

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

Meeting Date 16 October 2017

Location Darwin office; Alice Springs

Time 5.20pm for 5.30pm start

Members

Staff

Observers

Apologies

Non-attendance

Chair

Minutes

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 August 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	RU
Item 7 – Directors' report	RU
Item 8 – Strategic Plan focus discussion	ER
Item 9 – Approve new memberships & endorse online members	ER
Item 10 – Other business 10.1 COM recruitment and treasurer position 10.2 AGM	ER
Item 11 – Next meeting	ER

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

#	Description	Assigned	Due Date
	Anna to circulate Strategic Plan and all COM to consider and provide feedback.	AD to circulate All COM to provide feedback	Circulate: by 4/9 Feedback: before Oct meeting
	Coordinate AGM in Alice	Lauren, Emma, Nadine	Deadline for AGM notice is 30 days before
	COM happy to contribute to payment for AICD course - Anna Goat to confirm if discount available. Jo to circulate details of the course via email and all COM to express interest - noted for potential e-decision.	Anna Goat, Jo Ellis	Before next meeting
	Renew membership online	All COM members who have lapsed membership	ASAP
	Audit to be signed by Chair and another member.	Anna to organise	ASAP

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.