

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

Meeting Date 15 June 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 | EW |
| Item 4 - Open Actions – see table | |
| Item 5 - Out of session e decisions | EW |
| Item 6 - Treasurer's Report (COM to be briefed by Treasurer with the new format and reference to profit and loss balance sheets as reference papers) | FM |
| Item 6A – Tabling of Financial Reports | FM |
| Item 8A – EBA Sub-committee report | EW |
| Item 9 - Co-ordinators' report | ADav & RU |
| Item 10 minute Strategic Plan focus discussion - Governance. | EW |
| Item 11 – Choose strategic plan focus for next month's meeting | All |
| Item 12 – Approve new memberships & endorse online members | EW |

| | |
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| Item 13 - Other business | |
| 13.1 Redback Conferencing | EP |
| 13.2 COM vacancy | EW |
| 13.3 COM members on leave | All |
| Item 14 – Next meeting: 20 July | |

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

| # | Description | Assigned | Due Date |
|---|--|----------|--|
| 1 | (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 EW to contact A Dawson. Workshops to be run out of Alice and/or with video link (18/5) Anna Davis to look up the quote from Anna Dawson and this will be used for Emily to compare with any new quote to come through | EW | 15 June |
| 2 | (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 | Held over until sub-committee reconvened |
| 3 | Financial documents to be itemised as 6A as an agenda items | | |
| 4 | Eloise to provide research on community education | EP | 15 June |
| 5 | New COM members Emma Ringer as potential new COM | EW | 15 June |
| 6 | COM portal - COM login for portal created by AD, coordinators to check if COM can upload docs | AD | 15 June |
| 7 | Draft Policies on History of the NTWWC and Returning to work after parental Leave - to be considered by e- decision by EW | EW | 15 June |

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.