

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

<b>Meeting Date</b>	20 June 2016
<b>Location</b>	Darwin and Alice Springs offices, and via teleconference
<b>Time</b>	5.20 FOR 5.30PM
<b>Members</b>	Emily Webster (teleconference) Emma Ringer (teleconference) Tina Namow Shannon Coetzee (teleconference) Lauren Macaulay (teleconference) Golden Noble-Harris (teleconference)
<b>Staff</b>	Anna Davis Rachael Uebergang
<b>Observers</b>	NA
<b>Apologies</b>	Fataneh Misaghi Nadine Williams
<b>Non-attendance</b>	NA
<b>Chair</b>	Emily Webster
<b>Minutes</b>	Emma Ringer
<b>Meeting opened</b>	5.37pm

Agenda Item	Assigned
<b>Item 1 – Attendance &amp; welcome to new members</b>	EW
<b>Item 1a – Declaration of conflicts of interest</b>	EW
<b>Item 2 – Apologies</b> Fataneh Misaghi Nadine Williams	EW
<b>Item 2a – Non Attendance</b> Nil	EW
<b>Item 3 – Ratification of minutes of previous meeting</b> Motion: That the minutes of the February meeting are a true and accurate record. Moved: Emily Webster    Seconded: Emma Ringer <del>Approved/Not approved</del>  Motion: That the minutes of the April special meeting are a true and accurate record. Moved: Emily Webster    Seconded: Lauren Macaulay <del>Approved/Not approved</del>	EW

<p><b>Item 4 – Open Actions – see table below for updates</b>  Action item 9: Emily will re-send the email for discussion  Action item 10: action is completed and can be removed.</p>	EW
<p><b>Item 5 – Out of session e-decisions</b>  Note that the e-decision to accept Golden Noble-Harris back onto the COM was passed by the COM.</p>	EW
<p><b>Item 6 – Treasurer’s Report</b>  No Treasurer’s report tabled.</p>	EW
<p><b>Item 6A – Tabling of Financial Reports</b>  Note that \$100,000 of the term deposit has been re-invested for three months until end of August for cash flow purposes. Heading towards a surplus of approximately \$70,000 – not taking into account money that may need to be spent on Alice Springs office due to storm damage. Most line items have a slight underspend.  Question regarding surplus – will we be able to roll it over? Response that precedence has allowed for this in the past and Directors are confident this will be the case again.  Motion: That Financial reports are noted.  Moved: Emily Webster    Seconded: Tina Namow  Approved/<del>Not approved</del></p>	EW
<p><b>Item 7 – Co-ordinators’ report</b>  Darwin BPW Golf Day: Tina has offered to help along with Directors and Darwin-based staff.  Anna has been doing an additional five hours per week in addition to her substantive 20 hours per week. Recommendation that this arrangement continues as there is plenty to do.  Note regarding recommendation for PhD student to be located in the Alice Springs office. Melbourne University has insurance that will cover her, in addition to our insurance; landlord has approved for student to be there.  Directors met with Malarndirri McCarthy, NT Labor Senate candidate. Malarndirri’s support for the NTWWC continues; she has been involved for many years and continues as a strong advocate for the NTWWC. Directors met with Kate Jenkins, Sex Discrimination Commissioner; comment that Commissioner Jenkins is following in the footsteps of Elizabeth Broderick as a strong supporter for WWCs.  Note of congratulations to Anna on her appointment to the NT Women’s Consultative Council.  Question on community engagement – whether there is anything COM can</p>	AD & RU

<p>do to help raise our profile. Response that campaign website will go live in the next week that will provide a portal for directing supporters.</p> <p>Strategic aim between now and federal election is to get a commitment from the Liberals to match Labor’s commitment – will increase pressure on Senator Cash. Have requested another meeting with Natasha Griggs but no reply. Suggestion that Top End COM members may visit Natasha Griggs’ office to express their concerns, if they are comfortable to do so.</p> <p>FWO tender: Recommendation that the Directors be authorised to expend up to \$10,000 (ex GST) on the FWO preparation and evaluation, in consultation with the Chair.</p> <p>Motion: That the COM authorise the Directors be authorised to expend up to \$10,000 (ex GST) on the FWO preparation and evaluation, in consultation with the Chair.  Moved: Emily Webster    Seconded: Golden Noble-Harris  Approved/<del>Not approved</del></p> <p>Motion: That the Directors, in consultation with the Chair, have in principle support to proceed with the tender application as a joint or individual application.  Moved: Emily Webster    Seconded: Tina Namow  Approved/<del>Not approved</del></p> <p>Motion: That the COM approve the arrangement as put forward in the Staff Report, regarding the leasing of Alice Springs office space to a Melbourne University PhD student, to be put in place in late July.  Moved: Emily Webster    Seconded: Shannon Coetzee  Approved/<del>Not approved</del></p> <p>Motion: That the COM approve Anna Davis to work a fixed term of an additional five hours per week from July to December 2016.  Moved: Emily Webster    Seconded: Emma Ringer  Approved/<del>Not approved</del></p>	
<p><b>Item 8 – 10 minute Strategic Plan focus discussion</b>  Propose that Item 8 be placed on hold for the next two meetings whilst our strategic focus remains on being re-funded.</p>	All
<p><b>Item 9 – Choose strategic plan focus for next meeting</b>  As per Item 8.</p>	All
<p><b>Item 10 – Approve new memberships &amp; endorse online members</b>  There have been 13 new individual membership applications:  Jillian Ritherdon  Edna/Ella Hayne</p>	EW

<p>Leanne Quartermine Ludo Macferran Smantha Miles Bonney Corbin Christa Bartjen-Westerman Fiona Ray Lisa Pusey Adele Gibson</p> <p>There have been three new organisational membership applications: Venture Housing Company Ltd Queensland Working Women’s Services Law Society NT</p> <p>Motion: That this committee meeting approve the new individual and organisational memberships. Moved: Emily Webster    Seconded: Golden Noble-Harris Approved/<del>Not approved</del></p>	
<p><b>Item 11 – Other business</b></p> <p><b>11a: COM vacancies</b></p> <p>Currently have one vacancy with eight of nine positions filled. Proposed that we wait until our future is more certain before recruiting a new COM member, unless there is someone who would be a good strategic fit for this position.</p> <p>Discussion on the skill-sets that would be most valuable to the COM: strong NT and political connections, strong financial skills, strong change-management skills.</p> <p>Suggestion that COM information pack be uploaded to the Portal for COM members to forward to potential new members.</p> <p>The COM notes the resignation of Eloise Page from the COM.</p> <p><b>11b: 2016-17 Budget</b></p> <p>Note that considering our current situation, a six-month budget has been prepared for July to December 2016.</p> <p>Motion: That the COM accept the draft six-month budget for 2016-17 financial year. Moved: Emily Webster    Seconded: Golden Noble-Harris Approved/<del>Not approved</del></p> <p><b>11c: 2015-16 Surplus</b></p>	<p>EW</p>

<p>Projected surplus is likely to be approximately \$70,000. Previously, surpluses have been allocated to project line item and this has not been an issue with funding bodies. Directors have recommended that the surplus be split evenly to two new line items: Redundancies, and Tender and Restructuring costs. Comment that there is no other pressing need for the use of the surplus at this point in time.</p> <p>Motion: That the COM approves the surplus from 2015/16 be transferred to the balance sheet, with half the amount allocated to a new line item entitled Redundancies, and half to a new line item entitled Tender and Restructuring Costs.</p> <p>Moved: Emily Webster    Seconded: Emma Ringer  Approved/Not approved</p> <p><b>Other business: FWO Tender</b></p> <p>Note that the FWO tender documentation will be forwarded directly to the COM once it has been received. Comment that the proposed consultant to work on the FWO tender has a strong understanding of feminist organisations and the current context and situation that we face.</p>	
<p><b>Item 12 – Next meeting:</b>  Monday 15 August 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	August meeting
10	<del>That the preliminary calculations as prepared by the Coordinators be provided to the auditor ASAP and a copy be distributed to the COM</del>	AD/RU	

Meeting Closed: 6.40pm

## **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.