

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

Meeting Date	15 February 2016
Location	Darwin and Alice Springs offices, and via teleconference
Time	5.20 FOR 5.30PM
Members	Emily Webster (teleconference) Nadine Williams Eloise Page Emma Ringer (teleconference) Fataneh Misaghi
Staff	Rachael Uebergang
Observers	Tina Namow Shannon Coetzee Lauren Macaulay
Apologies	Anna Davis Genevieve Dally (observer)
Non-attendance	
Chair	Nadine Williams
Minutes	Emma Ringer
Meeting opened	5.30pm

Agenda Item	Assigned
Item 1 – Attendance & welcome to new members 'Round robin' welcome of all COM members, staff and observers	NW
Item 1a – Declaration of conflicts of interest Nil	NW
Item 2 – Apologies Anna Davis Genevieve Dally (observer)	NW
Item 2a – Non Attendance Nil	NW
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the November December meeting are a true and accurate record. Moved: Eloise Page Seconded: Emily Webster Approved/ Not approved	NW
Item 4 – Open Actions – see table below for updates Emily sent an email to COM on 8 February, re: how to best use the standing agenda item on Strategic Plan focus discussion. All COM members to look at email, consider how it might be useful and the practicalities of this for each meeting.	NW

<p>Will further discuss strategic planning day and training under 'Other Business'.</p> <p>Rachael noted that the standing agenda item arose organically from the previous strategic planning process.</p> <p>Discussion noted – further items arising from strategic plan focus to be referred to further discussion at the strategic planning day.</p>	
<p>Item 5 – Out of session e-decisions</p> <p>COM recruitment policy; quorum reached to move the recruitment policy.</p> <p>Approved/Not approved</p>	NW
<p>Item 6 – Treasurer’s Report</p> <p>Treasurer provided a verbal report.</p> <p>Ahead of budget – grants received in advance.</p> <p>Below budget due to additional funds for replacement of IT server which has not yet happened.</p> <p>Superannuation overpayment – clarified.</p> <p>Depreciation to be adjusted in the following month.</p> <p>Suggestion by Treasurer to investigate possibility to use surplus against wages to increase staff resources/hours to increase client caseload. Noted that an additional staff resource is being filled in a sessional capacity on a casual basis to cover this period.</p> <p>Motion: That the Treasurer’s report be accepted.</p> <p>Moved: Emma Ringer Seconded: Fataneh Misaghi</p> <p>Approved/Not approved</p>	FM
<p>Item 6A – Tabling of Financial Reports</p> <p>Motion: That Financial reports are noted.</p> <p>Moved: Emma Ringer Seconded: Fataneh Misaghi</p>	NW
<p>Item 7 – Co-ordinators’ report</p> <p>Discussion on International Women’s Day events and involvement of NTWWC.</p> <p>Motion: That the report be noted (and the recommendations adopted) – special thanks to Co-ordinators also noted.</p> <p>Moved: Eloise Page Seconded: Nadine Williams</p> <p>Approved/Not approved</p>	RU
<p>Item 8 – 10 minute Strategic Plan focus discussion – Governance:</p> <p>Present a de-identified summary on the self-evaluation exercise. Eloise has provided an analysis to the COM. Noted that Q1 is intentionally removed as it was identifiable (related to location).</p> <p>Areas of opportunity for improvement discussed.</p> <p>Suggestion that we table/discuss as a group at the strategic planning day and think about it further in the meantime.</p> <p>Suggestion that we could include new COM members prior to strategic planning day so we have more complete data.</p>	EP

<p>Item 9 – Choose strategic plan focus for next month's meeting</p> <p>Suggestion that we put this off until we hold strategic planning day.</p> <p>Further suggestion that we discuss funding as the strategic plan focus for the next meeting – timing is likely to be appropriate for this to be tabled.</p> <p>Motion: That the focus on funding at April meeting of COM</p> <p>Moved: Fatenah Misaghi Seconded: Emily Webster</p> <p>Approved/Not approved</p>	All
<p>Item 10 – Approve new memberships & endorse online members</p> <p>Shannon Coetzee</p> <p>Tina Namow</p> <p>Lauren Macaulay</p> <p>Motion: That this committee meeting approve the membership of these new members.</p> <p>Moved: Nadine Williams Seconded: Emily Webster</p> <p>Approved/Not approved</p>	NW
<p>Item 11 – Other business</p> <p>11a: COM vacancies</p> <p>Note of thanks for observers in attendance and for their consideration in joining the COM.</p> <p>11b: NT Women's Consultative Committee</p> <p>Nominations are open – this is noted for the information of the COM.</p> <p>11c: Approval of amended policies</p> <p>Discussion on process to approve policies, suggestion for temporary policy sub-committee to address backlog of policies/procedures, then form a governance sub-committee for ongoing basis to review and recommend policies and procedures.</p> <p>Noted that Emily, Tina, Nadine agree to form, along with Rachael, a temporary policy sub-committee, to meet prior to next meeting.</p> <p>11d: Strategic planning day</p> <p>In terms of cost there's no big cost difference in whether it is held in Alice Springs or Darwin. Suggestion to set up a 'doodle poll' to get optimal date considering location. Discussion around use of a facilitator. Note to avoid school holiday dates.</p> <p>Rachael will send out a 'doodle poll' to reach a decision dates/location.</p>	All
<p>Item 12 – Next meeting:</p> <p>Monday 18 April 2016, 5:20pm</p>	

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: 7.00pm

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.