

# Northern Territory Working Women's Centre Committee of Management – MINUTES: SPECIAL INDUCTION MEETING

**Meeting Date** 16 February 2015

**Location** NT Working Women's Centre

**Time** 5.20 for 5.30pm

**Members** Fateneh Misaghi, Emily Webster, Nadine Maloney, Eloise Page, Golden Noble-Harris

**Staff** Rachael Uebergang, Anna Davis

**Apologies** Jude Page

**Non-attendance**

**Chair** Emily Webster

**Minutes** Golden Noble-Harris

**Meeting opened** 5:39 pm

Agenda Item	Assigned
<b>Item 1 - Attendance &amp; welcome to new members</b> , COM meetings confidential Welcome to Fateneh Misaghi (Darwin) and Eloise Page (Alice Springs)	EW
<b>Item 1a - Declaration of conflicts of interest</b>	EW
<b>Item 2 – Apologies</b> Jude Page	EW
<b>Item 2a – Non Attendance</b>	EW
<b>INDUCTION MEETING</b>	
<b>Special item – Round robin intro of all members</b>	
<b>Special item – background to NTWWC (funding, history, staff)</b> Explanation of funding Explanation of Projects: surplus money set aside for projects. \$31K to be reallocated since Lyons cottage application didn't eventuate. Staff structure- explanation of new role (finance officer in Newcastle, need to recruit trainee admin officer- pending adjustment to EBA to include trainees as employees)	RU
<b>Special item – background to COM role (constitution, charter, code of ethics)</b> Overview of our responsibilities to the constitution, 4 to make quorum, Focus- disputes: encouraging the COM to raise concerns before feeling the need to refer to the disputes process in the constitution. EW encourages COM to consider questions prior to meeting so all decisions can be made at the meeting, promptly. Chair and coordinator (RU) will flag	EW

<p>key questions in advance with the COM. GNH to communicate those flagged points with documents each month.</p> <p>EW encourages COM to ask questions, particularly with financial documents.</p> <p>Financial training to be arranged for COM in 2015.</p>	
<p><b>Special item – background to COM meetings and strategic plan</b></p> <p>GNH overview of COM Meetings: timing, expected hours of work, reviewing papers, e-decisions</p> <p>AD overview of strategic plan involvement for COM: COM and staff get together and come up with a strategic plan once annually. COM then embeds the strat plan into each meeting, creating a focus from the strategic plan and ensuring the NTWWC is reflecting the strategic plan.</p>	GNH & AD
<p><b>Special item – background to Budget and reading financial reports</b></p> <p>AD: new members need the policy manual to understand the COM role and financial management.</p> <p>Financial management is delegated to the Coordinators, in partnership with the treasurer and financial manager.</p> <p>Budget is provided to the COM at the beginning of the financial year.</p> <p>Explanation of balance sheet: Grants in Advance- system is complex, needs to be rectified so that report data is not misleading.</p> <p>Profit and Loss: handy to monitor the % difference according to the time of year, to watch if budget is on track.</p> <p>FM- financial report to be ready by <b>1<sup>st</sup> week of month</b>, then treasurer to meet with coordinator <b>by 2<sup>nd</sup> week of month</b> to be ready by COM meeting on <b>3<sup>rd</sup> Monday of month</b>.</p>	AD
<b>REGULAR MEETING – URGENT ITEMS ONLY</b>	
<p><b>Item 3 - Minutes of previous meeting</b>      Moved: NW Seconded: EW</p>	EW
<p><b>Item 4 - Open Actions – see table</b></p>	
<p><b>Item 5 - Out of session e decisions</b></p> <p>Decision to appoint new members of the COM</p>	EW
<p><b>Item 6 - Treasurer’s Report – postponed till next meeting</b></p>	
<p><b>Item 7 - Risk and Audit Sub-committee report - postponed till next meeting</b></p>	
<p><b>Item 8A – EBA Sub-committee report</b></p> <p>NW and EW sub-committee. Met with staff reps last week. Most items agreed. Several outstanding.</p> <p>Notice that will not be completed by March.</p> <p>EW to update COM about current claims and to seek approval of new claims for EBA.</p>	EW
<p><b>Item 9 - Co-ordinators’ report</b></p>	ADav & RU

AD- study leave application not in report. Will require e-decision	
<b>Item 10 – 20 minute Strategic Plan focus discussion - postponed till next meeting</b>	
<b>Item 11 – Choose strategic plan focus for next month’s meeting</b> EP: Regional and Remote Work. AD to look at stats for next meeting	All
<b>Item 12 – New memberships – endorse online members</b> EP and FM did first online applications RU: request to formalise the online application process EW: Emma Ringer has expressed interest on the COM. She has put in an application for membership. Noted conflict of Interest discussed and deemed not a conflict of interest COM discussed a membership badge or token to be discussed at next meeting <b>COM noted and approved</b>	EW
<b>Item 13 - Other business</b>	
<b>13.1 COM recruitment</b> EW: working with Genevieve Daly and Emma Ringer to ascertain interest as 7 <sup>th</sup> COM member	EW
<b>13.2 Vacant Vice Chair and Treasurer positions</b> Motion to appoint Fateneh as Treasurer <b>Move: EW</b> <b>Second: NW</b>	EW
<b>Item 14 – Next meeting: 16 March</b>	

**Item (4) Open Actions (Closed items to be removed the following month)**

#	Description	Assigned	Due Date
5	(24/9/14) Decision to accept half day risk, half day Financial Reports, offered by Matrix. \$1748 for two part-day workshops. November date to be confirmed. Moved: Emily Seconded: Nadine (20/10/14) Training should be done when new Committee members are on board. GNH will do Governance and Understanding Financial training when it is next available in Darwin	Anna Dawson, GNH	<del>20/10/14</del> <del>December</del> <del>meeting</del> New Year, when COM recruited

9	<p>(21/7/14) Chris to send update on Risk and Audit sub-committee by the end of this week for discussion at next meeting.</p> <p>(24/9): Hold over until next meeting</p> <p>(20/10/14)CH to talk to RU about the risk assessment process.</p> <p>CH to send around dot points to everybody outlining the main priorities in terms of managing risk.</p> <p>CH offered to provide a workshop with the COM around managing risk when we have new members.</p>	CH	<p><del>20/10/14</del> <del>December</del> <del>meeting</del></p> <p>January 2015</p>
17	<p>(18/8) Refer issue re process for who goes to training etc to go to governance sub-committee.</p> <p>EW: hold action item over- discussion about suspending sub-committees until more COM members</p> <p>(20/10/14) Hold this item over.</p>	EW	<p><del>15/9/14</del> <del>December</del> <del>meeting</del></p> <p>Held over until sub-committee reconvened</p>
20	<p>(24/9): Governance sub-committee to be suspended, with intention for it to be re-convened</p> <p>EBA sub-committee to be added as new Agenda item (Item 8A)</p> <p>(20/10/14) This item remains suspended</p>		<p><del>20/10/14</del> <del>December</del> <del>meeting</del></p> <p>Held over until sub-committee reconvened</p>
21	<p>establish finance sub-committee date, 2<sup>nd</sup> Wednesday every month at 4.45pm</p>	EW, AD and FM	monthly

Meeting Closed : 7:10 pm

Strategic Plan  
(Please Do Not Remove)

**1. Collaboration and Stakeholder Engagement**

1.1 To build and maintain strategic relationships with politicians, bureaucrats, unions and the community to help us achieve our vision

1.2 To build and maintain our reputation as industry leaders advocating for the rights of women at work and for workplace cultural change

**2. Community Education**

2.1 To establish and implement a clear community education framework

**3. Funding**

3.1 To ensure ongoing financial sustainability and viability of the NTWWC

**4. Cultural Accessibility**

4.1 To ensure the NTWWC is accessible and culturally appropriate for Aboriginal and Torres Strait Islander women and caters for Aboriginal and Torres Strait Islander women's needs

4.2 To ensure the NTWWC is accessible and culturally appropriate for Culturally and Linguistically Diverse women and caters for Culturally and Linguistically Diverse women's needs

**5. Regional and Remote Work**

5.1 To explore opportunities for increasing awareness of and accessibility to the NTWWC in remote communities

**6 Staff**

6.1 To maintain the status of the NTWWC as a model employer and workplace

6.2 To maximise and maintain our capacity and competency

**7 Governance**

7.1 A well-functioning, enthusiastic and supported COM.

7.2 Effective compliant and transparent risk management.

7.3 Up to date policies and procedures are in place and adhered to.