

EFA Board Meeting 18 May 2022

Minutes

Meeting opened 7:40pm AEDT

Chair: Justin Warren

Attendance

Present: Kathryn Gledhill-Tucker, Grant Orchard, Lyndsey Jackson, Amy Patterson, Paul Ruberry, Vanessa Teague, Justin Warren

Apologies: Matt Watt

Absent: Nil

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 20 April 2022 be accepted as a fair and accurate recording of the meetings.

Moved: Lyndsey Jackson

Seconded: Kathryn Gledhill-Tucker

For: Amy Patterson, Paul Ruberry

Abstain: Grant Orchard, Justin Warren, Vanessa Teague

Motion carried

Declaration of Interests

Kathryn raised that Thoughtworks (her employer) will be working on the Digital Birth Certificate program. She will be working on that directly.

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.

- Donations are slightly down, while memberships are up.
- Revenue is down compared to previous years, but trending upwards for this year.
- Stripe/Civi and Xero/Civi integration would be very beneficial to administration of finances.

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: Kathryn Gledhill-Tucker, Grant Orchard, Lyndsey Jackson, Amy Patterson, Vanessa Teague

Abstain: Nil

Motion carried.

Paul is also going to begin developing a budget for us.

Policy Update

No policy update

Justin shared a Policy Team Terms of Reference for review.

Membership Team

Justin: Not a lot of member engagement.

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

Motion: That the board expend up to \$5,000 of EFA funds to upgrade existing website infrastructure including migrate CiviCRM off Drupal onto Wordpress, CiviCRM upgrade, and any additional follow-on items such as Xero and Stripe integration, and that Agileware be engaged to complete the work in line with the existing quote.

Moved: Justin Warren

Seconded: Lyndsey Jackson

For: Kathryn Gledhill-Tucker, Grant Orchard, Amy Patterson, Paul Ruberry, Vanessa Teague

Against: Nil

Abstain: Nil

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: 8:42pm 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. Ongoing	Justin	2022-02-16 2022-04-20
2022-01-19.04	Donations policy development.	Justin/Kat	2022-02-16
2022-02-16.01	Contact monthly donors whose transactions are failing through eWay. Ongoing - Paul has seen some correspondence - at least one donor has transferred to direct deposit Paul reported that Payment options are working, for Paypal and direct deposit	Justin	2022-03-16
2022-02-16.02	Start election strategy working group	Kat	2022-04-20

	<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>		
2022-03-16.01	<p>Follow up with Lyndsey about proposed contractor's community engagement work.</p>	Justin	2022-04-20
2022-05-18	<p>Website user acceptance testing</p>	Amy/Lyndsey	2022-05-27