

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

Meeting Date 21 September 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	NW
Item 1a - Declaration of conflicts of interest	NW
Item 2 – Apologies	NW
Item 2a – Non Attendance	NW
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes are a true and accurate record. Moved: Seconded:	NW
Item 4 - Open Actions – see table below for updates	NW
Item 5 - Out of session e decisions	NW
Item 6 - Treasurer's Report	FM
Item 6A – Tabling of Financial Reports	NW
Item 8A – EBA Sub-committee report	NW & RU
Item 9 - Co-ordinators' report	AD & RU
Item 10 minute Strategic Plan focus discussion – Governance: Focus on a self-evaluation exercise of COM's effectiveness	EP
Item 11 – Choose strategic plan focus for next month's meeting	NW
Item 12 – Approve new memberships & endorse online members	NW
Item 13 - Other business 13a: COM vacancy	
Item 14 – Next meeting:	

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

#	Description	Assigned	Due Date
1	(17/8): Eloise will check with Matrix on Board re updated quote and availability for training for COM on half day risk, half day Financial Reports(NB original quote was \$1748).	EP	21 Sept
2	(17/8): discussion about suspending sub-committees until more COM members	EW	Ongoing – hold over till EW’s return
8	COM members to investigate grants options for new server.	All	Ongoing
9	EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical	EW	Ongoing – hold over till EW’s return
10	(17/8) Nadine to send thanks and acknowledgement of resignation to Jude by email.	NW	21 Sept
11	(17/8) Rachael to send out e-decision for approval of audit.	RU	24/8
12	FM would like the COM to examine duties of Treasurer and discuss role of Treasurer at next meeting. AD to circulate documents re Treasurer’s role.	AD	21/9
13	(17/8) RU and NW to work together this week to get the EA lodged with FWC.	RU, NW	21/8
14	(17/8) EP to send out a questionnaire to guide discussion at next meeting on self-evaluation by COM of effectiveness, prior to meeting.	EP	Prior to 21/9
15	(17/8) RU to circulate our recruitment policy to guide us on filling current vacancy.	RU	Prior to 21/9

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.