit team terms of reference updated	Paul	2022-01-19
2021-12-15.05	Contact Agileware regarding migration costs	Lyndsey	2022-01-19

2021-12-15.06	Contact Agileware for a copy of the website for development work.	Lyndsey	2022-01-19
2022-01-19.01	Give Paul and Amy access to EFA bank accounts.	Justin	2022-02-16
2022-01-19.02	Disable eWay credit card payment option.	Matt	2022-01-20
2022-01-19.03	Draft member communication regarding eWay/Stripe change	Paul	2022-02-16
2022-01-19.04	Donations policy development.	Justin/Kat	2022-02-16
2022-01-19.05	Post new membership applications to Slack for review.	Matt	2022-02-16