

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

Meeting Date 20 April 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 – EBA Sub-committee report	EW
Item 8 - Co-ordinators' report	ADav & RU
Item 9 - 10 minute Strategic Plan focus discussion - Community Education	
Item 10 – Choose strategic plan focus for next month's meeting	All
Item 11 – Approve new memberships & endorse online members	EW
Item 12 - Other business	
12.1 Vacant Vice Chair position	EW
12.2 COM vacancy	
Item 13 – Next meeting: 18 May	

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

#	Description	Assigned	Due Date
5	(24/9/14) Training half day risk, half day Financial Reports, offered by Matrix. \$1748 for two part-day workshops. (20/10/14) Training should be done when new COM on board. GNH will do Governance and Understanding Financial training when it is next available in Darwin. Workshops to be run out of Alice and/or with video link	EW	20/04/2015
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. (20/10/14)CH to send around dot points, CH to provide workshop with COM around managing risk when we have new members. EW to follow up with CH- dependent on EW	EW	20/10/14 December meeting 20/04/ 2015
22	Conflict of Interest Client Interests Policy Amendment to be made to policy, stipulating that clients, with a possible conflict of client interest, should be offered clinic appointments in an office other than that which the other client is receiving advice. Eg. Alice Client should receive a telephone clinic appointment in Darwin	RU & AD	20/04/ 2015

Meeting Closed

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.