

ASI Board Meeting – Summary of Minutes for publication

Date: 9 February 2021

Held: GoToMeeting

Antitrust Statement:

Attendees are kindly reminded that the ASI is committed to complying with all relevant antitrust and competition laws and regulations and, to that end, has adopted an Antitrust Policy, compliance with which is a condition of continued ASI participation. Failure to abide by these laws can potentially have extremely serious consequences for the ASI and its participants, including heavy fines and, in some jurisdictions, imprisonment for individuals. You are therefore asked to have due regard to this Policy today and indeed in respect of all other ASI activity.

ASI Ways of Working

ASI is a multi-stakeholder organisation. Dialogue is at the heart of everything we do. It is critical to ensure that the organisation delivers on its mission. We welcome all participants and value the diversity of backgrounds, views and opinions represented in this meeting. We recognise that we have different opinions; that is the heart of healthy debate and leads to better outcomes. To ensure our meetings are successful, we need to express our views and hear the views of others in a respectful and professional way, protecting the dignity and safety of all participants and enabling full participation from all attendees.

Acknowledgement of Indigenous Peoples

ASI acknowledges Indigenous Peoples and their connections to their traditional lands where we and our members operate. We aim to respect cultural heritage, customs and beliefs of all Indigenous people and we pay our respects to elders past, present and emerging.

Health and Safety

ASI places a high priority on health and safety through the ASI Performance Standard, and likewise aims to ensure that our employees, contractors and participants work and meet safely. If you are travelling for this meeting, please consider health and safety risks, including from transport, illness, manual handling, slips and trips, personal safety and emergency situations. Let us know if you have any concerns or feedback.

Participants: Daniel Weston (Chair), Anita Roper, Jan Boekelman, Marcel van der Sluijs, Nick Madden, Pippa Howard, Sasha Courville (by proxy), Tolga Egrilmezer.

ASI Secretariat: Fiona Solomon (ASI CEO).

Introduction and context

ASI publishes a summary of Board meetings and teleconferences in the interests of transparency.

The following principles are applied in preparing these summaries:

- Statements or perspectives are not attributed to individuals.
- The following matters are NOT included in the summary: personnel matters, financial approvals, small items, or sensitive, premature or evolving discussions.
- Board *decisions* are shared, but not the deliberations or decision-making processes that lead to them.
- Publishing the Board's decisions does not invite or open up debate about these decisions.
- The Board approves the summary before publication on the ASI website and via the monthly Members Update.

Topics discussed at this Board meeting:

- Independent Director appointments
- Antitrust Compliance Policy
- Annual governance surveys
- Annual governance nominations and elections
- Chair transition
- Team development and recruitments
- 2021 Annual General Meeting planning
- Membership application and admission procedure
- Standard Revision update
- Trademark protections
- Relevant operational issues.

Outcomes and actions from this meeting:

- **Independent Director appointments:** The Board resolved to appoint Sasha Courville for a third term and Anita Roper for a second term.
- **Antitrust Compliance Policy:** The Board resolved to approve a minor update to the Policy to clarify that 3 to 5 operators per supply chain activity may be a relevant minimum in reviewing statistics for publication.
- **Annual governance surveys:** ASI's annual surveys of the Board, Standards Committee, members and the Secretariat closed at the end of January. Responses are being compiled for review by the Governance Committee in March and the Board in April.
- **Annual governance nominations and elections:** Nominations for the Board are open from 1-19 February 2021, and elections will be held where required. Two Standards Committee seats were filled in January through a casual vacancy process, and these were announced in the ASI newsletter.
- **Chair transition:** The current Chair has held 3 consecutive terms, the limit under ASI's Constitution, and has made a significant and greatly appreciated contribution to the Board's good governance. The Board discussed the transition process to elect a new Chair and will formalise this at the April meeting.
- **Team development and recruitments:** Four new employees have been appointed so far in 2021, with interviews for a 5th position scheduled. Planning for team development activities is well underway and should commence in the coming weeks.

- **2021 Annual General Meeting planning:** The Board agreed that the AGM will be held in an online session on Thursday 20 May, 2021. Various content and format aspects were discussed to inform the planning. The aim is to create an engaging session framed around the strategy and purpose of the organisation, to be of great interest to ASI members.
- **Membership application and admission procedure:** The Board noted that the incorporation of more formal due diligence processes to ASI's existing internal procedure was a positive step as the organisation matures.
- **Standards Revision update:** Following Standards Committee approval of revised drafts for consultation, and an independent legal review for competition law issues, ASI is on track to commence a formal public comment period on March 1. The team is actively preparing the supporting communications and processes.
- **Trademark protections:** The Board will consider a strategy and budget for trademark protections for ASI's core assets at its April meeting.