

Northern Territory Working Women's Centre Committee of Management – AGENDA/MINUTES

Meeting Date 16 March 2015
Location NT Working Women's Centre
Time 5.20 FOR 5.30PM
Members
Staff
Apologies
Non-attendance

Chair
Minutes
Meeting opened

Agenda Item	Assigned
Item 1 - Attendance & welcome to new members	EW
Item 1a - Declaration of conflicts of interest	EW
Item 2 – Apologies	EW
Item 2a – Non Attendance	EW
Item 3 – Ratification of minutes of previous meeting Moved: Seconded:	EW
Item 4 - Open Actions – see table	
Item 5 - Out of session e decisions	EW
Item 6 - Treasurer's Report	
Item 7 - Risk and Audit Sub-committee report	
Item 8A – EBA Sub-committee report	EW
Item 9 - Co-ordinators' report	ADav & RU
Item 10 – 20 minute Strategic Plan focus discussion - 5. Regional and remote work	
Item 11 – Choose strategic plan focus for next month's meeting	All
Item 12 – Approve new memberships & endorse online members	EW
Item 13 - Other business	
13.1 COM recruitment	EW
13.2 Vacant Vice Chair position	EW
Item 14 – Next meeting: 20 April	

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

Meeting Closed : 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.