

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

Meeting Date 15 February 2016
Location Darwin and Alice Springs offices
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 – round robin intro for new attendees	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 of the November meeting are a true and accurate record. Moved: Seconded: Approved/Not approved	NW
Item 4 - Open Actions – see table below for updates	NW
Item 5 - Out of session e decisions COM recruitment policy	NW
Item 6 - Treasurer's Report Motion: That the Treasurer's report be accepted. Moved: Seconded	FM
Item 6A – Tabling of Financial Reports Motion: That Financial reports are noted. Moved: Seconded:	NW
Item 7 - Co-ordinators' report Motion: That the report be noted (and the recommendations adopted). Moved: Seconded:	AD &RU
Item 8 - ten minute Strategic Plan focus discussion – Governance:	EP

Present a de-identified summary on the self-evaluation exercise	
Item 9 – Choose strategic plan focus for next month’s meeting	All
Item 10 – Approve new memberships & endorse online members	NW
Item 11 - Other business 11a: COM vacancies	EW
Item 12 – Next meeting:	

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

#	Description	Assigned	Due Date
9	EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical.	EW	February meeting

Meeting Closed: 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.