

EFA Board Meeting 20 April 2022

Minutes

Meeting opened 7:38pm AEDT

Chair: Kathryn Gledhill-Tucker

Attendance

Present: Kathryn Gledhill-Tucker, Lyndsey Jackson, Matt Watt, Paul Ruberry,

Apologies: Grant Orchard, Justin Warren

Absent: Amy Patterson, Vanessa Teague

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 16 March 2022 be accepted as a fair and accurate recording of the meetings.

Moved: Kathryn Gledhill-Tucker

Seconded: Paul Ruberry

For: Lyndsey Jackson, Matt Watt

Motion carried

Declaration of Interests

No declaration of interests.

Chair Report

No chair's report was presented to the meeting.

Treasurer Report

Paul gave a brief overview of the Media Coordinator's actions for the last few months.

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

- Paul drew our attention to the balance sheet. We have \$78, 560, but every month we have less money. We are every month going through our reserves. The main expense is the Media Coordinator, who provides really good value. If we want to keep her we need to consider how to pay her. On the positive side the membership drive and donation drive late last year was effective.
- We discussed having a fundraising drive for the election and or the end of financial year.
- Matt made the observations - that the EFA Talks had a strong financial return with clear call to actions; the Facebook content is great, but he questions the conversion rate for donations from that.
- Suggestion to ask Media Coordinator to have a couple of core focus days for donations or membership drive; a request to Media Coordinator was added to Slack.

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

Moved: Paul Ruberry,

Seconded: Lyndsey Jackson

For: Matt Watt, Kathryn Gledhill-Tucker

Abstain:

Motion carried.

Policy Update

No policy update

Justin posted a Policy Team Terms of Reference to review.

Membership Team

Matt provided an update on our membership status.

- Matt sent a report before the meeting
- Membership is down from last month, by two, no new members
- Approximately 4 members reaching expiry per month for the next few months
- Paul and Matt discussed marrying direct payments against Civi records.
- Matt suggested a 50% campaign again, with a EFA Talks revamp - such as a join to get a special code, or only promoting it in there.

Systems Team

No update from the Systems Team.

EFA Talks

We discussed EFA Talks as picking up after the election - particularly once the election is over. Discussed a number of new ideas for EFA Talk topics after the election. A list of topics is to be added to the Slack thread.

Actions Progress

The board discussed progress on actions in the actions register.

Other Business

Website - it's looking great - Kat has been adding bugs and to do's into Asana. Discussed the age of some of the content and policy pages

Paul raised the Audit Committee Terms of Reference - it's been adjusted with terms of feedback. Paul suggested Justin and Amy as excellent people for the committee.

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: 8:46pm 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 Draft created	Matt Justin	2021-12-31 2022-4-20
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
2021-12-15.05	Contact Agileware regarding migration costs	Lyndsey	2022-01-19 2022-04-20
2022-01-19.01	Give Paul and Amy access to EFA bank accounts.	Justin	2022-02-16

	Ongoing		2022-04-20
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
2022-02-16.01	<p>Contact monthly donors whose transactions are failing through eWay.</p> <p>Ongoing - Paul has seen some correspondence - at least one donor has transferred to direct deposit</p> <p>Paul reported that Payment options are working, for Paypal and direct deposit</p>	Justin	2022-03-16
2022-02-16.02	<p>Start election strategy working group</p> <p>Kat put together a start at articulating EFA strategy and put it into objectives</p> <p>Justin and Kat caught up with DRW, Oxen and Sam DeSilva, and had a few sessions on election strategy</p>	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	<p>Board members to review draft communication regarding eWay/Stripe change</p> <p>Closing</p>	Justin/Grant	2022-04-20