



Australia's International Development Contractors Community

BOARD MEETING – FRIDAY, 31 July 2020, 2pm AEST

MINUTES

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

1. Apologies: Jane Gresham

2. Approval of previous minutes (26 June 2020) and clearance of AGM minutes for sending to members.

Board minutes approved (after adjusting to include Jane Gresham's name after 'newly elected Board Director').

AGM minutes also discussed; Nicky to check records and advise Therese of any changes to the draft minutes. Therese advised that financial report needs to be sent with minutes to members.

Action: Therese to send AGM Minutes to members with financial report

3. Financial Update

- a. Audit/review of finances for 2019-20. To be done by Marland Accounting in line with previous years, noting that an audit not required, just a financial report
- b. Xero - All accounts transferred to Xero system, and IDCC will self-manage. CMS finished provision of secretariat services as at 30 June 2020.
- c. BAS - BAS to be outsourced to Deb Fraser/FocusedBooks to prepare for the last quarter 2019-20
- d. Current financial status was noted on the Xero dashboard

Action: Therese to arrange financial report for 2019-20, Marland Accounting

Action: Therese to liaise with Deb at FocusedBooks on BAS

4. Membership/Administration Update

- a. New members - One new member – Sam Reed.
- b. Website – Discovery Digital has put together new website, not yet live. Therese and Kris Kathiravel have reviewed and made suggested changes. Now waiting on changes to be implemented. Richard asked that Board Directors have a look at the next iteration of the website.
- c. Email accounts - IDCC now has direct relationship with Cornerstone web providers. Ability for other board directors to have IDCC email addresses set up. Agreed that IDCC chair should have IDCC email address; no need for others to have this. Admin@idcc.org.au also managed by Therese now; agreed to share this with Nicky; with emails forwarded to her account.
- d. Member database and mailing lists - Agreed to maintain member database on Excel spreadsheet (as opposed to Access database, which was the arrangement with CMS)
- e. Resourcing - Formally resourced management and administrative arrangements from 21 April to 21 July 2020 have now finished. This was the arrangement to pay Therese for 2 days a week during this time. Stuart suggested picking up the workplan and recruitment of a Management Director as part of the IDCC strategic planning process. Stuart suggested continuing with current workplan until the new workplan is in place. Jo suggested a session at the strategic planning workshop to address this.

Action: Therese to arrange for Board to view the new website before it goes live

Action: Therese and Nicky to agree on management arrangements for the admin@idcc.org.au inbox

Action: Therese to set up member database, with assistance from Nicky

Action: Bernadette to include a workplan and recruitment plan session as part of the IDCC Strategic Planning workshop

5. Current Issues

- a. **Meeting with Kathy Klugman**, acting Deputy Secretary DFAT, went very well, and was useful. Meeting attended by Therese, Jo, Nicky and Stuart. Conveyed important messages on how the IDCC Board represents the collective industry rather than individual companies; and how our members are key to implementing DFAT policy. Kathy K's messages included the pressure on DFAT re COVID, including development of a vaccine; desire for flexibility in programs; possible early budget announcements. Signals the start of a productive, action-oriented relationship between KK and IDCC. Will include details of this meeting in the next IDCC Member Update.
- b. **IDCC Strategic Planning** – progressing well after first session on 28 July. Responses from member survey very useful.
- c. **Advocacy/Lobbying/Influencing** – Chris Crewther's work coming to an end. Meeting next Wednesday with Senator Kimberly Kitching (Deputy Chair of parliamentary committee) to be attended by Richard and Jane. Chris chasing up meeting with Marise Payne. He will provide a report in September, regardless of whether or not we've met with Sen Payne. Richard noted that we could end up meeting with Justin Bassi, which would be a good outcome given his power and influence.

Action: Richard and Jane to attend meeting with Senator Kitching

Action: Therese to chase up with Chris Crewther on the meeting with Minister Payne and/or her Chief of Staff

- d. **Engaging with enhanced members** – will happen with next stage of strategic planning; hold over for more detailed discussion at next Board meeting
- e. **Rapid implementation concept** to provide to DFAT– Jo and Bernadette taking the lead on this concept note. Some concerns about one of the options to have IDCC be the coordinator/manager of a rapid response mechanism. Agreed to have a separate discussion next week. Nicky floated concept of ‘agile contracting’, which has pros and cons. Jo raised issue of why existing panels aren’t used for rapid implementation.

Action: Therese to organize zoom meeting of Board members to discuss the concept note

Action: Jo and Bernadette to continue refining the concept note

- f. **#EndCOVIDforall campaign** – IDCC Board comfortable with endorsing the campaign, and with inviting Members to engage with the campaign if they wish. Agreed not to fund the campaign, but to make a tangible contribution in terms of story-telling. Some excellent work being done by our Members, through technical assistance, which makes a difference to the lives of thousands or even millions. Example such as tax reform in Indonesia, which ultimately makes a huge difference to millions of lives. Agreed there are stories like this all over the place – but would be good to focus on three examples and tell this in a non-bureaucratic way – engaging and accessible – a 90 second ‘infomercial’ per example. Agreed to approach Good Will Media to ask for assistance with this. Stories like this could be shared with Ministers and senior bureaucrats. Agreed to approach members for ideas, through a video competition.

Action: Therese to include campaign information in the next IDCC Member Update

Action: Therese to speak with Good Will Media, and approach members for ideas

Action: Therese to respond to Bridi Rice on IDCC’s engagement with #EndCovidForAll

6. Other Business

- a. RDI event – proposed for 16 Sept on MERL; co-organised by RDI and IDCC

Action: Therese to work with RDI to progress the webinar

- b. AP4D – Richard still working on this with ACFID and other partners; flagged that some developments in recent days on a proposal to do something specifically on South East Asia. Will come back to the Board on this later.

Meeting closed at 3.20pm