

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

Meeting Date	21 September 2015
Location	By Teleconference
Time	5.20 FOR 5.30PM
Members	Golden Noble-Harris, Emma Ringer, Nadine Williams, Fataneh Misaghi
Staff	Rachael Uebergang, Anna Davis
Apologies	Eloise Page, Emily Webster
Non-attendance	None
Chair	Emma Ringer
Minutes	Anna Davis
Meeting opened	5.45pm

Agenda Item	Assigned
Item 1 - Attendance & welcome to new members	ER
Item 1a - Declaration of conflicts of interest	ER
Item 2 – Apologies – see above	ER
Item 2a – Non Attendance - none	ER
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the August meeting are a true and accurate record. Moved: NW Seconded: ER <u>APPROVED</u>	ER
Item 4 - Open Actions – see table below for updates	ER
Item 5 - Out of session e decisions 2 e-decisions were made on the audit, both of which passed.	ER
Item 6 - Treasurer's Report FM sent around a report, comparing the budgeted year to date with the actual year to date expenditure, however the attachment didn't come through. The report was re-sent to members during the meeting. FM reported that 80% of our grant income has been received. FM reported that the net profit at this point in time is a little bit over the budgeted profit, as we have received more membership fees than budgeted for. There were no recommendations. NW thanked FM for the report. The COM are happy with the format of the report. Motion: That the Treasurer's report be accepted. Moved: FM Seconded NW <u>APPROVED</u>	FM

<p>Role of Treasurer</p> <p>Documents were circulated prior to the meeting re the current role of the Treasurer, including excerpts from the NT Associations Act, NTWWC Constitution, NTWWC Policy and Staff Handbook.</p> <p>FM requested that the P&L and Balance sheet reports only include the year to date items up until the end of the reporting month. AD reported that she has asked Lianne to produce these reports from now on.</p>	
<p>Item 6A – Tabling of Financial Reports</p> <p>The Balance Sheet, YTD Profit and Loss and bank statements were circulated prior to the meeting.</p>	ER
<p>Item 8A – EBA Sub-committee report</p> <p>RU reported that the EA went to the Fair Work Commission for approval but it was not approved. This was due to an administrative error and some (minor) content in the EA that the Commissioner would not approve without amendments. For example, no default superannuation fund was nominated. These clauses have now been amended, the notification process has now recommenced, voting will take place tomorrow and the EA is due to be lodged anytime from 30/9/15.</p>	NW & RU
<p>Item 9 - Co-ordinators' report</p> <p>A written report was circulated prior to the meeting.</p> <p>The following points were added to the report:</p> <ul style="list-style-type: none"> - NTWWC has been approached by UNSW Safe at Home Safe at Work project to enter into a training partnership to deliver DV and Work training as a preferred provider. The training would be fee for service (\$2000 for half day, with 30% going to UNSW for ongoing research on women who have accessed DV workplace entitlements). We are in the process of perusing the agreement. - FM suggested taking on new staff or increasing current staff hours to meet the current client demand. RU responded that there is not room in the budget for additional staff or hours, due to the need for server budget and staff returning from mat leave, who may return to full time hours. - Client conflicts policy has been re-circulated with some amendments to allow more discretion for coordinators in making assessments of client conflicts and service approaches. Recommend that this policy be adopted. - Draft recruitment policy circulated – ER and NW will review this and bring back suggested changes. - NW thanked the Coordinators for their work. <p>Motion: That the report be noted and the Client Conflict policy be adopted Moved: NW Seconded: ER <u>ACCEPTED</u></p>	AD & RU

Item 10 minute Strategic Plan focus discussion – Governance: Focus on a self-evaluation exercise of COM’s effectiveness - Held over till Eloise is back.	
Item 11 – Choose strategic plan focus for next month’s meeting - See above.	
Item 12 – Approve new memberships & endorse online members No new memberships.	ER
Item 13 - Other business 13a: Common Seal Motion: That the COM approve the affixing of the common seal to the Fair Work Ombudsman Moved: NW Seconded: Golden <u>APPROVED</u> Action: Coordinators to liaise with Golden and Fataneh to witness the affixing of the common seal. 13b: AGM FM not available for Oct AGM – agreed to hold AGM in November. Action: Coords to mail around to pick a date. 13c: COM vacancies Golden is tendering her resignation as she has a new job and won’t be able to commit to COM. She can stay on till AGM. Agreed to leave further discussion of COM vacancies till next meeting.	ER
Item 14 – Next meeting: October 19	

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

#	Description	Assigned	Due Date
1a	(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). Eloise followed up on quote. Decision made for Alice COM members (3) to attend Matrix on Board training in Nov.	EP	21 Sept Completed
1b	Anna to re-send around Matrix on Board training dates for Darwin members to see if they are interested and available to attend training	AD	By end 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 completed
11	(17/8) Rachael to send out e-decision for approval of audit.	RU	24/8 completed
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 completed
13	(17/8) RU and NW to work together this week to get the EA lodged with FWC.	RU, NW	21/8 EA documents to be relogged, To be finalised by 30/9
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 Completed
15	(17/8) RU to circulate our recruitment policy to guide us on filling current vacancy.	RU	Prior to 21/9 Completed

Meeting Closed: 7.17pm.

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.