

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	Golden Noble-Harris, Eloise Page, Emily Webster, Nadine Maloney
Staff	Rachael Uebergang, Anna Davis
Apologies	Jude Harrison, Fateneh Misaghi
Non-attendance	
Chair	Emily Webster
Minutes	Golden Noble-Harris
Meeting opened	5.37pm

Agenda Item	Assigned
Item 1 - Attendance & welcome to new members Emma Ringer- new guest and potential member for COM	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 Amend Action item 8- from Eloise to Jude. Moved: EW Seconded: GNH	EW
Item 4 - Open Actions – see table	
Item 5 - Out of session e decisions none	EW
Item 6 - Treasurer's Report Treasurer not present but Budget discussed: Budget approved by treasurer by email. Noted increased costs in IT- computer and database- increase explained because of upgrade Reduction of staff expenditure- not due to reduction of staff but staff working hours Staff travel went over budget- planned travel was cancelled to balance this overspend Motion to approve the budget: GNH Seconded: Eloise Page Unanimously approved	FM

<p>Move a motion to approve an allocation of Employee entitlements from the surplus as at 1 July 2015: EW Seconded: NM Unanimously approved</p> <p>Back pay be allocated from the surplus Motion: EW Seconded: EP Unanimously approved</p> <p>Surplus of budget- \$11K approximately Decision to allocate any final surplus to the <i>projects</i> line item on the balance sheet, for the purpose of IT upgrades Motion: EW Seconded: EP Unanimously approved</p>	
<p>Item 6A – Tabling of Financial Reports Postponed until Treasurer returns</p>	<p>FM</p>
<p>Item 8A – EBA Sub-committee report Agreement on EBA reached with staff. Staff liaising with ASU and awaiting ASU response. Formalities being sorted. A great benefit is the issues with the receptionist role can be resolved and advertised. Note: Chair is the signatory for EBA.</p>	<p>EW</p>
<p>Item 9 - Co-ordinators’ report Decision to amend the salary sacrifice policy (7th paragraph) Motion: NM Seconded: EW</p> <p>Grants Staff ask COM to consider and suggest any grants or large organisations (to donate) to assist the replacement of server software at a cost of \$20K-\$30K</p> <p>EP suggested Clayton Utz or ‘our community’ membership at \$85/year- provides access to database of grants</p> <p>NM- decision to put Grants as action item for committee members.</p> <p>AD and RU to follow up NM suggestion: Industrial Lawyer James Burke- Hall Payne private firm.</p>	<p>ADav & RU</p>
<p>Item 10 minute Strategic Plan focus discussion - Governance. Discussion on whether we are fulfilling our responsibilities as a COM if Item 10 is removed.</p>	<p>EW</p>

EW to distribute email to COM about focus discussion and how to make it effective and practical	
Item 11 – Choose strategic plan focus for next month’s meeting Held over until next month’s meeting: focus discussion	All
Item 12 – Approve new memberships & endorse online members None- COM to expect new membership email in July	EW
Item 13 - Other business	
13.1 Redback Conferencing Decision made that Redback too expensive (at about \$200/meeting) Go-to meeting considered as a trial once at \$65/month: deemed ineffective with current server issues	EP
13.2 COM vacancy	EW
13.3 COM members on leave GNH- on leave July and August EW- on leave July FM- on leave July Acting Vice Chair to be taken by NM in EW absence and acting secretary required Decision to cancel July meeting	All
Item 14 – Next meeting: 17 August	

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 17August

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	Put on the agenda for August
3	Financial documents to be itemised as 6A as an agenda items		complete
4	Jude to provide research on community education	JH	15 June 17August
5	New COM members Emma Ringer as potential new COM	EW	15 June complete
6	COM portal - COM login for portal created by AD, coordinators to check if COM can upload docs	AD	15 June Complete
7	Draft Policies on History of the NTWWC and Returning to work after parental Leave - to be considered by e-decision by EW. To be considered by e-decision on 16 June	EW	15 June 17August

Meeting Closed: 6.41 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.