

Date: Jan 21, 2025 Meeting opened at: 8:04pm AEDT. Meeting closed at: 10:11pm AEDT.

Held via online (Zoom), not recorded.

## 1. Acknowledgement of Country

Delivered by: John P

## 2. Attendance

Present: John P, Kiki FL, Paul R, Andrew S, Ross F, Bianca G, Andrew R, Jarrod L

Apologies: nil

Absent: nil

## 3. Confirmation of agenda

Kiki shared a new Volunteers charter to discuss if there was time at the end.

## 4. Acceptance of past minutes

**Motion:** That the minutes of the Board meeting of 2024-12-09 be accepted as a fair and accurate record of the meeting

Moved: Andrew S

Seconded: John P

For: John P, Kiki FL, Paul R, Andrew S, Ross F, Bianca G, Andrew R

Abstain: Jarrod L

**Motion Carried**

## 5. Declaration of new or updated Interests related

No new declarations. Noting that Jarrod L is in the process of adding one.

Details recorded via [Register of Interests](#).

**6. Matters arising from previous minutes**

Item No	Due Date	Activity Description	Person Responsible	Date Completed
1	13/12 /24	Follow up with Jarrod L on declarations of interest register	John P	11/01/25
2	13/12 /24	Send board strategic plan and associated documentation	Kiki FL	18/01/25
3	20/01 /25	Discuss Slack Pro update between Kiki and Ross	Kiki FL	Completed

Ross F shared that he has arranged Slack Pro access, for up to 250 users, at no cost.

**7. Treasurer's financial report**

Thanks to Ross F for completing in Paul R's absence.

Andrew S asked about what is meant by Telephone & Internet expenses. Paul R explained that this covers Zoom and Agileware cost.

Jarrold asked about any records that would track membership attempts. Paul R shared that there are many false hits that make these stats unhelpful.

**Motion:** That the financial reports for December 2024 be adopted.

Moved: Paul R

Seconded: John P

For: unanimous

**Motion Carried**

**8. Regular agenda items**

***Member Application Approvals***

**Action:** Kiki FL to share with Andrew S how to process memberships.

Kiki FL has received an application from a former member, but they have had issues in putting the formal application. John P noted we should have an audit trail. Paul R shared that we need names in the report. Kiki FL expressed that we shouldn't bake in a delay into our process that affects members. This application is not currently included in the board report.

Bianca G sought to clarify what process is used to assess applications. The Board discussed aspects that might be considered and recognised it can take time, and that John P noted that the board report is a trigger for this process and provides an audit trail.

**Motion:** that applicants listed in the Board Report be accepted as members of the Association.

Moved: Kiki FL

Seconded: John P

For: unanimous

**Motion Carried**

### ***Activities update***

John P and Kiki FL have been collaborating on a University Sunshine Coast project, and are considering including Choice.

Kiki FL noted that the election scorecard project has a charter, building on previous ones. Australia Privacy Foundation is expected to do one also. Could go into caretaker mode any moment. Volunteers keen to support.

Bianca G queried whether there was a complaints register. Kiki FL is keen to have that considered as part of actions/tasks tracker work.

Bianca G checked if there was a need for a separate discrimination/harassment policy as this is common in NFPs and there may be legal requirements. John P asked that “simplicity should be our north star” and our policies that are for compliance reasons should be clear as to what the legal obligation is. Kiki FL explained that existing policy drafting is aligned with ACNC obligations. Bianca G shared that she has capacity to do this work. The board discussed how completed policies would need to be ratified by the board.

**Motion:** that Bianca G is to lead and coordinate policy development

Moved: Kiki FL

Seconded: John P

For: unanimous

**Motion Carried**

### ***Submissions Update***

Most recent submission was on changes to online safety act.

Another item will be ACCC digital platforms inquiry report. John P noted that we haven't decided whether to put in a submission, which will be closing mid February. Kiki FL would like to have a policy team formed to make decisions around that. John P expects federal election to slow introduction of new legislation.

***EFA outreach/event/media attendance***

John P involved in a radio interview.

***Risks management***

No new risks. Kiki FL reminded the board that there is a risk register tool that has been developed and needs formal adoption.

***Complaints/compliments***

Nothing new to report.

## **9. Other business**

***Simplification of EFA Strategy and scheduling of EFA Board strategy/planning session***

Kiki FL discussed how strategy flows to activities and allows work to scale. The plans are marked interim - could update the dates to current day, and remove the birthday activities. The strategic planning & operations framework and strategic directions documents really require member input. Next steps are to finalise those two docs with aim to share them, and then begin executing on them in July.

The board discussed risk management and how to balance simplicity and operational requirements.

**Action:** Board members to provide feedback on the strategic documents before the next board meeting, and read the annual action plan document to be mindful of activities that will roll over.

Strategic planning session likely to be needed in March.

**Action:** John P and Andrew S to arrange the scheduling of the planning session.

***Proposal for task tracking tool***

Ross F shared that Slack Pro comes with a task tracker tool. Alternative would be to use Notion.

**Action:** Ross F to discuss with Kiki FL and Andrew S and come back to the board with a proposal.

***Proposed update to the board skills matrix***

Andrew S proposing to create an updated skills matrix for EFA to allow board members to see who else has skills that can help them. No objections raised.

**10. Meeting Close 10:11pm AEDT**

**Next meeting date:** 2025-02-17 8:00pm AEDT