Chair: Peter Dengate Thrush

Agenda:

1. Approval of the Wellington Meeting Minutes

2. Finalising the upcoming KL AGM agendas

3. Review on each committee report or charter
   1) Meeting Committee
   2) Constitutional Committee
   3) Membership Committee

4. Discussion on ccTld AdCom

Reference:

1. Approval of the Wellington Meeting Minutes
   - APTLD Wellington Members’ Meeting:
     http://www.aptld.org/meeting/2003/Meeting_minutes_APTLD_Wellington_Member_meeting.htm
   - APTLD Wellington Board Meeting:
     http://www.aptld.org/meeting/2003/Meeting_minutes_APTLD_Wellington_board_meeting.htm
2. Finalising the upcoming KL AGM agendas

http://www.aptld.org/file/APTLD_AGAM_Agenda.htm

3. Review on each committee report or charter

1) Meeting Committee

   n Approval of the Charter of Meeting Committee: "The MC will prepare a set of requirements and timelines for the hosting of the regular meetings of APTLD, including a "Guidelines package for hosts ".

   n PDT to report on progress in preparing meeting timeline, with draft as below:

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DRAFT

1. Request from Board to members ( others?) to host meeting is published. (the board should attempt to agree the dates of meetings, taking into account events such as APRICOT, ICANN, WSIS, etc at last 12 months in advance of any meeting. The location of the AGM is dependent on APRICOT)

2. + 3 months: Board should close and review offers.

3. + 6 months: after receiving recommendations from MC and any debate (online) Board should announce venue and appoint local hosts as responsible for the meeting. (With that should
come the "Guideline for Hosting APTLD Meetings" package, which we need to prepare)

4. + 9 months: The host should report against criteria in the Guideline - hotels booked, catering arrangements, internet access arrangements, budget etc. Board receives the report and gives final go ahead for the meeting. Registrations commence then or shortly after.

5. + 11 months: Final board meeting before Meeting - final updates, numbers attending, arrangements with co-meeting hosts (APCAUSE, APNIC, etc) if any discussed.

6. + 12 months: Meeting begins.

7. + 15 months: Final reporting from host to board against Budget.

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Chris Disspain to be appointed Chair of this Committee

2) Constitutional Committee

Charter to be approved as: "The Constitution Committee will monitor issues arising out the Constitution, preparing amendments as required for consideration at Annual General Meetings of APTLD, and arranging formal recordal of any resulting changes. The Committee will also maintain and update as directed by the
Board those resolutions of the Board which, because of their significance, are designated as "Bylaws".

The committee is looking at collating existing board resolutions on such matters as the conduct of elections, membership processes, sponsorship processes and preserving them in a set of bylaws. The constitution is being looked at to see where amendment might be required, such as the requirement to elect officers at the AGM (not before it by online process) and to that we can add today's point about proxxies for board members.

Shariya Zulkifi to be appointed Chair of this committee.

NB As the constitution presently requires the board to be elected at the AGM, it is proposed to give formal notice of a motion to elect those "elected" by the online voting process just completed immediately after this call - to meet the 14 day notice period required of AGM resolutions.

3) Membership Committee

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10 February 2004

Yumi Ohashi

DRAFT: Membership/Sponsorship Committee Report

1. Membership Status
23 Nov. 2003 .tk approved
09 Dec. 2003 .jo approved
13 Jan. 2003 .nf approved
04 Feb. 2003 .lk approved
(.info pending)

2. Sponsorship Status

> .mn plans to apply for 2005 meeting

> Opportunity at July and November meetings for 2004

" Propose to distribute additional handouts: Secretariat and
the Membership/Sponsorship Committee work on drafting

> Pacific candidate for November meeting

" Volunteer contact person in the Board needed

3. Others

Aug. 2003

> Proposed Workshop and handed over to Technical Committee

Fall 2003

> Fixed Sponsorship Guideline, Sponsorship Application Form,
and Membership Application Form

> Defined Observership and hand over to Constitution Committee

Nov. 2003
> Rough plan for 2004 approved by the Board

Dec. 2003

> APTLD webpages revision

+ Menu at the top page

+ About APTLD

+ Sponsorship etc.

> Introduced APTLD at intERLab (handouts)

4. Future works

> Draft Sponsorship pamphlet

> Draft DNS introduction material to be posted in the website as a tool for promotion to potential members

> Put APTLD introduction onto About APTLD page as a general tool for promotion

> Study feasibility of applying to InfoDev

> Find channel in the Pacific area

5. Request

> Hand over the future contact point with APNIC to Secretariat and/or Meeting Committee

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