

EFA Board Meeting 15 June 2022

Minutes

Meeting opened 7:34pm AEDT

Chair: Justin Warren

Attendance

Present: Kathryn Gledhill-Tucker (until 8:01pm), Lyndsey Jackson, Amy Patterson, Paul Ruberry, Vanessa Teague, Justin Warren

Apologies: Matt Watt, Grant Orchard

Absent: Nil

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 18 May 2022 be accepted as a fair and accurate recording of the meetings.

Moved: Kathryn Gledhill-Tucker

Seconded: Justin Warren

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

Abstain: Matt Watt

Motion carried

Declaration of Interests

Vanessa Teague disclosed that she is consulting on the Consumer Data Right.

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.

- An uptick of funding in May.
- Re-institution of the credit card payment gateway has been beneficial to funding.
- Automated renewals and renewal reminders are an important source of funding.

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

Moved: Paul Ruberry

Seconded: Kathryn Gledhill-Tucker

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

Abstain: Nil

Motion carried.

A draft budget for FY 2022-2023 was presented to the meeting.

The bank access paperwork has made its way to Amy for signing.

Kathryn Gledhill-Tucker left the meeting at 8:01pm.

Policy Update

Amy suggested that EFA should talk more to audiences outside EFA's traditional groups to broaden our appeal.

The board discussed methods for doing so, such as providing practical advice focused on specific scenarios people are encountering in their daily life.

Membership Team

Motion: That the board accept new members that have applied to join since last meeting.

Moved: Justin Warren

Seconded: Paul Ruberry

For: Paul Ruberry, Lyndsey Jackson, Amy Patterson, Vanessa Teague, Matt Watt

Abstain: nil (Kathryn Gledhill-Tucker absent from meeting)

Motion carried. All new members were accepted.

Systems Team

Migration to new website complete. Now engaging with Agileware to do the CiviCRM upgrade.

Actions Progress

The board discussed progress on actions in the actions register.

Other Business

None

Next Meeting

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	COMPLETE
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	COMPLETE
2021-11-25.01	Policy team terms of reference created Draft created	Matt Justin	COMPLETE
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
2021-12-15.05	Contact Agileware regarding migration costs	Lyndsey	COMPLETE
2022-01-19.01	Give Paul and Amy access to EFA bank accounts. Ongoing	Justin	COMPLETE
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	COMPLETE