DotAsia Board Community Projects Committee (BCC) Meeting Minutes

Date(s) & Time:	June 15, 2021 (Tuesday) 12:03 – 12:37 HKT
Location:	DotAsia Zoom Meeting Room: http://aji.asia/zoomboardcommunity
Attendees:	Santanu ACHARYA Kashif ADEEL Andi BUDIMANSYAH Nicole CHAN Joel DISINI * Maureen HILYARD Edmon CHUNG Rebecca CHAN (DotAsia Team) Freda CHEUNG (DotAsia Team) Apologies: Ellen STRICKLAND Absent: Billy CHEON *Joined meeting during Discussion Item 3.5.

No.	Action Items:	Owner	Remarks
C2021.04.A01	Seek advice from other grants giving organizations on publishing financial details of the application and reporting.	Edmon CHUNG	Completed. Refer to Discussion Item 3.4.
C2021.05.A01	Update BCC-003: SCP Report template for further discussion.	Edmon CHUNG	Completed. Refer to Discussion Item 3.
C2021.06.A01	Table the BCC-003: SCP Report to the Board for adoption at Jun Board meeting.	Edmon CHUNG	To be sent to full Board.
C2021.06.A02	Draft a shortened version of the SCP Funds Allocation Process to be posted on DotAsia website for discussion at next BCC meeting.	Edmon CHUNG	To be circulated before next BCC meeting.
C2021.06.A03	Set up DotAsia email address for Board members.	DotAsia Team	In progress.

Discussions:

1. **Roll Call**

    1.1. With apologies from Ms. Ellen STRICKLAND, Ms. Maureen HILYARD led the meeting as Board Chair.

1.2.   Roll call. Those present for all or part of the meeting are included in the Attendees section.

2.   Approval of Last Board Community Projects Committee Meeting Minutes (May 20, 2021)

2.1.   Draft 1 of BCC meeting minutes 2021.05.20 and action items were presented.

2.2.   BCC meeting minutes 2021.05.20 approved unanimously.

3.   BCC-003: SCP Report

3.1.   Draft 3 of BCC-003 was presented and briefed to BCC for consideration, where comment regarding on the requirement of promoting Asia Pacific solidarity was adjusted to as it relates to the vision and mission of DotAsia.

3.2.   There was no further comment from BCC. The draft will be tabled to the Board for adoption at the Jun Board meeting. (C2021.06.A01)

3.3.   There was discussion on the level of details on financial details of funding applications and funding report to be posted publicly.

3.4.   After studying the usual practices of ISOC, APNIC, and several funding providers in Hong Kong, the key aspects and comments were highlighted,

3.4.1.   The financial details must be confidential since it contains proprietary information of applicants, especially in the reports. Some funds do not disclose any financial information, some of funding organizations do disclose the granted amount.

3.4.2.   There is a general consensus that it is more important to report what and how the project was done, who benefited from the project, and the achievements of the project, and blog posts for highlighting projects would be useful.

3.4.3.   The financial details should be included in the application and reports but should be provided to the funding committee only.

3.4.4.   It was noted that published portions of the report could be released in Creative Common license for public use.

3.5.   Examples of community project online reporting format of ISIF.Asia, ISOC and other Hong Kong organizations, including the Impact Incubator from the Hong Kong Council of Social Services (HKCSS) were presented and briefed to BCC for reference.

3.6.   DotAsia plans to implement reporting format similar to a hybrid of the ISIF.Asia (which is very detailed), which includes the total amount of grant provided, and the Impact Incubator (more summarized) approach.

3.7.   A suggestion was raised on providing such detailed financial information of project reports to DotAsia Members. It was repeated that the study of the practice of other grant funds do not support such approach. It was discussed and agreed to continue the discussion at Board meeting.

4. SCP Funds Allocation Process

4.1. The existing process of SCP Funds was briefed to BCC for reference.

4.1.1. Based on the registrant country in the monthly reports, US$1 would be accrued for each domain-year of registrations and renewals that are from Sponsor Member cc-localities, except for when price promotion is applied.

4.1.2. SCP Funds are accrued and accounted for on a monthly basis. Accrued funds expires 4 years after being accrued if not used.

4.1.3. Annual reports are provided to Members by end of each calendar year, with information up to Sep 30th of that year, which include monthly accrued amounts, amounts used for SCP projects, expired funds and remaining balance.

4.1.4. Each Sponsor Member can apply to use the SCP Funds towards community projects carried out by grant recipients (other than the Sponsor Member itself) from the cc-locality of the Member, under the SCP scheme (BCC-002). The application will be evaluated by DotAsia Board with the involvement of the AC.

4.1.5. The grant recipient (not the Sponsor Member) will issue an invoice to DotAsia to request for payment once the SCP application is approved, and the payment would be paid to the grant recipient directly.

4.2. It was suggested and agreed to post a shortened version of the SCP Funds Allocation Process on the DotAsia website for Member reference. Draft document to be discussed at next BCC meeting. (C2021.06.A02)

5. DotAsia Collaborations with Members

5.1. Updates of DotAsia collaborations with Members were briefed to BCC for reference.

5.2. It was suggested and agreed to summarize the status of collaborations on DotAsia website for easy reference.

6. DotAsia email address for Board members

6.1. It was suggested to set up .Asia email address for Board members for branding purpose. DotAsia team will reach out to Board members individually for set up. (C2021.06.A03)