

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

Meeting Date 17 August 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	
Item 1a - Declaration of conflicts of interest	
Item 2 – Apologies	
Item 2a – Non Attendance	
Item 3 – Ratification of minutes of previous meeting Moved: Seconded:	
Item 4 - Open Actions – see table	
Item 5 - Out of session e decisions	
Item 6 - Treasurer's Report Presentation of Audit	
Item 6A – Tabling of Financial Reports	
Item 8A – EBA Sub-committee report	
Item 9 - Co-ordinators' report	
Item 10 minute Strategic Plan focus discussion – do we want to continue having focus discussion, and how?	
Item 11 – Choose strategic plan focus for next month's meeting	
Item 12 – Approve new memberships & endorse online members	
Item 13 - Other business	
Item 14 – Next meeting:	

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

#	Description	Assigned	Due Date
1	Organise training for COM on half day risk, half day	EW	

	Financial Reports, offered by Matrix. \$1748 for two part-day workshops (quote may be out of date).		17August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
4	Jude to provide research on community education	JH	15 June 17August
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
8	COM members to investigate grants options for new server	All	
9	EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical	EW	

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.