

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

Meeting Date 21 August 2017
Location Darwin office; Alice Springs
Time 5.20pm for 5.30pm start
Members
Staff
Observers
Apologies
Non-attendance
Chair Emma Ringer
Minutes Shannon Coetzee
Meeting opened

Agenda Item	Assigned
Item 1 – Attendance & welcome to new members	ER
Item 1a – Declaration of conflicts of interest	ER
Item 2 – Apologies	SC
Item 2a – Non Attendance	SC
Item 3 – Ratification of minutes of previous meeting Motion: That the minutes of the June meeting are a true and accurate record. Moved: Seconded: Approved/Not approved	ER
Item 4 – Open Actions – see table below for updates	ER
Item 5 – Out of session e-decisions	ER
Item 6 – Treasurer's Report	
Item 6A – Tabling of Financial Reports	AD/RU
Item 7 – Directors' report	AD/RU
Item 8 – Strategic Plan focus discussion	ER
Item 9 – Choose strategic plan focus for next meeting (on hold as above)	
Item 10 – Approve new memberships & endorse online members	ER

Item 11 – Other business 11.1 COM recruitment and treasurer position	ER
Item 12 – Next meeting	

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

#	Description	Assigned	Due Date
1	Emma to make contact with Anna Goat and invite her to next COM meeting as observer to see if she would be interested to join the COM.	ER	Prior to next COM
2	Treasurer position – Jo Ellis to consider position subject to transition back to working full time next month. To be discussed at next meeting.	ER/JE	Discuss at next meeting

Meeting Closed: 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.