

# EFA Board Meeting 19 January 2023

## Minutes

Meeting opened 8:04 pm AEDT

Chair: Kathryn Gledhill-Tucker

## Attendance

Present: Justin Warren, Kathryn Gledhill-Tucker, Amy Patterson, Paul Ruberry, John Pane, Fahad Ali, Kiki Fong Lim, Matt Watt, Matthew Malone

Apologies:

Absent:

## Acknowledgement of Country

Acknowledgement of Country was delivered by Kathryn Gledhill-Tucker.

## Acceptance of Past Minutes

**Motion: That the minutes of the board meeting of 7 December 2022 be accepted as a fair and accurate recording of the meetings.**

Moved: Kathryn Gledhill-Tucker

Seconded: Kiki Fong Lim

For: Justin Warren, Kathryn Gledhill-Tucker, Amy Patterson, Paul Ruberry, John Pane, Fahad Ali, Kiki Fong Lim

Abstain: Matt Watt

**Motion carried**

## Declaration of Interests

No declarations were made.

## Treasurer Report

**Motion: Treasurers report as provided is a true and correct record of the organisation's finances.**

Moved: Paul Ruberry

Seconded: Justin Warren

For: Justin Warren, Kathryn Gledhill-Tucker, Amy Patterson, Paul Ruberry, John Pane, Fahad Ali, Kiki Fong Lim, Matt Watt

Abstain:

**Motion carried.**

## Donations Policy

Paul Ruberry gave an update on the draft Donations Policy.

**Paul** to lead development and presentation of finalised policy by next Board meeting.

Kiki Fong Lim noted document management tracker to track documents under review or development and responsible members.

## Operational Policies and Volunteer/Board Management

Kiki Fong Lim presented a proposal for an organisational framework for operational oversight / volunteer onboarding involving registers of documents, projects, and standing committees, to be set-up within Google Classroom.

Kiki will send out link to Google Classroom for Board members to commit to what they can and comment on what they cannot.

Matthew Malone joined the meeting at 8:57 pm.

## Onboarding

Fahad Ali gave a brief update on onboarding process and checklist.

**Fahad** to get in touch with Lindsey to initiate handover of EFA gmail account.

**Paul** to lead confirmation and updating of terms of reference for audit and risk, policy, membership, and systems committees. Terms of reference written, circulated, and Board members assigned to committees by the next Board meeting.

## Actions from Previous Meetings

**Asynchronous motion:** Approve the payment of the Community CRM invoice to audit our website - moved by Kathryn Gledhill-Tucker on 19/12/22 on Slack

In favour: Matt Watt, Justin Warren, Fahad Ali, John Pane, Kathryn Gledhill-Tucker, Paul Ruberry, Kiki Fong Lim

**Motion carried.**

## Other Business

The Secretary has received a notice of resignation from the Association from Mr Jon Lawrence, leading to a casual vacancy on the Board.

## Date of Next Meeting

Meetings to be held on the 3rd Monday of each month at 8:00 pm AEDT.

Next meeting will be held on 20/02/2023.

Meeting closed: 9:36 pm AEDT

# Actions Register

Tracking progress on actions assigned at previous board meetings.

Action No.	Description	Responsible	Due By
2022-01-19.04	Donations policy development.	Paul	Next Board meeting
2023-01-19.01	Handover of EFA Gmail account	Fahad	Next Board meeting
2023-01-19.02	Committee terms of reference	Paul	Next Board meeting