

# EFA Board Meeting 12 September 2023

## Minutes

Meeting opened 8:04 pm AEST

Chair: Justin Warren

## Attendance

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

Apologies: N/A

Absent: Nil

## Acknowledgement of Country

Acknowledgement of Country was delivered by Justin Warren.

## Acceptance of Past Minutes

**Motion: That the minutes of the board meeting of 21 October, 2023, be accepted as a fair and accurate recording of the meetings.**

Moved: Justin Warren

Seconded: Paul Ruberry

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

Abstain: Kathryn Gledhill-Tucker, Matthew Malone, Kiki Fong Lim

**Motion carried**

## Declaration of Interests

Kiki raised a declaration of Interest in regards to the AuDA grant process.

Clarification: register of interests, not conflicts of interest.

## Treasurer Report

Paul: Continuation of trend – getting by, no immediate concern, but not a comfortable situation to be in. Does limit our ability to do new and exciting things.

Kiki: Still some issues with the website, appears to be an issue with roles not set in CiviCRM.

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

Moved: Paul Ruberry

Seconded: Matthew Malone

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

Abstain: None

**Motion carried.**

## Succession planning

Justin: Will be retiring from EFA post-AGM. Questions remain as to what items are unresolved and have not been sufficiently handed over. There are a couple of things that need to be handed across, eg. credit card (cancelled and transferred), bank account signatory. Second credit card held by Paul – just need to verify that payments are made from a card that is still active.

Paul: Most transactions do come from Justin's card, and will be automatically cancelled when signatories are changed. Consider Kat becoming signatory ahead of AGM.

**Motion: Whereas Justin Warren is retiring from the board at the AGM, Justin shall retain his financial and administrative authority for a transition period of up to 90 days from the AGM, to ensure continuity of financial and administrative obligations. This period may be revoked by agreement of the Board at any time.**

Moved: Justin Warren

Seconded: Paul Ruberry

For: Kathryn Gledhill-Tucker, Fahad Ali, John Pane, Justin Warren, Matthew Malone, Paul Ruberry, Amy Patterson

Against: Kiki Fong Lim

Abstain: None

**Motion carried.**

**Motion: That Kathryn Gledhill-Tucker be added as a signatory to EFA's accounts with the CBA:**

Moved: Paul Ruberry

Seconded: Justin Warren

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

Against:

Abstain: None

**Motion carried.**

Fahad noted that two additional vacancies are required at the AGM; please advise prior to the end of the notice period if you do not intend to stay on.

## Privacy list update

The list has been resolved now.

## Other Business

Fahad and Justin to chat about AGM tomorrow.

Amy has asked to consider organisations that we could send out the call for nominations to.

## Date of Next Meeting

The next meeting of the Board will be held on 16 October, 2023 at 8:00 PM AEDT.

Meeting closed: 10:03 pm AEST

# 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 |

|               |   |                        |           |
|---------------|---|------------------------|-----------|
| Flying minute | <p>May 18, 2023 via slack poll:</p> <ul style="list-style-type: none"><li>That invoice from Media Coordinator be approved for payment.</li></ul> <p>June 7, 2023 via slack poll:</p> <ul style="list-style-type: none"><li>EFA to sign on and add logo to DRW Parents for Privacy Reform petition</li></ul> <p>June 14, 2023 via slack poll:</p> <ul style="list-style-type: none"><li>EFA co-signs DRW's submission to the Inquiry into Human Rights Framework</li></ul> | Confirmed ratification | Secretary |
|---------------|---|------------------------|-----------|