

EFA Board Meeting 20 February 2023

Minutes

Meeting opened 8:09 pm AEDT

Chair: Justin Warren

Attendance

Present: John Pane, Fahad Ali, Matthew Watt, Justin Warren, Paul Ruberry, Matthew Malone, Amy Patterson, Kiki Fong Lim

Apologies: Kathryn Gledhill-Tucker

Absent:

Acknowledgement of Country

Acknowledgement of Country was delivered by Justin Warren.

Acceptance of Past Minutes

Motion: That the minutes of the board meeting of 19 January 2023 be accepted as a fair and accurate recording of the meetings.

Moved: Fahad Ali

Seconded: Justin Warren

For: John Pane, Fahad Ali, Matt Watt, Justin Warren, Matt Malone, Amy Patterson, Paul Ruberry

Abstain:

Motion carried

Declaration of Interests

No declarations were made.

Treasurer Report

Kiki joined the meeting at 8:22 pm.

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

Moved: Paul Ruberry

Seconded: Matt Malone

For: John Pane, Fahad Ali, Matt Watt, Justin Warren, Matt Malone, Amy Patterson, Paul Ruberry, Kiki Fong Lim

Abstain:

Motion carried.

Donations Policy and Committee Terms of Reference

Ethical Standards document: Comprehensive review of disparate policy documents led by Kiki. Covers various areas, including expectations of Board and partners, as well as member expectations of the organisation. This encompasses ethical standards for accepting donations and grants, and our expectations of partner organisations. Outlines procedures to meet our standards.

Part of the purpose is to reduce one-on-one onboarding time, and to give incoming members and Board members all necessary information to execute their jobs.

Final comments on the Ethical Standards, Donations Guidelines, and Terms of Reference documents should be received by midday AEST on Friday 24/02/2023, and will be put to a vote by circular motion before the next Board meeting.

Handover of EFA Gmail Account

Fahad has been in touch with Lindsey to discuss the handover of the account.

Actions from Previous Meetings

Asynchronous motion: That the Media Coordinator's invoice for EFA content, social media, and public relations coordination be paid - moved by Paul Ruberry on 17/02/23 on Slack.

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

Motion carried.

Other Business

Strategic planning day: half-day session, to be held on Saturday, March 18 – timings to be confirmed. Need the agenda locked in a week before – Fahad is going to make a Google Doc to be populated with agenda items. Deadline for items: March 11.

Fahad confirmed ASIC has received our change of directorship documents.

Privacy Act submissions due March 31 – John to lead the charge on it.

John also raised Privacy Awareness Week coming up May 1 - 7 – need to think about potential events, comms, campaigns.

Justin flagged annual contractor review.

Justin put forward Tech Policy Futures event in Canberra – need to consider budget and whether we can take a second person.

Date of Next Meeting

Next meeting will be held on 20/03/2023 at 8:00 pm AEST.

Meeting closed: 9:55 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