

Board Minutes - 7 June 1999

Public Version

Meeting of the .au Domain Administration Board

7 June 1999 - 1.00pm

connect.com.au Pty Ltd. Level 9, 114 Albert Road. South Melbourne VIC 3205

Present:

Larry Bloch (LB), Vic Cinc (VC), Chris Chaundy (CCh), Chris Connolly (CCo), Sandra Davey (SD), Kim Davies (KD), Kim Heitman (KH), Michael Malone (MM), Iain Morrison (IM), David Thompson (DT), Greg Watson (GW)

Observers:

Erica Roberts, NOIE (ER)

Apologies:

Nil

1) Election of Board Secretary

SD declined to act as board secretary. KD volunteered.

Moved: KD

Seconded: LB

On a show of hands the Chair declared the motion carried.

2) Apologies

No apologies were received.

3) Confirmation of Minutes of the Previous Meeting

On a show of hands the Chair declared the minutes of the 2nd meeting to be a true and accurate record.

It was agreed that after the confirmation of the full minutes, a board member would prepare a version suitable for inclusion on the auDA web page. At least three days must elapse to allow board members to make comment before the minutes become public.

ACTION 3/3: MM to draft public minutes of May 1999 meeting

Moved: CCh

Seconded: GW

On a show of hands the Chair declared the motion carried.

4) Actions Arising from the Minutes of the Previous Meeting

4.1) Action 4/2: LB to contact SD to extend an invitation to join the board as Board Secretary.

Action completed.

4.2) Action 9-2/2: LB to distributed media release to press.

Action pending as there is no agreed media release.

ACTION 4.2/3: LB to draft media release for board\'s consideration by JUNE 9.

4.3) Action 5/2: DT to prepare a terms of reference for solicitors to represent auDA and placed on web page. Invitations to be sent to Corrs Chambers Westgarth, Phillip Fox, and one other company.

Action completed.

4.4) Action 13/2: DT to provide cost & time frame for Deloitte to develop options for interim revenue model for 12-18 month time frame. Maximum expenditure limited to \$2,000 and completion by May 17.

Action completed.

4.5) Action 6/2: CCo to prepare draft form and circulate to board.

Action Pending.

ACTION 4.5/3: CCo to prepare draft form and circulate to board by JUNE 14

4.6) Action 8/2: CCo to prepare a schedule of important dates.

Action Pending.

ACTION 4.6/2: CCo to prepare draft form and circulate to board by JUNE 14

4.7) Action 15a/2: CCo to determine any additional actions that need to take place in relation to ASIC requirements.

Deferred to later in the agenda.

4.8) Action 7/2: IM to contact companies for quotes and prepare a paper detailing what the insurance costs and requirements are.

Action partially completed, pending further board input.

ACTION 4.8/3: IM to contact companies for quotes and prepare a paper detailing what the insurance costs and requirements are.

4.9) Action 9-1/2: MM and GW to prepare draft statement and circulate to board.

Action Pending. (see New Action 4.2/3)

4.10 Action 10-3/2: MM to contact KPMG for further action on CEO PD on Wednesday.

Action Pending further clarification of funding.

ACTION 4.10/3: MM to contact KPMG for further action on CEO PD.

4.11 Action 15c/2: Chair to draft an informational letter to ACCC outlining status and objectives of auDA.

Action Pending.

ACTION 4.11/3: MM to draft an informational letter to ACCC outlining status and objectives of auDA.

4.12 Action 15e-1/2: Chair to draft a letter to CSIRO inviting submission detailing their argument for a change of membership category.

4.13 Action 15e-2/2: Chair to email CSIRO indicating the intentions of the board to examine this issue.

Actions 15e-1/2, 15e-2/2 Completed.

ACTION 4.13/3: ?? to contact Jonathan Potter at CSIRO by phone.

4.14 Action 15g-1/2: Chair to approach Leni Mayo to extend the loan of auda.org until auda.org.au has been obtained.

Action Completed. auda.org has been extended until August. auda.org.au has been registered. auDA has committed to decommissioning adna.asn.au.

ACTION 4.14-1/3: KD to change list configuration to come from board@auda.org.au

ACTION 4.14-2/3: KD to contact Leni Mayo to redirect web site to new home as appropriate.

4.15 Action 15f/2: Board Secretary to draft letter of appreciation to WG members

Action Pending.

ACTION 4.15/3: SD to draft letter of appreciation to WG members, and send draft to board by JUNE 11.

4.16 Action 10-2/2: GW to incorporate PD comments for closure on Wednesday 5 May.

Action Completed.

4.17 Action 10-1/2: ALL to comment on PD by close of business Tuesday 4 May for closure on Wednesday 5 May.

Action Completed.

4.18 Action 15g-2/2: ALL - directors to accelerate acquiring domain for auDA.

Action Completed by CCh.

5) Selection of Legal Representation

It was agreed to create a selection process using a points system to choose our representatives. A short explanation of why the winning candidate was chosen and why others failed would need to be published when the decision was made.

ACTION 5/3: KH/IM/DT/CCo to develop system and submit to board by JUNE 14.

6) Government and Stakeholder Relations Update

6.1) Letter from NOIE to auDA

The key points of the letter were funding, accountability, and ACCC concerns.

ACTION 6-1/3: MM/GW to draft letter responding to the concerns outlined in NOIE's letter and circulate to board for comment.

ACTION 6-2/3: IM to create a list of criteria/overview/considerations for edu.au/gov.au domains for board by JUNE 14.

7) Finalisation of objectives of auDA Interim Board

A set of goals that the board aims to achieve by the end of their term must be drafted, so that board can be accountable to them.

ACTION 7/3: SD to draft and submit to board by JUNE 11.

8) Business Plan of auDA

DT presented three cashflow models for AUDA. A lengthy discussion on whether to levy licensing or per capita fees was made.

A motion was put, that auDA initiate negotiating on licensing agreements with 2LD admins taking into account AUDA funding requirements and existing revenue streams.

Moved: CCo

Seconded: MM

On a show of hands the Chair declared the motion carried.

ACTION 8/3: MM to draft letter to initiate negotiations with all domain registrars and send to board.

ACTION 8-2/3: IM, MM and CC to draft of "service level agreement" for 2LD administrators for distribution to the board.

9) Reports from meetings (eg. ACIF)

DT met with ACIF and received documents and advice on their experience and methods of public consultation.

DT, GW and MM met with NOIE, resulting in previously discussed letter.

10 Communications (web site, mailing lists, publicity)

The working group has three mailing lists - a board list, memberlist and general list. It was agreed that the general list can be removed and substituted with the general DNS list hosted by the WA Internet Association.

It was agreed past ADNA and au-wg materials be archived on the auDA web site for reference purposes.

ACTION 10/3: SD & KD to liaise on web site, mailing lists.

11 Membership (finalisation, current list, membership officer)

Two new membership applications have been received from demand class members, and submitted them for board approval.

ACTION 11-1/3: MH to send confirmations of status and receipts to auDA members

ACTION 11-2/3: MH to ascertain new applicants eligibility to demand class before board will vote.

12 Competition Issues

ER proposed a competition model for consideration by the board.

13 Development of Reference Panel process and documentation (Operations manual)

A draft has been development by KH.

ACTION 13/3: KH to send draft to board mailing list.

14 Domain Issues

14.1 Org.au performance issues

14.2 Arrangements for 'community of interest' domains - gov.au, edu.au and csiro.au

Dealt with previously in the agenda.

15 Executive search for CEO (update and other ways to locate/find CEO)

Deferred pending funding.

16 Decision on where the registered office of auDA should be (currently Phillips Fox)

17 Decision on the position of Public Officer (for ATO reasons) (current performed by Phillips Fox)

Items 16,17 deferred pending selection of legal representation.

18 Any Other Business No other business was raised.

19. Next Meeting The next meeting is to be held on the First Monday of July in Sydney at the offices of Deloitte Consulting.

Time: 1pm

Date: 5th July, 1999

Venue: Level 9 Grosvenor Place George Street Sydney NSW

20 Meeting Closed at 5:50pm.