

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

Meeting Date	24 April 2017
Location	Darwin office; Alice Springs (Emma's house)
Time	5.20pm for 5.30pm start
Members	Emily Webster Nadine Williams Emma Ringer Fataneh Misaghi Tina Namow Shannon Coetzee
Staff	Anna Davis Rachael Uebergang
Observers	Jo Ellis
Apologies	Lauren Macaulay
Non-attendance	NA
Chair	Emily Webster
Minutes	Emma Ringer
Meeting opened	5.50pm

Agenda Item	Assigned
Item 1 – Attendance & welcome to new members Welcome – observer Jo Ellis The COM thanks Golden Noble-Harris for all her work as she has officially submitted her resignation.	EW
Item 1a – Declaration of conflicts of interest As arising	EW
Item 2 – Apologies Lauren Macaulay	EW
Item 2a – Non Attendance Nil	EW
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the December meeting are a true and accurate record. Moved: Emily Webster Seconded: Tina Namow Approved/Not approved	EW
Item 4 – Open Actions – see table below for updates Nil	EW
Item 5 – Out of session e-decisions Nil	EW
Item 6 – Treasurer's Report	

<p>Nil</p>	
<p>Item 6A – Tabling of Financial Reports</p> <p>Income – explanatory comments:</p> <ul style="list-style-type: none"> • Donations – almost \$48k – this is huge! • Fair Work Ombudsmen – last payment of old money • CEG – new money – splits 50/50 (previously was 80/20) • OWA IWD – film night - Office of Women’s Policy • NT DOB Grant 1 – first payment of new grant • NT DOB Business Growth – marketing/fundraising grant • NT DOB Grant 2 – NT government \$200k top up grant spread over four years • DOB DV – another \$10k coming for this <p>Comment that there are more ‘buckets of money’ than there used to be but it’s pretty straightforward.</p> <p>Expenditure – there has been an underspend in wages; Anna and Rachael will present a plan to the next meeting on using this underspend.</p> <p>Question about NFP building/capital works submission; comment that there is no outcome for this grant as yet.</p> <p>Question about cash flow and the proportions and timing being different – does this impact wages/leave etc? Comment that there is less cash at this point of the year as there has been previously, but there’s still enough cash that it doesn’t warrant an issue.</p>	
<p>Item 7 – Directors’ report</p> <ul style="list-style-type: none"> • Friends of NTWWC – much bigger response than expected – which is great! Some prominent women on this list. Can see the value in Friends program. • Good to see the DV fee-paying training start to happen. • Alice Springs recruitment – thanks to the Directors and well done on persevering and getting the right people. • Note the backfilling that is currently covering ILO positions – thanks to staff for covering positions. • Anna and Rachel looking at recruiting in Darwin for a part-time Industrial Liaison Officer; if we recruit to this position we would be back to normal but need to acknowledge that with new staff it will take up to six months to get them up to speed. • Note that Anna and Rachael need to prioritise covering case load – COM to be conscious that this impacts the other work they are able to do. Still doing an incredible amount of client contacts which is wonderful. • Film night – made a profit – this is great! Well done. <p>Fundraising Policy</p> <ul style="list-style-type: none"> • Discussion on intention of fundraising committee. Can be formed from 	<p>AD & RU</p>

<p>NTWWC membership, not necessarily COM members. Could approach NTWWC members by email about willingness to take part (three fundraisers per year – quiz night, garden party, film night). Michelle will take carriage of this.</p> <ul style="list-style-type: none"> • Page 3 – change Board to COM • Provides clear guidance for us to align with organisations that align with our values. <p>Motion: that the COM accept this policy and include in our policy documents. Moved: Emily Webster Seconded: Emma Ringer Approved/Not Approved</p>	
<p>Item 8 – Strategic Plan focus discussion Strategic planning day</p> <ul style="list-style-type: none"> • Our strategic plan needs updating – would be good to do it before next financial year • It’s easier for people in Darwin to fly to Alice for a day. Not possible to fly Alice to Darwin for a single day – has to be at least overnight. • Looking at a weekend; last time it was a full day • Suggestion of 10.00am to 4.00pm • Dates: 21 May, 11 June. Sunday 21 May is preferred. • May looks preferable – venue to check out: co-working space Sandbox – free! • Facilitator? Need to find. Have some money in budget to pay. • Emily/Emma to have a conversation with Anna and Rachael about agenda, what we want to get out of it 	EW
<p>Item 9 – Choose strategic plan focus for next meeting (on hold as above)</p>	EW
<p>Item 10 – Approve new memberships & endorse online members No new members.</p>	EW
<p>Item 11 – Other business 11.1 COM recruitment and chair, treasurer and secretary positions Emily’s last meeting as Chair. Emma has agreed to take over as Chair, pending COM approval. Emily happy to remain on COM until AGM (needs to take a break under Constitution) unless there are new COM members who we would like to include on COM. Secretary position is vacant. Please let Emily/Emma know if you are interested. May need to rotate minute taking for next meeting if not filled. Treasurer vacancy update. Almost had someone two times over! Have been pursuing leads (Emily, Emma and Rachael). Michelle will push via social media. Emily placed it in St Phillips newsletter. Should email members. Emma distributed to all NT Labor Women and targeted contacts.</p>	EW

<p>11.2 Strategic planning dates Covered under agenda item 8</p> <p>Tina Namow is tendering her resignation to care for her health – this will be her last meeting. We will miss you Tina and thanks for your hard work.</p>	
<p>Item 12 – Next meeting Strategic Planning Day: Sunday 21 May 2017, 10am to 4pm in Alice Springs General COM meeting: Monday 19 June 2017, 5.20pm for 5.30pm</p>	

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

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Meeting Closed: 6.55 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.