



Australia's International Development Contractors Community

BOARD MEETING – FRIDAY, 28 August 2020, 2pm AEST

MINUTES

Attendees: Therese Faulkner, Bernadette Whitelum, Joanne Choe, Nicky Thatcher, Stuart Schaefer, Richard Moore, Jane Gresham

1. Welcome, overview, apologies

Nil apologies.

2. Approval of previous minutes (28 July 2020) and update on status of AGM minutes

Board minutes approved, pending any adjustments being emailed through.

AGM minutes still delayed pending financial report being finalised by Marland Accounting. Therese advised that all financial material has now been supplied to Marland Accounting, with the assistance of FocusedBooks (Deb Fraser). Agreed to circulate AGM minutes from both 2019 and 2020 at the same time, noting that the 2019 minutes did not seem to have been circulated to members.

Action: Therese to follow up the financial report
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3. Action items from last meeting – review action log (attached)

Noted that an action log has been developed and attached to the Minutes. All items to be addressed throughout the agenda items for this meeting.

4. Financial Update

a. Audit/review of finances for 2019-20

With Marland Accounting; all MYOB files provided, as has a link to the Xero account.

b. Current financial status (attached)

Xero dashboard provided. Finances are healthy. More membership invoices are being paid, and we have received a payment from the ATO after lodging our BAS. Current balance is about \$92,000 with more invoices to be paid. Some invoice due dates have been adjusted due to some issues with payments (eg. Inability to pay by credit card).

c. Directors' insurance

Directors insurance takes us up to 31 October 2020 and will need to be renewed. Nicky and Stuart to follow up, with Nicky examining the product disclosure statement, and Stuart proposing to explore options, possibly through an insurance broker.

Action: Nicky and Stuart to follow up on Directors' insurance

5. Membership/Administration Update

- a. New members – Lisa Cleary (individual member) and AVI (medium organisation) have joined IDCC. Invoice to be issued to AVI for payment.
- b. Website
- c. Resourcing - Therese to step down as Board Chair for a couple of months, and will be unable to progress many of the administrative tasks required to keep the IDCC running. Stuart will act as Board Chair. Therese will continue to do some of the back-office functions for IDCC, and will allocate discrete tasks (eg. RDI Network event; website clearance) to other Board members. Therese can also send IDCC 'broadcast' emails, such as Member Updates, from the admin@idcc.org.au email address, signed as being from Stuart

6. Current issues

a. DFAT engagement – Advisers, AIFFP webinar; Rapid implementation concept note

Email to DFAT on Adviser deployments – Therese to draft; Jo to finalise.

34 IDCC members have signed up to attend the AIFFP webinar; Richard asked if the presentation could be recorded so members who can't attend can access. Therese to follow up with DFAT.

Bernadette waiting to pin down meeting times with DFAT contacts to progress the rapid implementation concept note. Jo said that her contacts in DFAT didn't see the need for a new approach to 'rapid implementation', and that it wouldn't be wise for us to pitch this as DFAT would be using existing mechanisms. Board agreed to put the concept note on hold, but to keep talking to Office of the Pacific and others to ensure that the contractor community stays on their radar. Agreed that the concept note could be re-shaped into a 'think piece' on procurement options in extraordinary circumstances following further discussion with Charlotte Blundell and Rebecca Gibb in the OTP.

Action: Bernadette and Jo to follow up with Charlotte Blundell and Rebecca Gibb in Office of the Pacific

b. IDCC Strategic Plan; Engaging with enhanced members

Bernadette has made adjustments to the draft Strategic Plan following some feedback from Board members. Further comments to be incorporated as long as they are provided by Tuesday 1 September. A meeting with enhanced members will be arranged after this.

Action: Draft Strategic Plan to be sent to enhanced members for comment, followed by a zoom meeting with them, and then a presentation to all members

c. Advocacy/lobbying/influencing – meeting with FMO, Chris Crewther report

Chris unable to secure a meeting with Foreign Minister Marise Payne; feedback from her office is that Minister Payne asked Minister Hawke to meet with us on her behalf. Chris has,

however, secured a meeting with Minister Payne's Chief of Staff, Justin Bassi. Board agreed to provide some concrete examples of substantial work done and results achieved by the contractor community, in countries such as PNG, Solomon Islands, Indonesia, Philippines. Stuart, Jo and Richard to represent IDCC at the meeting; to be held Wednesday, 2 September.

d. AP4D update

Richard provided an update, noting that some structure, organisation and funding is needed to move ahead. Has been working with ACFID – Bridi Rice and Cameron Hill – on progressing this. Rather than running events, will look at projectising an approach. Further work to be done, and an update provided at the next IDCC Board Meeting.

e. RDI MERLA event 16 Sept

Bernadette will chair the event on Monitoring, Evaluation, Research, Learning, and Adaptation; IDCC members to be invited; 2 IDCC members will provide presenters – David Goodwins (consultant currently working with GHD and Coffey) and Lavinia Tyrell (Abt); Stuart to attend in IDCC Board Chair role

f. #EndCOVIDforall campaign; video competition; Good Will Media

Obtaining quote and details on running virtual project visits, including use of virtual reality technology. Introduction to AIDN on possibility of them funding project site visits.

Action: Therese to speak with head of AIDN

7. Any other business

Nil

Meeting closed at 3.30pm