

Date: May 7, 2025 Meeting opened at: 8:04pm AEST. Meeting closed at: 10:25pm AEST.

Held via online (Zoom), not recorded.

1. Acknowledgement of Country

Delivered by: John P

2. Attendance

Present: Andrew S, Andrew R, Kiki FL, John P, Paul R (from item 7 onwards)

Apologies: Bianca G

3. Confirmation of agenda

Additions to agenda, in "9. Other business":

- Approval of cab fares for VCs attendance at TPDI event in Canberra on 30/04/25
- Board discussion on volunteer/board member attendance at All things in Moderation event

4. Acceptance of past minutes

No changes to the minutes.

Motion: That the minutes of the Board meeting of 2025-04-13 be accepted as a fair and accurate record of the meeting.

Moved: John P

Seconded: Andrew S

For: John P, Andrew S, Kiki FL, Andrew R

Motion Carried

5. Declaration of new or updated Interests related

Noted conflicts of interest and mitigations for:

- Andrew S

Action: Kiki FL update the conflicts of interest register with current details of work on IGF by 2025-05-16.

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

6. Matters arising from previous minutes

Item No	Due Date	Activity Description	Person Responsible	Date Completed
11	20/4/25	Export and share padlet from EFA Strategy Planning session for review by board [From Strategy Planning session]	Andrew S	13/4/25
12	30/4/25	Chat to Laura about comms plan and come back to board on decisions [From Strategy Planning session]	John P	29/4/25
13	30/4/25	Circulate board responsibilities doc and board members to review from a personal time perspective [From Strategy Planning session]	John P	29/4/25
14	6/5/25	Review the list of prioritised activities from EFA Strategy Planning session and identify which items they are interested in / able to support [From Strategy Planning session]	All	7/5/25

7. Treasurer's financial report

Presentation of financial report

Grant income offsets the expenses this month.

Motion: That the financial reports for April 2025 be adopted.

Moved: Paul R

Seconded: Kiki FL

For: unanimous

Motion Carried

Bulk of funds is in capital growth account, so small risk with having online saver account one-to-sign. Aim should be to keep online saver account less than about \$5,000.

Motion: That the method of operation of CBA online saver account x[REDACTED] be one to sign

Moved: Paul R

Seconded: John P

For: unanimous

Motion Carried

Motion: That the CBA online saver account should have a balance limit of no more than about \$5,000.

Moved: Paul R

Seconded: Kiki FL

For: unanimous

Motion Carried

Communications expenses this month were higher than the Treasurer delegation to authorise. Board discussed that the work was good value given the level of campaigning.

Motion: That the April invoice for communications expenses of \$[REDACTED] be paid.

Moved: Paul R

Seconded: John P

For: unanimous

Motion Carried

Continuity plan for Treasurer position

Paul announced at 2024 AGM that his intent was to stay in Treasurer position until 30th June 2025, and resign at that point. There was another person who was being trained up, but they left the board recently. Given this, Paul has offered to stay on past that point, until the 2025 AGM as a book-keeper, but not on the EFA board. Board discussed how in many organisations, it is standard practice for employees (rather than directors) managing bank accounts and books.

Board was very receptive to Paul's suggestion, and will perform a search for a replacement Treasurer by placing ads in AICD and AICM websites. Paul can support the recruitment and handover to a successful candidate.

Motion: Accept Paul's resignation as at 30th June 2025 and for him to continue to act as book-keeper for EFA pending onboarding of a replacement Treasurer, until the AGM.

Moved: John P

Seconded: Andrew S

For: John P, Andrew S, Kiki FL, Andrew R

Abstain: Paul R

Motion Carried

8. Regular agenda items

Member Application Approvals

The following membership applications were received:

- [REDACTED]
- [REDACTED]

Board discussed that one member's payment hasn't been finalised yet, but the membership is approved on the basis that the payment is completed.

Action: Kiki FL to investigate the outstanding membership payment by 2025-05-09.

Motion: That applicants listed in the Board Report be accepted as members of the Association, subject to receipt of the payment.

Moved: Andrew S

Seconded: Kiki FL

For: Andrew S, Andrew R, John P, Kiki FL

Motion Carried

Activities update

- USC/auDA grant project: Received an update from USC today, shared with the board via email. USC proposes to descope EFA involvement, given ex-EFA board members are now working for USC and can do it directly.
- Age Assurance Technology Trial: John P has now attended second meeting. Trial is well advanced, proposing to involve school children. Sensitive information is being captured. Aim will be to collect error rates, and it will up to the government to confirm

whether these are acceptable. Next minutes to be published at ageassurance.com.au shortly. Board discussed the opportunity to write content about this once trial documents are published.

- 2025 Election scorecard: Took an approach to compare voting on legislation versus EFA policy positions. Also, provided a lot of additional content on how the positions were reached. Got out to social media and web site in time for early voting.

Submissions Update

- Whistleblower Protection Bill: John P has read through the bill and prepared some notes.

Action: John P to share proposed draft submission for Whistleblower Protection Bill by 2025-05-17

EFA outreach/event/media attendance

- COP Code workshop: John P and Bianca G attended workshop in Sydney at the invitation of Reset Tech. First step in process for OAIC, who need to finalise code within 12 months. There will be a separate session with private sector. Workshop based around Australian Privacy Principles, which are very dated. Next phase will be a report from OAIC in 8-9 weeks. There are opportunities to explain this to the public.
- TPDi event: Kiki FL attended event in Canberra. Many government types there. Focus seemed to be on education and immediate adoption. Opportunity to leverage election scorecard in further comms. Human Rights Commissioner keen to work with EFA, as only 1.5 ppl in their team working on these topics.

Risk management

No further developments.

Complaints/compliments

Feedback on social media from previous EFA board members. Led to completing and publishing the NDIS Statement of Concern piece, and supporting Marie Johnson.

Approached by an individual who wanted help to deal with loss of income due to IP action against them out of US. Connected them with journalist at The Guardian which led to a published article.

Approached by an individual who had concerns with how Apple was using their data. Provided them with advice.

9. Other business

Media Engagement Policy

John P had prepared a policy document to cover spokespeople talking to the media, based on how EFA has traditionally operated. Given feedback on social media, and how this relates, will rewrite it and seek adoption via Slack.

Action: John P to revise media engagement policy and share with board by 2025-05-17.

Board Position Description & Responsibilities Policy

John P noted that some of the roles listed in this document will be unfilled right now. Board discussed whether membership officer is a new role, and heard that it used to exist as a role. Kiki FL raised a concern that the policy might not sufficiently distinguish between operational and board/governance roles, noting that these are very separate.

Action: All board members to review position description and responsibilities policy and provide feedback by 2025-05-21.

Draft PR and and Media Process Manual and Update on Comms Plan

John P has been working with Laura on updating the comms plan and manual. Comms Plan has been updated with some initial items. Board members should feel free to add items in the plan to consider. Kiki FL advised of some previous communications planning work that can be combined (see ["Comms and Activity Planning 24/25" sheet](#)).

Andrew S noted that the plan is not currently stored on a Shared Drive, and that we should put official documents on the Shared Device.

Update on EFA website

Kiki FL provided an update on the progress of website updates. Agileware has been fixing things on the website. One of the volunteers has been making cosmetic fixes on the website. Next step is to go through some of the old website content. Excited by the volunteer team capabilities.

Outcomes of Strategy/Planning session

There is a spreadsheet where board members have indicated high priority activities that they are willing to support. Next steps will be to integrate with the annual plan document.

Action: Andrew S to update annual plan document with strategy/planning session activities for feedback by 2025-05-21

Kiki FL also flagged that given limited board availability identified on the day to perform such work, that most of this will need volunteer resourcing, and that needs to be designed properly.

Approval of cab fares for VCs attendance at TPDi event in Canberra on 30/04/25

Motion: That taxi costs for Kiki to attend the TPDi event be reimbursed.

Moved: Kiki FL

Seconded: John P

For: unanimous

Motion Carried

Board discussion on volunteer/board member attendance at All things in Moderation event

Kiki FL flagged that she has a conflict of interest, as she is organising the pop-up conversations for the All Things In Moderation event (<https://www.allthingsinmoderation.org/>), organised by Australian Community Managers. The Internet Governance Forum, WSIS+20, and GDC developments culminate in the coming months (EFA was the Australian representative until about 2019.) Pop-up conversations are separate from All Things in Moderation, and bring people together on related topics, building relationships and connecting on-ground with digital groups. Would be a professional development / training event. Could help with how to do moderating of conversations on Facebook/Mastodon.

Paul R asked how this connects to the priority activities identified from the EFA planning session. Kiki FL shared that it could enable all communications activities since it will connect EFA into additional community networks, and build important relationships.

Paul R noted that the case is also based on bringing in new members.

Motion: Authorise spending up to \$500 for attendance of All Things In Moderation conference by EFA volunteers, communications contractor, and board members.

Moved: John P

Seconded: Andrew R

For: John P, Andrew R, Andrew S, Paul R

Abstain: Kiki FL

Motion Carried

10. Meeting Close 10:25pm AEST

Next meeting date: 2025-06-23 7pm AEST