

DotAsia Board Governance Committee (BGC) Meeting Minutes

Date(s) & Time:	April 16, 2020 (Thursday) 13:00 – 14:00 (UTC+8)
Location:	DotAsia Zoom Meeting Room: http://aji.asia/zoomboardgov
Attendees:	Edmon CHUNG Nicole CHAN Billy CHEON Atsushi ENDO Maureen HILYARD Lianna GALSTYAN Freda CHEUNG (DotAsia Team) Apologies: Tommy MATSUMOTO

No.	Action Items:	Owner	Remarks
G2020.03.A02	Develop timeline for Board Election Process 2021.	Edmon CHUNG	In progress, discussion included in Item 5.
G2020.03.A03	Draft full DotAsia Onboarding Program for BGC consideration.	Edmon CHUNG	Draft presented, discussion to be continued on Apr 23.
G2020.03.A04	Draft grants and funding consideration framework.	Edmon CHUNG	To be circulated before May BGC meeting.
G2020.04.A01	Present the Document Versioning to the Board for approval at the next Board meeting	Edmon CHUNG	

Discussions:

1. Roll Call

- 1.1. Ms. Maureen HILYARD led the meeting as Chair of BGC.
- 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 BGC Meeting on Mar 23, 2020

- 2.1. BGC meeting minutes 2020.03.23 and action items were discussed.
- 2.2. BGC meeting minutes 2020.03.23 unanimously approved.

3. Document Versioning & Repository Framework

- 3.1. The item is brought forward from the Mar 2020 Board meeting as an action item to develop a more robust versioning control and company document repository for Board Governance and Policy documents. (2020.03.A01)
- 3.2. Draft document versioning was presented to BGC.
- 3.3. It was explained that the intent for the design is to standardize the header and numbering for all adopted Board and corporate documents going forward.
- 3.4. Versioning components were explained and discussed.
- 3.5. It was suggested to present to the Board for approval at the next Board meeting on Apr 30. (G2020.04.A01)

4. Onboarding Program Pilot

- 4.1. Program framework and draft presentation was presented to BGC.
- 4.2. The pilot for the Onboarding Program is planned for approximately 90 minutes.
- 4.3. There was suggestion to add ICANN annual fee and transaction fee per domain name to the presentation.
- 4.4. There was suggestion to state the designer of the DotAsia logos.
- 4.5. Discussion to be continued at the Onboarding Program on Apr 23.

5. Board Elections Procedures 2021 Development Timeline

- 5.1. Proposed timeline was presented to BGC.
- 5.2. There was proposal to start the Board Election Procedures discussion in May 2020.
- 5.3. There was suggestion to reconnect with Advisory Council in May/June 2020.
- 5.4. The revised schedule includes having the draft Board Election Procedure discussion with BGC and the Board 2 months earlier than previous years.
- 5.5. It was highlighted that the Nomination and Voting Periods are scheduled in response to the received legal advice against Dr. Tham's concern. There was suggestion to add a footnote of the relevant M&A clause so to explain the reason the schedule has been revised.
- 5.6. There was suggestion to formally include the scrutineer role, or similar mechanism, to the Board Election Procedures.

6. Drafting of External Fund Application document (e.g. Government and Foundation Funds & Grants)

- 6.1. Draft will be prepared for next BGC meeting. (G2020.03.A04)