EFA Board Meeting 16 February 2022

Minutes

Meeting opened 7:40pm AEDT

Chair: Justin Warren

Attendance

Present: Amy Patterson, Justin Warren, Kathryn Gledhill-Tucker, Matt Watt, Paul Ruberry, Vanessa Teague

Apologies: Nil

Absent: Nil

Late: Lyndsey Jackson (7.50pm), Grant Orchard (8.00pm),

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 19 January 2022 be accepted as a fair and accurate recording of the meetings.

Moved: Justin Warren

Seconded: Paul Ruberry

For: Amy Patterson, Kathryn Gledhill-Tucker, Matt Watt

Against: None

Abstain: Vanessa Teague

Motion carried

Declaration of Interests

No declaration of interests.

Chair Report

The chair's report was presented to the meeting.

Treasurer Report

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

- Fraudulent transactions have ceased after the actions taken to disable eWay.
- There are a couple of recurring transactions that need to be identified and switched to an alternate payment mechanism.
- There is roughly $400 of crypto donations that needs to be converted into fiat currency.

Motion: That the members of the board provide the requisite proof of identity to Coinspot in order to convert donations of bitcoin to fiat currency

Moved: Amy Patterson

Seconded: Paul Ruberry

For: Grant Orchard, Justin Warren, Kathryn Gledhill-Tucker, Lyndsey Jackson, Matt Watt.

Abstain: Nil

Motion carried.

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.

Abstain: Lyndsey Jackson

Motion carried.

Membership Team

Matt provided an update on our membership status.

- There were three new members this month.

Policy Update

Justin and Kathryn provided an update on the ongoing policy submissions.

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: 9:07pm 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
2021-12-15.05	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
2022-02-16.01	Contact monthly donors whose transactions are failing through eWay.	Justin	2022-03-16
2022-02-16.02	Start election strategy working group	Kat	2022-04-01