DotAsia Board Governance Committee (BGC) Meeting Minutes

Date(s) & Time:	May 21, 2020 (Thursday) 12:30 – 14:36 (UTC+8)
Location:	DotAsia Zoom Meeting Room: http://aji.asia/zoomboardgov
Attendees:	Nicole CHAN Billy CHEON Edmon CHUNG Atsushi ENDO Maureen HILYARD Freda CHEUNG (DotAsia Team) Apologies: Tommy MATSUMOTO Absent: Lianna GALSTYAN

No.	Action Items:	Owner	Remarks
G2020.03.A02	Develop timeline for Board Election Process 2021.	Edmon CHUNG	In progress, discussion included in Item 4.
G2020.03.A03	Draft full DotAsia Onboarding Program for BGC consideration.	Edmon CHUNG	Completed.
G2020.03.A04	Draft grants and funding consideration framework.	Edmon CHUNG	Completed.
G2020.04.A01	Present the Document Versioning to the Board for approval at the next Board meeting	Edmon CHUNG	Completed.
G2020.05.A01	Propose the Onboarding Program for adoption in May Board meeting.	Edmon CHUNG	Completed.
G2020.05.A02	Draft AC Membership confirmation engagement for BGC consideration.	Edmon CHUNG	To be circulated to BGC.
G2020.05.A03	Table the revised BGC-003 Guidelines on the Application & Acceptance of Grants & External Funding to the Board for consideration in May Board meeting	Edmon CHUNG	Completed.

Discussions:

1.   **Roll Call**

1.1.   Ms. Maureen HILYARD led the meeting as Chair of BGC.

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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 Apr 16, 2020

2.1. BGC meeting minutes 2020.04.16 and action items were discussed.

2.2. BGC meeting minutes 2020.04.16 unanimously approved.

3. Onboarding Program Pilot next steps

3.1. Pilot session of Onboarding Program was completed on May 8, 2020.

3.2. It was suggested to reorganize and publish parts of the Onboarding Program for general public view on DotAsia website.

3.3. It was suggested to engage with AC by organizing a separate section based on the Onboarding Program.

3.4. It was suggested and agreed to propose the Onboarding Program for adoption in May Board meeting. (G2020.05.A01)

4. Board Elections Procedures 2021 Development Timeline

4.1. Proposed timeline was presented to BGC. Including the engagement of AC beginning in May 2020.

4.2. The list of current AC members was presented to BGC.

4.3. It was clarified that AC members were appointed by the Board or Co-Sponsor Members. The list will be updated when new Co-Sponsor Member joined or if there is any change of personnel.

4.4. It was discussed if it is necessary to confirm their membership periodically (e.g. every 2 years).

4.5. Membership confirmation engagement along with roles and responsibilities of AC will be drafted and shared to BGC for consideration. (G2020.05.A02)

5. Principles for Applying for External Grants and Funding

5.1. Draft BGC-003: Guidelines on the Application & Acceptance of Grants & External Funding was presented and briefed to the BGC.

5.2. It was highlighted that the objective of funders should not override DotAsia's Vision and Mission when seeking funds and grants.

5.3. It was also highlighted that DotAsia should not overextend its resources and projects should not overburden DotAsia's existing works.

5.4. Section of Update of Document will be added as the last section.

5.5. It was agreed to table the revised BGC-003 to the Board for consideration in May Board meeting. (G2020.05.A03)

6. **Board Member appointment for DotAsia Foundation & Namesphere**

6.1.   Dr. Tham currently is appointed by the DotAsia Board to be a board member on DotAsia Foundation & Namesphere along with Edmon.

6.2.   Dr. Tham recently expressed to DotAsia Staff team that he may not be interested in taking on the responsibility of serving in the roles.

6.3.   It was clarified there was discussion about appointing Atsushi ENDO to the Namesphere board in Nov 2019, but that was not agreed to at that time. Question was also raised regarding the nomination process of the Namesphere board chair.

6.4.   It was discussed that further legal advice should be sought on handling further appointment or reappointment of directors to DotAsia Foundation & Namesphere.

7. **Resignation of Board Committee Member**

7.1.   DotAsia team explained that Tommy MATSUMOTO expressed his wish to resign from the BGC. Tommy will remain on the BCC.

7.2.   The BGC expresses its thank you and gratitude to Tommy for serving as BGC member from its inception in June 2019.