

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

Meeting Date	19 December 2016
Location	Darwin and Alice Springs offices
Time	6.00pm
Members	Emily Webster (Teleconference) Tina Namow (Darwin) Emma Ringer (Alice Springs) Lauren Macaulay (Teleconference) Nadine Williams (Alice Springs)
Staff	Rachael Uebergang Anna Davis
Observers	Nil
Apologies	Shannon Coetzee (teleconference)
Non-attendance	Fataneh Misaghi Golden Noble-Harris
Chair	Nadine Williams
Minutes	Emma Ringer
Meeting opened	6.10pm

Agenda Item	Assigned
Item 1 – Attendance & welcome to new members	NW
Item 1a – Declaration of conflicts of interest	NW
Item 2 – Apologies Shannon Coetzee	NW
Item 2a – Non Attendance Fataneh Misaghi Golden Noble-Harris	NW
Item 3 – Ratification of minutes of previous meeting The minutes of the October COM special meeting will be distributed and ratified by e-decision.	NW
Item 4 – Open Actions – see table below for updates	NW
Item 5 – Out of session e-decisions Nil	NW

<p>Item 6 – Treasurer’s Report Nil</p>	NW
<p>Item 6A – Tabling of Financial Reports Tabled.</p>	
<p>Item 7 – Directors’ report</p> <p>Comment on messaging: 15% funding cut as a result of tender outcome As much public awareness into the de-funding of QLD WWS – de-funding of QLD will impact on us – any cut on women-specific service is damaging to all of us – we are an alliance We will cover the shortfall through grants, fundraising and fee-for-service</p> <p>Question on whether the NTG has definitely committed to the \$200,000 bridging funding? Yes – contract has been signed</p> <p>Comment that the messaging is that our federal funding has been cut</p> <p>Thanks to Lauren and Emma on the feedback provided for the Law Society grant, which was successful.</p> <p>Thanks to Tina for her huge efforts with the film night fundraiser, which raised \$1600.</p> <p>Motion: That the COM approves to move all funds currently in the tendering and projects line item to redundancy line item. Moved: Emily Webster Seconded: Tina Namow Carried.</p> <p>Motion: That the COM approves the policies as listed in the policy amendment table circulated, with the addition to the Privacy Policy taking into consideration additional wording around mandatory reporting requirements. Moved: Emily Webster Seconded: Emma Ringer Carried.</p>	AD & RU
<p>Item 8 – Strategic Plan focus discussion: Restructuring and finance No discussion for this month.</p>	NW
<p>Item 9 – Choose strategic plan focus for next meeting (on hold as above)</p>	NW
<p>Item 10 – Approve new memberships & endorse online members Joy Cardona Helen Whitfield (also made \$70 donation) Camilla Michie</p>	NW

<p>AEU (Women in Central Australia) – organisational membership Kathy Ramsay</p> <p>Motion: That the COM approve new memberships and endorse online members</p> <p>Moved: Emma Ringer Seconded: Lauren Macaulay Carried.</p>	
<p>Item 11 – Other business</p> <p>11.1 Draft budget 16-17</p> <p>Discussion on strategic planning – move \$6k to COM training/strategic planning line</p> <p>Motion: That the Draft Budget 2016-17 is accepted with the amendment as noted regarding moving \$6000 from surplus to the COM training/strategic planning line item.</p> <p>Moved: Nadine Williams Seconded: Tina Namow Carried.</p> <p>11.2 COM recruitment</p> <p>Discussion on recruitment of treasurer – Emma updated on interested COM member, who will send through her details as per the COM recruitment policy. Rachael and Emily also following up on another possible COM member. Currently we have eight out of nine COM members, however there is likely to be some further COM changes next year.</p>	NW
<p>Item 12 – Next meeting: Monday 20 February 2017, 5.20pm for 5.30pm start</p>	

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

#	Description	Assigned	Due Date
9	<p>EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical.</p> <p>Actioned by Emily in February 2016.</p>	EW	August meeting

Meeting Closed: 7.20 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.