

ASI Board Meeting – Summary of Minutes for publication

Date: 27 April 2022

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

Directors: Anita Roper (Chair), Jan Boekelman, Sasha Courville, Pippa Howard, Nick Madden, Aleksey Spirin.

ASI Secretariat: Fiona Solomon (CEO), Chris Bayliss (ASI Standards Director).

Apology: Jérôme Perez – proxy to Chair, Marcel van der Sluijs.

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:

- Adoption of the post-revision Standards.
- 2021 Financial Statements.
- Annual governance surveys.
- 2022 Annual General Meeting.
- Governance elections and appointments.
- Discussion of regular items relating to governance, strategy, finance and operations.

Outcomes and actions from this meeting:

- The Board reviewed the standards development process followed by the Standards Committee for the ASI Standards Revision during 2020-2022. The Board accepted the recommendation of the Standards Committee and unanimously adopted the revised 2022 ASI normative documents (ASI Performance Standard V3, ASI Chain of Custody V2) and supporting documents (ASI Performance Standard Guidance V3, ASI Chain of Custody Guidance V2, ASI Assurance Manual V2, ASI Claims Guide V2 and ASI Glossary V1) as ASI By-Laws.
- The Board received a report from the Finance and Audit Committee on their review of the 2021 Financial Statements and Directors Report, and discussion with the financial auditors PKF Melbourne. The Board accepted the Committee's recommendation to approve the audited Statements for circulation to ASI members and publication on the ASI website.
- The Board received a report from the Governance Committee on their review of the 2021 Governance Surveys. The Member Summary was discussed and approved to share with ASI members.
- The format and initial preparations for the 2022 Annual General Meeting were discussed and the draft AGM Notice was approved for finalisation and circulation to ASI members by 1 June 2022.
- The results of the 2022 Standards Committee nominations were noted, with new 2 year terms to commence on April 28. Despite 3 consecutive terms on the Standards Committee, Annemarie Goedmakers was appointed by the Board for a further 1 year term. ASI is working to fill other vacancies in coming weeks.

- The results of the 2022 Board elections were noted. Sincere thanks and appreciation were expressed to the outgoing Directors – Marcel and Nick – for their significant contributions to the Board during their terms.