

## EFA Board Meeting 16 March 2022

### Minutes

Meeting opened 7:38pm AEDT

Chair: Justin Warren

### Attendance

Present: Amy Patterson, Grant Orchard, Justin Warren, Lyndsey Jackson, Matt Watt, Paul Ruberry, Vanessa Teague

Apologies: Kathryn Gledhill-Tucker

Absent: Nil

### Acceptance of Past Minutes

**Motion: That the minutes of the board meeting of 26 February 2022 be accepted as a fair and accurate recording of the meetings.**

Moved: Justin Warren

Seconded: Grant Orchard

For: Amy Patterson, Kathryn Gledhill-Tucker, Lyndsey Jackson, Matt Watt, Paul Ruberry

**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.

- Recurring donations have been impacted by the eWAY change. This needs investigation.

**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, Lyndsey Jackson, Matt Watt

Abstain: Vanessa Teague

**Motion carried.**

## Policy Update

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

**Motion: That EFA keeps campaign expenditure under \$14,500 and that we will track any campaign that is election related to prove that we stay under that figure.**

Moved: Justin Warren

Seconded: Paul Ruberry

For: Amy Patterson, Grant Orchard, Lyndsey Jackson, Matt Watt

Abstain: Vanessa Teague

**Motion carried.**

## Membership Team

Matt provided an update on our membership status.

- There were no new members this month.

## 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	Grant, Amy, Kathryn, and Justin	2021-10-19 2021-12-15 2022-01-19

	ensure they remain fit for purpose.		
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
2021-10-19.04	Matt to check with Richard to ensure EFA has ownership of the Discord.	Matt	2021-11-13 2021-12-15 2022-01-19
2021-11-25.01	Policy team terms of reference created	<del>Matt</del> Justin	2021-12-31
2021-11-25.02	Membership team terms of reference created	Matt, Amy, Lyndsey, <del>Rita</del>	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
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	2022-04-20
2022-03-16.01	Follow up with Lyndsey about proposed contractor's community engagement work.	Justin	2022-04-20
2022-03-16.02	Board members to review draft communication regarding eWay/Stripe change	Justin/Grant	2022-04-20