

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

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| Meeting Date | 19 June 2017 |
| Location | Darwin office; Alice Springs |
| Time | 5.20pm for 5.30pm start |
| Members | Emma Ringer Shannon Coetzee Lauren Macaulay Fataneh Misaghi Jo Ellis |
| Staff | Rachael Uebergang |
| Observers | |
| Apologies | Anna Davis Emily Webster Nadine Williams |
| Non-attendance | |
| Chair | Emma Ringer |
| Minutes | Shannon Coetzee |
| Meeting opened | 5:40pm |

| Agenda Item | Assigned |
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| Item 1 – Attendance & welcome to new members Welcome | ER |
| Item 1a – Declaration of conflicts of interest | ER |
| Item 2 – Apologies Anna Davis Emily Webster Nadine Williams | SC |
| Item 2a – Non Attendance | SC |
| Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the April meeting are a true and accurate record. Moved: Shannon Coetzee Seconded: Emma Ringer Approved/ Not approved | ER |
| Item 4 – Open Actions – see table below for updates Nil | ER |
| Item 5 – Out of session e-decisions Sale of car to Rhiannon – accepted Appointing Emma as Chair, Shannon as Secretary and Public Officer and Jo Ellis as Committee member - accepted | ER |
| Item 6 – Treasurer's Report | |

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| <p>No Treasurer's report Noted Rachael not Treasurer - reported with Item 6A</p> | |
| <p>Item 6A – Tabling of Financial Reports Plan around surplus funds around this financial year and 17/18 financial year. Comment: Total expenditure figures on 17 May document do not tally with projections on 7 June document. Clarified expenditure does not include additional expenses such as transfers over to the balance sheet. \$15,000 allocated to Maternity leave – have someone on maternity leave at the moment so need to top up.</p> <p>Surplus from this Financial year – additional income from donations and savings in wages. Grant of \$20,000 which wasn't expected. Expenditure – unused annual leave & super on unused annual leave and sick leave. Set money aside for LSL liabilities. Plan for money – Auditor to approve COM recommendations then minutes go to Auditor:</p> <ul style="list-style-type: none">) Phone system \$3k) Server replacement \$28k) Maternity leave \$13k) Domestic Violence Work Aware Project \$43,500 Total \$87,500 <p>Question – proposed contribution to DV Worker – overlap funding of community benefit fund? Theoretically would be an overlap, but no overlap in practice. Community benefit fund contribution. Last time grant application went in, application was just under \$100k. If successful, will be additional \$100k in the budget - won't know until end of August.</p> <p>Question – if transpires then \$43,500 not needed for project – process for seeking to have funding carried over? Or once approved does that address the issue? Need to see the Services Agreement that comes with that money, may be a clause that enables it to be carried over.</p> <p>Motion: For Auditor to accept the recommendation as set it out in the plan (attached to minutes to auditor) Moved: Lauren Macaulay Seconded: Jo Ellis Approved/Not approved</p> <p>Draft Budget All positions filled plus project officer position but everything else similar to this year. Promotions brought down. Comment – training income, good source of income as indicated in P&L schedule Question – with draft budget is training income conservative? Yes, much more expected.</p> | <p>RU</p> |

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| <p>Comment – expecting letter from Minister, still able to approach different departments</p> <p>Motion: The COM approves the draft budget for 2017/18 Moved: Lauren Macaulay Seconded: Shannon Coetzee Approved/Not approved</p> <p>Comment – Westpac cash reserve accounts. There is currently no cash in a fixed term account.</p> <p>Comment – Lisa Deidrich new ILO, full quota of staff.</p> | |
| <p>Item 7 – Directors’ report</p> <p>Question – what is difference between friend and members? Friend gives money and no further commitment. Member pays \$10, has voting rights at AGM and have to abide by rules of the Constitution.</p> <p>Question – Does NTWWC target friends? Yes targeted through Michelle Hansen’s work.</p> <p>Comment - Kezia Purick offered to have garden party in her garden</p> <p>Thanks to Rachael and Anna for great report, great momentum picking up after funding event.</p> | RU |
| <p>Item 8 – Strategic Plan focus discussion</p> <p>Rachael to send out updated version.</p> | ER |
| <p>Item 9 – Choose strategic plan focus for next meeting (on hold as above)</p> <p>Nil</p> | ER |
| <p>Item 10 – Approve new memberships & endorse online members</p> <p>Nil</p> | ER |
| <p>Item 11 – Other business</p> <p>11.1 COM recruitment and treasurer position</p> <p>CV for Anna Goat. Declaration – Anna is a friend of Jo Ellis’. Has good skills in marketing and brand building. Michelle Hanton will not be engaged after August.</p> <p>Proposal for Emma to make contact with Anna and invite her to next COM meeting as observer to see if she would be interested to join the COM.</p> <p>Treasurer position – Jo Ellis to consider position subject to transition back to working full time next month. To be discussed at next meeting.</p> | ER |
| <p>Item 12 – Next meeting</p> <p>General Com meeting: Monday 21 August 2017, 5:20pm for 5:30pm start</p> | |

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

| # | Description | Assigned | Due Date |
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Meeting Closed: 6:25pm

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.