H.E.R. DAO MINUTES

Opening

The first meeting of HERDAO Governors conducted via Zoom.

Meeting Title:	Q4 2021 - (Prioritise activities in meeting) - Next steps
Meeting Date:	06 December 2021
Meeting Time:	1.00 pm GMT
Note Taker:	Susan Doyle
Recorded by:	Marlene Marz

Attendees:	Apologies:
Tracey Bowen Kathleen Olstedt Thuy Tien Nguyen Shaunai De La Cruz Alexandra McCarroll Marlene Marz Susan Doyle	Shannon Ewing Melissa Henderson

Discussion

Tracey had met up with Harmony in Lisbon on blockchain week and had good conversations on equity, radical interventions, conference scholarships. Scholarships for ETH DENVER were for 300 people, whilst in discussion Tracey suggested for 150 women to attend by setting up a DAO for helping women, and conversations have led to where we are today. This is a chance to make a difference to a lot of womxn, and ourselves as it is going to be a great journey.

Each member of the group introduced themselves and talked about their background and skills.

	Agenda Item	Action
1.	Multi Sig Wallet set up and run through of signing a funding request **Discussion/comments**	**Tracey**

	Wallets have been set up but not showing micro deposits in the safe and not showing balance on Harmony, (not sure if it is a bug). In Metamask micro deposits were made and was showing on Harmony chain but not reflected in balances. Discussions with Harmony about this. Monies are ready to be sent but need to make sure all is well. Another Wallet may be set up to make sure balance is showing Talk with Shannon, Alex, and Tech guys at Harmony to see if something is wrong	
2.	Governor Vote to change the Telegram Group name to HER DAO **Discussion/comments** Governors and members had received telegram poll via telegram, to vote to change name to HER DAO. Majority agreed to change name, made sense to do so. Any objections please send a message.	**All**
3.	Community Vote to change the Telegram Group name **Discussion/comments**	**Tracey**
4.	Harmony DAO Forum set up **Discussion/comments** As funded by Harmony right now we will set up a Forum in Harmony DAO but does not have to be our main home tool. Lee from Harmony is setting up a Notion page that is for their site. Look to have our own Notion page, DAO tooling etc. To think about this and discuss later in Agenda.	**Susan**
5.	Social Media Set-Up and Email set up **Discussion/comments** Twitter Account has been set up today 06/12/2021 and all will be forwarded the Twitter link later.	**Shaunai/Marlene**

	What does everyone think? HER DAO to have website or to have webmail or holding page? Should we do website now or hold off or holding page? Should we do a general email? As a work group the suggestion is for it to go under Marketing/Branding and a simple interface. Most of work will be behind branding.	
6.	Conference and Venue/Site Visit DENVER Radical xChange - Dec 17th Hacker House Location **Discussion/comments** The RadicalxChange Conference is being held on 17th December 2021 is an excellent place for networking, gaining more partners and more funding. Tracey is planning to go to Denver as there is no way she can rent a space, houses etc, if she does not see it. Tracey will be merging the trip into two and will/wants to claim travel and accommodation allowance. A simple formal request, in the telegram group (when wallet is set up and systems to do this will be in place) when request for money this is when multi sig wallet comes in where 5 out of 9 must agree and then monies come out. As there are different ways, we can set a spending limit for people to do smaller transactions where we don't need 5 people to sign (we can agree to have that). This is the usual way to expedite payment requests. There is no decision on that yet - must make sure wallet is set up to hold money. When wallet is set up this will be discussed, if anyone has any objections, please email or message Tracey directly. Marlene asked **in which currency do we get funding, - is it Harmony Tokens?** Yes, funding will be in one token, as it is too much work for DAO in swapping one's preference in currency payment. Payment will be in one token and up to individual to transfer it into Fiat, keep it in Crypto, Swap etc. Anyone who needs help can ask, as there are few of us who are experienced in doing so. Tracey does not mind helping or doing a session if needs be.	**Tracey**

7.	DENVER ETH Grant confirmation **Discussion/comments** Talks with Brandon who works for Layer 3 about getting a separate portal which is being set up on Layer 3. (*Layer 3 is a platform for where they run bounties for protocols and Harmony use them for their signups for their scholarships*). We want to get own formal set up as time is the essence and women need to know if they will get funding as it is in February 2022. There are links there already that people can use but do not want to use the link for young students, thinking that was not the right way to go as sending out young student link for women to tag on to, it did not give proper acknowledgment or visibility as it seems like we were just tagged on end. Having our own dedicated campaign link that says "womxn" that we can use is important. Working on own separate portal set up and link by Wednesday the latest so can officially run grants for ETH DENVER	**Tracey**
8.	POAPS for ETH Denver **Discussion/comments** Patricio of Bufficorn does NFT's / POAP's for East Denver and Shannon will talk to him about POAPS for our events in East Denver. Tracey will talk to Shannon about putting her in contact with Patricio to discuss: ● How proof of participation/contribution, if we do a token or when we do a token become tokenised community? To have working groups around certain subjects ● Contribution Management /setting up Ambassador roles ● Smaller work groups /provides proposals discuss in next meeting ● Legal to contribution to move forward	**Shannon**
9.	Timetable and Expense form and accounting system set up **Discussion/comments** We all must be transparent on timekeeping and what we are doing. Admin will create Timesheets for everybody. We all have Separate timesheets to fill in via Goggle Docs and can	**Susan**

	post it where it is transparent and have a look at it in the forum. Every time a request for money can be put in the forum this system will be set up. Expense forms all go on same sheet so we can keep track of what everyone is doing such as Time taken to do things, money going out, a different safe for every part of the budget. This is something to discuss when sorted out.	
11.	Newsletter/blog set up? Melissa for candidate **Discussion/comments** To do at later date when we done a chunk of work to distribute later	**Not Assigned**
12.	Branding? Website etc **Discussion/comments** As discussed, set up a working group - Branding strategy	**Not Assigned**
13.	Merchandise - T-Shirts, Hats, Bags - what else? **Discussion/comments** Part of Branding strategy and what will be needed for ETH DENVER. Many womxn marketing	**Shaunai/Marlene**
14.	Detailed Schedule for Q1 **Discussion/comments** Schedule for Q1 being worked on, as it will get hectic in the new year, as working up to East Denver and having a lot of women coming and converging on this project and event. Marketing and partnerships as much as we can do for now. To layout the skeleton and put in a document and all can work on that.	**Tracey/Susan**

15.	Hacker House Programming
	
	Discussion/comments
	
	Start thinking about that now, not a solid program.
	    ● What kind of talks or hacking sessions?
	    ● What kind of Partnerships to be involve with?
	
	There is a lot of things we can do and the Womxn need to help. Wherever we are we try to Connect with community on ground with a few good projects.
	
	For example, in Denver, domestic abuse, homeless. We can donate some funds, do visits, something to think about.
	
	In a few weeks to have a special meeting before break for Christmas and just before working group or a discussion and make a document to put some ideas in
		All

16.	Sponsorships and Partnerships **Discussion/comments** Everyone is welcome to work on Partnerships and Sponsorships. To connect to as many womxn groups as possible, our way of working will be great for the other groups as well as for us - *the more we do/can do together and it will be good visibility.* We can have shared documents for everything - for contacts /people who reach out to us.	**All**

17.	Treasury - How to grow the treasury with investment - Staking?
	
	Discussion/comment
	Some have experience with finance;
	    ● How do we manage the treasury?
	    ● If we grow the treasury, how to invest?
	    ● Interest stake in things, financial strategy etc?
	
	It is a lot of money, not a random yield form.
	
	To look at sensible low risk ways to grow treasury.
		All

18.	Validator acquisition? **Discussion/comments** Be a validator for Harmony it is an easy thing to do **not a priority** – small income but something to think about	**All**
19.	Schedule zoom meeting(s) - Discuss meeting frequency **Discussion/comments** As and when, to meet up with working group to have consistent check ins with entire group and monthly catch ups. Time is so expensive, good for cohesion of group. It will be good for regular meetings in the diary and if need it can have meeting or if not cancel meeting	**All**
20.	Any other ideas for immediate attention or funding **Discussion/comments**	**All**
21.	Regulatory Framework **Discussion/comments** There is liability when being an officially constructed DAO it could mean every single person is legally liable /responsible. Different solutions to this: Co-operative / foundation - all a lot of work. Limit the liability-simple contracts for service provider. Tracey mentioned technically speaking DAO subcontract her and authorise her to carry out and to engage in contracts carried as a separate entity (one person to hold all contracts and liability). Tracey has Liability insurance for 10 million. DAO excludes liability e.g., caterers' contract between Tracey Bowen and third party. Registered as sole trader in UK. This is a temporary solution, and we have time. A working group to be set up, a light work structure is best of all worlds. - To define our activities, what we are doing in the future to incorporate?	**Kathleen** *(happy to hand over)* **Thuy**

22.	DAO Tooling **Discussion/comments** How are we going to function? Using Notion, Google Docs. Aragon tools, tons of tools coming out obviously telegram, on chain governance, integrate proposal management road map of 10 people is fine as DAO expands might have to upscale with tooling. Be best to set up conversation and keep it light.	**Kathleen** ***(happy to hand over)*** **Thuy**
23.	Documentation, SOPs, KPI Tracking **Discussion/comments** Monthly program report, transparency for community and our purpose.	**Kathleen** ***(happy to hand over)*** **Thuy**
24.	Contribution Management Setup **Discussion/comments** Contribution working group for that	**Kathleen** ***(happy to hand over)*** **Thuy**
25.	Content Syndication (?) **Discussion/comments** Aragon talks about distribute content, roadblock building a list, syndicate contact smart idea to gain reach It is easy to set up build some boxes keep it light weight structure conversations	**Kathleen** ***(happy to hand over)*** **Thuy**
26.	Monthly Progress Reporting? **Discussion/comments** Something that we can distribute, it will be for our purpose and transparent for DAO purposes. This sets up for communication that is important for us community and Harmony. Be good to see Harmony also bullet points	**Susan/Tracey**

27.	Retroactive funding request: Proposal construction - 25 hrs - Research, Team Building, Design, chat moderation, Editing and Review - (prefunding activity) **Discussion/comments** Put a request, agree/ not agree - put in monthly hours of 25 hrs making proposal, finding and meeting people, initial designs (not in governor hours). Suggestion: Take out of contingency budget. Work in dignity pay for time. Any queries can send a message privately if not comfortable dissenting in a group	**Tracey**
28.	Shared repository for womxn focused VCs & Organisations (?) **Discussion/comments** Multipliers and partners	**Kathleen** *(happy to hand over)* **Thuy**

NOTES:	

NEXT MEETING: MONDAY 20TH DECEMBER 2021 - TIME TBC