

**Australian Church Women Inc National Executive 2011-2013**  
**Minutes of Meeting held Monday 10 September 2012**  
**97 William Street Perth WA 6000**

1. **Welcome** The meeting was opened at 10.10am by National President Major Laurel Pearce.
2. **Attendance** Laurel Pearce, Lee Edwards, Marie Majoor, Leeola Loughnan, Margaret Ker, Olive Dell, Meryon Goode.
3. **Apologies** Donna Bryan
4. **Devotions (Margaret Ker)** *Theme: Love as a choice.* Reading from James 2:1-5, a reflection entitled "Farewell to the concierge of Pitt Street" (*Eureka Street* 7 August 2012), and a prayer from the Taize publication *Prayer for Each Day* ("give us life by your love").
5. **Minutes of Previous meeting (13 August 2012)** Confirmation as a true and accurate record moved Leeola Loughnan, seconded Marie Majoor.
6. **Business Arising** it was noted that Minutes of the 2011 Annual General Meeting had been received from Margaret Flint OAM.
7. **Correspondence** *List circulated/ attached.*
8. **Reports** *Written reports in the Secretary's File.*
  - **President (Laurel Pearce)**
    - Attended the UCAF Annual Synod Fellowship Day on 31 August.
    - Requests for prayer received from ACWC for Pakistan, Myanmar and South Korea. Promises of prayer support from Australia sent to all who asked for prayer. Margaret advised NE members and State Units.
    - A reminder received from ACWC that country news for the third issue of ACWC magazine due by 10 September.
    - Correspondence with Barbara Grear re WKS Fellowship. An invitation to Mrs Esther Kilaghbian of Lebanon (Past Chair of ICFLC and current Middle East Rep. on that committee) to be our guest at our National Conference next year. Acceptance of our invitation received from Esther. **The meeting formally noted the invitation /acceptance.**
    - Advice was received from ACWC and the Victorian Unit of the death of Rathi Selvaratnam (former President of ACWC and an outstanding church woman ecumenical leader) in Melbourne. ACWC notification passed on to the Victorian Unit. A tribute to Rathi posted in the online guest book.
    - Email from Pamela Freeman confirming that the NSW State Unit agrees with the proposal to hold the National 2012 AGM in Sydney on Friday 9 November.
    - Letter to Rev. Lee Moon Sook and Donna Bryan outlining plans for the ACWC Executive Committee Meeting to be held in Perth, 5-10 June 2013.
    - After further discussion re costs of catering and accommodation charges of \$20 per person per day had been agreed. This is made up of \$11 for accommodation, \$2 for Catholic Women's League meeting rooms and \$7 for meals per person per day. **The meeting ratified this decision and Laurel will now advise Lee Moon-Sook. Margaret to write to CWL thanking them and advising dates.**
    - Arrangements with the Council of Churches for a meeting are still to be finalised. We also need further discussion on holding a meeting for the committee to meet ACW members and other women's groups.
    - Suggestions for the ACWC Handbook sent to Donna.
    - Press Release from the Australian Foreign Minister on aid to help victims of acid attacks, rape and domestic violence in Third World countries. Moon Sook appreciated this and has asked member countries of ACWC to share news of policy initiatives helping women.
    - Jean Thomson (alternate delegate to AWC) invited to attend the Australian Women's Coalition AGM in Sydney on 10 November.

- **Vice Presidents** No reports. It was suggested that the timing of the remaining two issues of National News be linked to the need to mail out information on the 2013 Conference and Annual General Meeting. Suggested dates January 2013 and July 2013.
- **Secretary (Margaret Ker)**
  - **Conference and AGM 2011:Availability of Minutes** Following the decision at the August mmeeting a letter was sent to Aileen Eldridge immediately expressing concerns. Aileen replied indicating that she was close to completing the Minutes and passing them over to Margaret Flint to be checked and prepared for printing. This she was able to do on Sunday 19 August. Margaret Flint has subsequently been in touch, sending a copy of the minutes of the 2011 AGM held during the National Conference. These need to be sent out in early October with the rest of the papers for the 2012 AGM.
  - Receipt of the full Conference Minutes will enable confirmation of the wording of the resolution relating to further work on the constitution, and it will be helpful to study the record of discussion with Gilbert Materne.
  - **Preparations for 2012 AGM** The NSW Unit responded promptly and generously to the request for them to host the 2012 AGM. This followed informal discussion on Friday 17 August when it was decided that the availability of the 2012 Minutes made possible the proposal for a face to face AGM in Sydney on Friday 9 November, the day before the Australian Women's Coalition meeting.
  - Response from Units has been supportive though Tasmania is unable to send a representative and the SA Unit unfortunately has their own AGM on that day. Past President Rev. Nita West is however coming to Sydney. Further discussion in General Business.
- **Treasurer (Leeola Loughnan)** *Circulated/attached.*
  - Acceptance of report moved Leeola Loughnan, seconded Marie Majoor.
  - Ratification of cheques moved Leeola Loughnan seconded Meryon Goode.
  - Leeola then presented the audited financial statement for the period 1 July 2011-30 June 2012 (cf Guidelines p.9). Moved Leeola Loughnan, seconded Marie Majoor that National Executive accept this report and that it be circulated to Units and presented to the Annual General Meeting .
- **Winifred Kiek Scholarship Convenor (Meryon Goode)** No report. Meryon noted that to this point one of the four women offered a scholarship has formally accepted.
- **Fellowship of the Least Coin Convenor (Olive Dell)** No report
- **Special Days Convenor (Olive Dell).** No report
- **Social Justice (Laurel Pearce)**
  - The Australian Women Against Violence Alliance (AWAVA) NGO's Follow up Report to CEDAW Committees Interim Recommendations makes interesting reading. Section one contains good recommendations on improving services for domestic violence victims. Section two addresses ways to help indigenous victims of Domestic violence. ***Social Justice convenors, if you have an interest in these areas, please let Laurel know and she will email you the report.***
  - The information on the launch of the Practical Tool Kit for Stopping Violence before it starts provides contact details to obtain more information about the Toolkit. ***Laurel is happy to send these contact details to those who would like them.***
  - Pamela Freeman's report on the Hello Seminar noted that World Osteoporosis Day is in October. Check with local area health services for programmes etc. The website is [www.fractureriskcalculator.com](http://www.fractureriskcalculator.com) Further information [www.osteoporosis.org.au](http://www.osteoporosis.org.au). ***Pamela's report is available on request.***
  - Margaret noted that the *Crimes Legislation Amendments (Slavery, Slavery-like Conditions and People Trafficking) Bill* 2012 was passed in the Lower House on Tuesday 21st August (see January NE Minutes)

- **ACWC (Donna Bryan)** no report. Donna is currently in Taiwan (see August Minutes)
- **Australian Women's Coalition (Laurel Pearce)**
  - Two Alliance Alerts received from the Office of Women
  - From AWC the consultation Code of Best Practice for NGO'S
  - AWAVA Announcement. Thank you for your help with endorsement of their report to the CEDAW Committee.
  - Press Release from the Foreign Minister. \$6.7 million to help victims of acid attacks, rape and domestic violence.
  - AWC President's update on AWC Shout project- forwarded to alternate AWC delegate Jean Thomson.
  - Message re Equal pay from EO for Women in the Workplace Agency.
  - Letter asking for support for the AWC Grant Application to NSW Law and Justice Foundation Grants for Sex Violence Seminars. Letter of support sent to AWC Vice President.
  - AWAVA – Stopping Violence before it Starts – A Practical Tool Kit for Communities launch.
  - Call for Agenda Items – AWC AGM and General Meetings
  - From AWC –Action Required – Your 2012 Annual Report.
  - National Volunteer Awards now open
  - Received report from Pamela Freeman (NSW Unit) on attendance at a Hello Seminar on Osteoporosis at Garvan Institute.
  - Women Nominees wanted for the Human Rights Awards. For more info see <http://humanrights.gov.au/hrawards/nominations.html>

#### 9. General Business

- **Proposed visit of National President to Queensland Unit February 2013** Laurel advised that she had received an invitation from the Queensland Unit to their Annual General Meeting on 25 February 2013. It was agreed that the invitation be accepted, with costs of travel to be met from the National Travel Fund.
- **Insurance policy renewal/extension** (See Treasurer's Report) It was agreed to renew the current policy for the period 1 October 2012 to 30 September 2013. It was noted that the period of cover [which cannot be varied as it is a group policy] is not ideal as a decision to renew will always be needed immediately before a National Conference.
- **Planning for National Conference** A timeline of work still to be done is needed.
- **Date of November meeting (currently scheduled for 12 November 2012)** Given the date of the AGM it was agreed to change the date of the November National executive meeting to Monday 5 November. Lee to advise Uniting Church Office.
- **Planning for 2012 Annual General Meeting** Margaret circulated draft copies of preliminary paperwork (Draft Agenda, motion and travel/accommodation information) and it was agreed that these be sent out to Units this week with a request for any other items of business.
- **Constitution Review** Jean Thomson (ACT) has kindly agreed to set up a pro bono appointment with a lawyer while Laurel is visiting the ACT Unit next month. Some issues to be raised were discussed, most importantly clear definitions of membership and the role of National conference as a governing body.
- **Closure of Meeting** Meeting closed at 2.45pm.
- **Next Meeting** The next meeting will be held at 97 William Street Perth on Monday 8 October commencing at 10am. **Devotions:** Lee Edwards

Minutes confirmed

Date

National President

Minutes prepared by Margaret Ker 92 Vincent Street Mt Lawley WA 6050 [passerella.dei@gmail.com](mailto:passerella.dei@gmail.com)

**AUSTRALIAN CHURCH WOMEN INC**

**NATIONAL EXECUTIVE ACCOUNT - 2011/2012**

**Financial Statement to 31<sup>st</sup> August 2012**

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\$

**Balance as at 31<sup>st</sup> July 2012** **21281.53**

**Income – August Nil** (see Report – No.2 below)

**Less Expenditure**

Bank Fee	10.00	
Cheque No.26 – Lee Edwards		
National News – stamps, envelopes x 230	152.95	
Cheque No.27 – L Loughnan		
Petty Cash	100.00	
Cheque No.28 – M Ker		
Petty Cash	<u>87.95</u>	<u>350.90</u>

**Balance 31<sup>st</sup> August 2012** **20930.63**

**Bank Reconciliation CBA Business Account** **\$20930.63**

**Anglican Community Fund (Inc)**

Term Deposit – Investment No.211977096 from 18/5/12 to 19/11/12  
- \$20,000.00

**REPORT**

1. The Auditor has delivered the books to me with a letter and 2 copies of the Audited Report from 1 July 2011 to 30 June 2012.
2. A cheque was received from Carole Saxby, Treasurer, ACW Alice Springs for \$243.30 from Fellowship Day. I am unable to make a deposit as the deposit book is still with the Auditor.
3. I have received an email from Luke (BPL) and up to date he has not been provided with the renewal terms.  
From the information at hand he may hopefully have renewal very late next week. In regards to payment this can be extended until the end of October at least.
4. I have not received any correspondence from the Australian Taxation Office re forms returned - see Financial Report to 31<sup>st</sup> July with relevant information.

**Cheques to be ratified:**

Margaret Ker – Petty Cash – Stamps and Paper - \$36.75

Laurel Pearce - \$205.00 – Half air fare to Sydney for ACW Inc AGM meeting and Australian Women's Coalition AGM. The Salvation Army has paid half of the air fare.

Robert Burns, Auditor - \$330.00.

Olive Dell – Petty Cash - \$49.60 - Receipts from previous petty cash received.

**Australian Church Women Inc National Executive 2011-2013**  
**CORRESPONDENCE LIST for Meeting 10 September 2012**

**CORRESPONDENCE INWARD**

- |                       |  |
|-----------------------|--|
| 1. 14 August 2012     | Aileen Eldridge-2011 National Conference Minutes                           |
| 2. 14 August 2012     | Margaret Flint -2011 National Conference Minutes                           |
| 3. 14 August 2012     | Laurel Pearce re ACWC newsletter   |
| 4. 16 August 2012     | Donna Bryan-copy of correspondence with Esther Kilagbian                   |
| 5. 17 August 2012     | AWAVA-thanks for letter of support   |
| 6. 17 August 2012     | Marion Rowe-death of Rathi Selvaratnam                                     |
| 7. 17 August 2012     | Laurel Pearce-ACWC tribute to Rathi Selvaratnam                            |
| 8. 17 August 2012     | Leeola Loughnan forwarding email from NLM Janet Watts re Rathi Selvaratnam |
| 9. 17 August 2012     | Laurel Pearce-Graceville units booked                                      |
| 10. 18 August 2012    | Laurel Pearce-wording online tribute to Rathi Selvaratnam                  |
| 11. 19 August 2012    | Margaret Flint OAM-confirming receipt 2011 Minutes from Aileen             |
| 12. 21 August 2012    | Isabel Hewitt-request for Electronic copy Guidelines                       |
| 13. 21 August 2012    | Margaret Flint OAM- 2011 AGM Minutes                                       |
| 14. 21 August 2012    | Laurel Pearce-copy report to Lee Moon-Sook/Donna re ACWC meeting planning  |
| 15. 21 August 2012    | Pamela Freeman (NSW) re AGM  |
| 16. 21/22 August 2012 | correspondence Laurel Pearce/Donna Bryan /Lee Moon-Sook re ACWC meeting    |
| 17. 22 August 2012    | Laurel Pearce-copy of letter of invitation to Esther Kilagbian             |
| 18. 22 August 2012    | Aileen Eldridge (SA) re AGM-date clash                                     |
| 19. 23 August 2012    | Pamela Freeman (NSW) re AGM  |
| 20. 23 August 2012    | Juanita Miller (TAS) re membership nomination form                         |
| 21. 24 August 2012    | Laurel Pearce-ACWC prayer request for Pakistan                             |
| 22. 25 August 2012    | Aileen Eldridge (SA) re attendance at AGM (Rev.Nita West)                  |
| 23. 27 August 2012    | Helen Raymond (Public Officer) re constitution review                      |
| 24. 27 August 2012    | Barbara Grear (WKS Trust) re status of Trust                               |
| 25. 27 August 2012    | Laurel Pearce-ACWC prayer request Myanmar                                  |
| 26. 28 August 2012    | Elaine Hales (Qld) –attending AGM  |
| 27. 28 August 2012    | Laurel Pearce- support letter requested for Major Jenny Begent             |
| 28. 28 August 2012    | Laurel Pearce-copy of latest information to Lee Moon-Sook                  |
| 29. 29 August 2012    | Major Jenny Begent-thanks for letter of support                            |
| 30. 29 August 2012    | Pamela Freeman (NSW) Report on HELLO Seminar-forwarded to Laurel           |
| 31. 3 September 2012  | Barbara Bennewith UCAF   |
| 32. 6 September 2012  | Laurel Pearce-AWC request for updating ACW Inc information                 |
| 33. 7 September 2012  | Laurel Pearce-reports  |
| 34. 7 September 2012  | Margaret Florence (Qld) re AGM   |
| 35. 7 September 2012  | Laurel Pearce- forwarding copy of invitation to Queensland AGM             |
| 36. 8 September 2012  | Leeola Loughnan-monthly report for meeting                                 |
| 37. 8 September 2012  | Leeola Loughnan re Annual Report   |
| 38. 9 September 2012  | Leeola Loughnan advising audit completed                                   |
| 39. 9 September 2012  | Laurel Pearce re AGM arrangements  |
| 40. 10 September 2012 | Pamela Freeman (NSW) –AGM arrangements                                     |

## **CORRESPONDENCE OUTWARD**

1. 14 August 2012 Aileen Eldridge re 2011 Minutes
2. 16 August 2012 NE August Minutes (mail/email)
3. 17 August 2012 State /Territory Units and NE members-death of Rathi Selvaratnam
4. 22 August 2012 State/Territory Units -advance notice of 2012 AGM
5. 22 August 2012 State /Territory Units and NE members-ACWC handbook request
6. 22 August 2012 Pamela Freeman (NSW) –voting eligibility AGM
7. 24 August 2012 State /Territory Units and NE members-prayer request for Pakistan
8. 27 August 2012 Aileen Eldridge (SA)- response re constitution review input
9. 27 August 2012 Jean Thomson/Judith-Ann Sjostedt (ACT) –response re constitution review feedback
10. 27 August 2012 Helen Raymond-copy of response to ACT Unit re constitution review
11. 27 August 2012 Barbara Grear (WKS Trust Treasurer) –request for clarification
12. 27 August 2012 State /Territory Units and NE members-prayer request for Myanmar
13. 28 August 2012 Major Jenny Begent-letter of support
14. 29 August 2012 Response to Christine Barber -comments re constitution review
15. 29 August 2012 State /Territory Units and NE members-Prayer request South Korea
16. 3 September 2012 NE members-draft Agenda
17. 6 September 2012 Laurel Pearce-revised profile Australian Women’s Coalition
18. 3 September 2012 Margaret Florence (Qld) detailed response re Constitution review
19. 9 September 2012 Isabel Hewitt/Pamela Freeman (NSW) -copies of drafts re AGM