

LoveOzYA Meeting Minutes

Time of Meeting: 8:00pm AEST, Wednesday, 26 June 2019

Type of Meeting: Skype Meeting

Meeting Chair: Kevin Lee (VIC)

Member Attendees: Alice Boer-Endacott (VIC), Kate Eltham (QLD), Renee Fletcher (NSW), Margot McGovern (SA), Rhianna Patrick (QLD), Sarah Ross (VIC)

Non-Member Attendees: Danielle Binks (VIC) in advisory capacity

Apologies: None

Proxies: None

Meeting started: 8:15pm

Meeting ended: 9:40pm

1. Committee Administration

1.1 Confirmation of quorum

As a majority of members were present, quorum was satisfied under the charter.

1.2 Acknowledgement of any apologies

None

1.3 Acknowledgement of any proxies received

None

1.4 Approval of last meeting's minutes

Last meeting's minutes, which were circulated on 18 June, were approved.

2. Committee Governance Standing Updates

2.1 Updates on the Finances and Bank Account

Presented by: Kevin Lee

Noted: No change

2.2 Updates on Committee Membership/Volunteers

Presented by: Kevin Lee

Committee Membership Register

Approved: New member: Kate Eltham was officially welcomed to the committee as a member.

Approved: Departing members: Kevin Lee, Rhianna Patrick (as members), Danielle Binks (as non-member advisor) after the end of this meeting.

Noted: The Register has been updated to reflect this.

Future Committee Membership + Volunteers Register

Action: The Future Committee Membership + Volunteers Register was tabled and the action item was considered **closed**.

Discussion on future committee appointments and capacity to do so, and managing conflicts of interests.

Action: A Conflict of Interest Register to be set up covering all members and maintained as part of these standing updates.

Action: A Conflict of Interest Policy to be set up, and possibly “Conflict of Interest Waiver” to be signed.

Standing Action Item: Consideration as to whether a callout for new committee members/volunteers is required.

2.3 Updates on any amendment of passwords or accounts access

Presented by: Kevin Lee

Noted: An update on the passwords and accounts was provided.

Action: Consultation to be sought about LoveOzYA website costs and security.

Action: Master list of account access to be set up.

Standing Action Item: Password to be changed following departures from the committee.

2.4 Updates on the Committee’s compliance with the LoveOzYA charter

Presented by: Kevin Lee

Noted: The committee was advised that it is currently compliant with the charter.

2.5 Updates on the status of any action items due from previous meetings

Presented by: All current action item owners

Noted: All open Action Items from the master list were discussed and decisions on their open/closed status were made on each one.

3. Items for Action / Decision

3.1 Fixing of Renee Fletcher’s term:

Approved: Renee Fletcher confirmed for a two year fixed term.

3.2 Committee roles

Approved: Kate Eltham appointed Chair unopposed.

Approved: Alice Boer-Endacott appointed Secretary unopposed.

Approved: Sarah Ross appointed Treasurer unopposed.

Approved: Renee Fletcher appointed Deputy Chair unopposed.

Approved: Margot McGovern appointed Communications Director unopposed.

Action: Compilation of draft communications plan for the committee.

Action: Distribution of descriptions of committee positions to all committee members as part of their inductions.

3.3 Inclusion of author eligibility clause in proposed charter:

Presented by: Kevin Lee

Clause allows each eligibility case for authors to be considered on its merits by the committee.

Approved: Inclusion of the author eligibility clause in the latest draft version of the Charter.

Approved: Draft version of the Charter pending, determination of issues relating to LoveOzYA's legal structure.

3.4 Timeline for relaunch statement and associated activities

There was discussion about sequencing of events of relaunch and incorporation.

Action: The conversation about the timeline of a relaunch statement and associated activities to be subject to further discussion between meetings.

3.5 Public thank yous

Presented by: Kevin Lee

Approved: Public acknowledgement of recent assistance given to the committee considered to be appropriate.

Action: Public acknowledgement to be made of certain individuals who aided the committee during the recent times.

3.6 Posting redacted minutes

Presented by: Kevin Lee

Action: Posting of LoveOzYA website of redacted, summarised meeting minutes for transparency purposes (although not a Charter requirement).

3.7 Bank account transfer

Action: Set up of more suitable LoveOzYA bank account.

3.8 Incorporation and legal structure overview

Presented by: Kate Eltham

Approved: Discussion on LoveOzYA's future legal structure and associated obligations to continue.

4. Items for Discussion / Noting

4.1 Channels of internal committee communication

Noted: WhatsApp is a less official channel, and major decisions reserved for full committee meetings.

Action: Summary and regular downloads of WhatsApp chats to performed.

4.2 Dropbox shared files structure

Presented by: Kevin Lee

Noted: Overview of Dropbox shared file structure.

4.3 Accounts overview

Presented by: Kevin Lee

Noted: An overview was given on the various LoveOzYA accounts.

5. Any Other Items

5.1. Any Other Items

Noted: Kate thanked the departing members, Danielle, Rhianna and Kevin for their work.