

DotAsia Board Finance Committee (BFC) Meeting Minutes

Date(s) & Time:	December 8, 2020 (Tuesday) 14:00 – 14:57 HKT
Location:	DotAsia Zoom Meeting Room: http://aji.asia/zoomboardfinance
Attendees:	Satish BABU Edmon CHUNG Maureen HILYARD LIM Choon Sai Rebecca CHAN (DotAsia Team) Freda CHEUNG (DotAsia Team)

No.	Action Items:	Owner	Remarks
F2020.09.A01	First draft of Budget 2021-2022 to be circulated to BFC for consideration by Dec 2020 or Jan 2021.	Edmon CHUNG	Completed. Refer to Discussion Item 4.
F2020.10.A02	Develop process for confirming membership of Sponsor Members for being part of DotAsia.	DotAsia Team	In progress.
F2020.10.A03	Explain current situation and discussed future direction of PROSCOM to AC member in next AC meeting.	Edmon CHUNG	To be raised in the next AC meeting.
F2020.11.A01	Bring discussion of setting policy on engaging and maintaining corporate relationships to BGC.	Edmon CHUNG	To be raised in Jan BGC meeting.
F2020.11.A02	Ask RSM to explain and elaborate on the Unadjusted Audit Differences in Representation Letter.	Rebecca CHAN	Completed. Refer to Discussion Item 3.
F2020.12.A01	Present revised Budget 2021 – 2022 for discussion at next BFC meeting.	Edmon CHUNG	
F2020.12.A02	Seek advice from Fusion on reflecting risk management in budgeting.	Rebecca CHAN	
F2020.12.A03	Obtain quotations for the new accounting software.	Rebecca CHAN	

Discussions:

1. Roll Call

- 1.1. Mr. LIM Choon Sai continued to Chair the BFC meeting on Dec 8, 2020.
- 1.2. Roll call. Those present for all or part of the meeting are included in the Attendees section.

2. Adoption of Minutes of last BFC Meeting on Nov 19, 2020

- 2.1. BFC meeting minutes 2020.11.19 and action items were discussed.
- 2.2. BFC Meeting Minutes 2020.11.19 approved unanimously.

3. RSM Representation Letter & Unadjusted Audit Differences

- 3.1. As per the discussion in last BFC meeting, clarifications on Unadjusted Audit Differences from RSM were presented and briefed to BFC. (F2020.11.A02)
- 3.2. It was clarified that the Global Website Asia Limited and Global Website TLD Asia Limited are the companies used for .WEBinChinese, which is a jointly owned company between Namesphere and Afiliias.
- 3.3. It was highlighted that the listed Unadjusted Audit Differences are immaterial and for RSM's internal calculation only, which are not included in DotAsia's books or audit report.
- 3.4. Question was raised on the marketing activities on .WEBinChinese. It was explained that .WEBinChinese was not able to be promoted earlier due to the MIIT requirement from China Government, however, the situation has changed since the license was obtained, and .WEBinChinese was relaunched in Oct 2019.
- 3.5. It was discussed and agreed to endorse the RSM Representation Letter.

4. Budget 2021-2022 (adjustments from 2020-2022 budget)

- 4.1. A comparison of approved budget 2021 – 2022 and adjusted budget 2021 – 2022 was presented and briefed to BFC for consideration.
 - 4.1.1. It was highlighted that the budget for travel expenses is decreased due to the COVID situation, whereas the budget for Administrative overhead expense is increased due to the incurred legal fee.
 - 4.1.2. It was also highlighted that most of the other items remain the same or with only minor adjustments from the projections last year.
- 4.2. Question was raised on combining budget for market development and travel in one budget category.
 - 4.2.1. It was explained that a certain amount of market development activities was travel to visit registrars and participate ICANN meeting to meet registrars.
 - 4.2.2. It was discussed and agreed to separate marketing budget and travel

budget in next version for better clarity.

- 4.2.3. Revised version of budget will be presented for discussion at next BFC meeting. (F2020.12.A01)
- 4.3. There was discussion on how DotAsia's risk management on budgeting can be reflected.
 - 4.3.1. It was explained that monthly cash flow update provides a 6-month projection of DotAsia cash situation as a guide for management to assess and manage risk. In terms of the overall risk management, it was also highlighted that the annual evaluation of DotAsia's office real estate value provides better understanding of the value, which is generally considered a reserve asset of last resort.
 - 4.3.2. It was suggested to seek advice from Fusion on reflecting risk management in budgeting. (F2020.12.A02)

5. Upgrading of accounting software

- 5.1. Since the existing version of accounting system has been in use for over 10 years, it is planned to upgrade to an updated accounting software.
- 5.2. DotAsia is planning to apply for the Technology Voucher Programme to purchase the software, which is a subsidy programme to upgrade the IT system offered by HKSAR Government.
- 5.3. It is planned to postpone the training with Fusion until after confirming the installation schedule of software.
- 5.4. It was clarified that the accounting system and information are kept in-house instead of cloud server due to security consideration and that offline version is more economical than cloud versions.
- 5.5. It was discussed and agreed to proceed and obtain quotations for the software. (F2020.12.A03)

6. Outreach to DotAsia Members

- 6.1. Comment was received from AC to keep engaging with DotAsia Members.
- 6.2. Outreach to Co-Sponsor Member was completed for the first round based on re-engagement with AC.
- 6.3. Outreach to Sponsor Member will proceed as BEP2021 is finalized. It was proposed and agreed to engage with Members regularly to exchange information as long-term engagement.
- 6.4. It is targeted to establish collaboration with APNIC, APTLD and ICANN APAC Hub to provide added support in maintaining relationships with Sponsor Members.

- 6.5. It was proposed and agreed to bring the discussion of membership network and information exchange to BGC, and the discussion of AC Community Collaboration Committee to BCC for further discussion.