

Minutes of the .au Community Domains Board Meeting

21st July 2008, 10am
1 Queens Road, Melbourne

Present: Cheryl Langdon-Orr, Elspeth Ross, Heather Vernon, John Tulloch, Leonie Parkinson

Teleconference: George Fong, Paul Szyndler (Observer)

Apology: Tony Staley

1. Continuous Disclosure

There were no matters to be disclosed

2. Confirmation of April 2008 Minutes

The minutes were confirmed.

3. GM Report

The following issues were noted:

- Matters arising from last meeting

Release of additional .com.au and .net.au geographic domain names

LP advised that the variation to the grant agreement for the \$100,000 extra funding to auCD has been finalised and signed off.

CGDN policy review

LP advised that the eligibility criteria was expanded to include special committees of local council in May, 2008 resulting in 5 special committee applications since that date.

New locality Names

LP advised that she has been invited to make a presentation at the annual CGNA meeting in Wollongong in October where auCD can present their needs to update their CGDN database.

JT said that this would provide a good opportunity to get CGNA contacts from the different states to assist with obtaining a database of new/changed/deleted names.

Australian Telecommunications Users Group Limited (ATUG)

LP advised that ATUG didn't have an IT contact for ABC Local and were recommended to contact each of the ABC local website contacts. ATUG have kindly sent an e-news items to all of their members on the CGDN initiative.

LP advised that auCDs PR company have sent through a contact detail for the editor at ABC local which she will follow up.

Tourist Information Centres

LP advised that since the last meeting all tourist information centres nationally have been written to with information on the CGDN initiative and free CSIAB offer and that this has resulted in some positive leads

Jo Lim – maternity leave

Elsbeth Ross will represent auDA at auCD Board meetings whilst Jo Lim is on leave.

The Board agreed that ER would also take on the line management role of JL during this time.

- Marketing and Promotions

Events

LP reported the events attended and presented by auCD from 9th April to 14th July, 2008.

LP reported that between September 2007 and June 2008, 17 workshops have been held in VIC, NSW, QLD and WA with 214 delegates and 16 councils attending. To date these workshops have resulted in 7 applications, 35 registrations of interest and 60 e-news subscribers.

auCD also presented at 9 events during the VICNAMES Roadshow in May, these were held in Melbourne, Ballarat, Bendigo, Geelong, Warrnambool, Horsham, Kerang, Benalla & Traralgon. 250 people attended from 76 Councils and 30 Historical Associations.

LP also reported that other events attended by auCD during this time were Yarra Ranges (VIC) Shire Council community meeting, Southern Grampians (VIC) Progress Associations meeting in Hamilton, Kangaroo Island Council (SA) community expo and the Council of Small Business Association conference - National Small business summit.

It was also noted that since the report was written auCD had also held workshops in Torquay and Colac and presented at a meeting in Lorne where auCD was invited to present to the Community Building Initiative (CBI) working group.

HV explained that there were 19 CBI locations across Victoria – this was a state government initiative and auCD has been approached by a number of the participating groups and their facilitators.

Media

LP advised the Board of the media releases and coverage over the last 3 months.

Advertising

LP advised the Board that ads have been placed in local press for all auCD workshops.

Direct Marketing

LP advised the Board that local community groups had been sent letters in the areas where auCD ran workshops in the last 3 months.

LP also reported that in addition to the letters sent last year to all CEOs and GMs of local councils this has been followed up by 2 rounds of letters about 1) CSIAB free offer and 2) expanded policy criteria in 2008. Visitor centres, Neighbourhood House networks and the Rotary national office were also sent letters about the 2 developments.

Other

LP advised the Board that LGMA, ATUG, ESTA and Policy Division of WA Department of Premier & Cabinet had all sent information to their respective members and/or agencies

Internet

The Board noted the website hits/visits over the last 3 months.

LP advised that weekends tend to bring overall daily averages down.

Sponsorship

LP advised of the developments with potential new sponsors and are expecting to receive Sensis's proposal for the next 12 months over the coming weeks.

- Summary of CGDNs as at 14/07/08

LP advised that since the report was collated one more application had been approved and 1 application had been received.

In total, 66 CGDNs have been approved, 13 are pending approval and a further 65 communities have indicated that they will be applying, with an additional 230 communities who have registered their interest. There are now 845 e-news subscribers. The total population of the approved CGDN town/suburbs is approximately 700,000

- Community Site in a box (CSIAB)

LP advised that 17 applications had indicated that they will be using CSIAB since the 'free' announcement. In total 22 licenses have been issued with a further 2 applications approved and 2 pending approval that have indicated they will use CSIAB.

- auCD stakeholders Group (ASG)

LP advised that the seventh meeting took place in Melbourne on 26th June, 2008.

The Board heard that Maureen Le Blanc had sadly passed away and that auCD had sent flowers to her funeral and donated money to the NSW Cancer Council on behalf of the group and the auCD Board. auCD had received a letter of thanks from her family. The Australian Seniors Computer Clubs Association have advised that they will be unable to provide another representative at this stage.

LP also advised that Adam Creed from ISOC-AU has stepped down as a member of the group due to other commitments, since then auCD has been informed that Gerry White will represent ISOC-AU.

- Operations

Database

LP advised that as a result of the Microsoft Access Training HV has developed a client relationship management relational database .

Staff

The Board noted that HV's last day of employment with auCD will be 15th August, 2008. Jodie Aikin will commence employment with auCD on the 11th August, 2008 as Heather's replacement.

The Board thanked HV for her contributions over the last year.

LP's performance review will be held face to face prior to the next auCD Board meeting and will be reviewed by CLO and ER.

ACTION: CLO, ER and LP to arrange and report back to the Board at the October Board Meeting.

4. Finance Report

The Board noted the June accounts.

ACTION: LP to revise budgets to reflect the reduced CSIAB costs.

5. Board Correspondence

None

6. Other Business

CSIAB server review

GF advised the Board that the server is currently using 0.01% of its potential capacity and is only 1% full but this would likely change as 18 of the 22 sites deployed are not yet live.

GF recommended that an additional 2GB RAM should be installed and recommended upgrading to Red Hat eventually.

The Board agreed to the additional RAM and the Red Hat upgrade.

ACTION: GF to organise the additional RAM and when timely to implement the upgrade to Red Hat.

ACTION: LP to organise meeting with GF, Gerry and Sitepoint with regards to audit/review of the deployments of the CSIABs.

New Generic Top Level Domains (gTLDs)

The Board discussed the potential implications of the new proposed gTLDs.

CLO explained that the implementation processes would not be approved without extensive community support and consultation.

7. Next meeting

It was agreed that the next Board meeting should take place on the 20th October at 3pm in the same city that the October auDA Board meeting and AGM will be held – as will be potentially held in Perth.

ACTION: LP to confirm the location details from auDA and advise the Board.