

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

Meeting Date 19 October 2015

Location

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 Motion: That the minutes of the September meeting are a true and accurate record. Moved: Seconded:	
Item 4 - Open Actions – see table below for updates	
Item 5 - Out of session e decisions - none	
Item 6 - Treasurer's Report Motion: That the Treasurer's report be accepted. Moved: Seconded	
Item 6A – Tabling of Financial Reports	
Item 8A – EBA Sub-committee report	
Item 9 - Co-ordinators' report Motion: That the report be noted (and the recommendations adopted). Moved: Seconded:	AD & RU
Item 10 minute Strategic Plan focus discussion – Governance: Focus on a self-evaluation exercise of COM's effectiveness	

Item 11 – Choose strategic plan focus for next month’s meeting	
Item 12 – Approve new memberships & endorse online members	
Item 13 - Other business 13a: AGM Planning 13b: COM vacancies – 3 vacancies from November. Chair and Sec/Public Officer vacant from November (NB Must replace Public Officer within 14 days).	
Item 14 – Next meeting:	

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

#	Description	Assigned	Due Date
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
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 relodged, To be finalised by 30/9
14	(21/9) Coordinators to liaise with Golden and Fataneh to witness the affixing of the common seal.	AD/RU	By end Sept
15	(21/9) Coords to email around to pick an AGM date.	AD/RU	By end Sept

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.