

Australian Church Women Inc National Executive 2011-2013
Minutes of Meeting held Monday 11 March 2013
97 William Street Perth WA 6000

1. **Welcome** The meeting was opened at 10 am by National President Major Laurel Pearce.
2. **Attendance** Laurel Pearce, Lee Edwards, Marie Majoor, Leeola Loughnan, Margaret Ker, Meryon Goode.
3. **Apologies** Donna Bryan, Olive Dell. Laurel advised that Olive is still in hospital after her operation.
4. **Devotions (Meryon Goode)** Meryon read from Jeremiah 29:11-13 and presented a series of prayers centred on International Women's Day, our State election and Mothering Sunday. We then shared in a beautiful Lenten poem focussing on our need to avoid the distractions of the wilderness and remain focussed on our task, and concluded with a shared prayer.
5. **Minutes of Previous meeting (11 February 2013)** Confirmation as a true and accurate record moved Lee Edwards, seconded Meryon Goode.
6. **Business Arising** See General Business
7. **Correspondence** *List circulated/ attached.*
8. **Reports** *Written reports in the Secretary's File.*
 - **President (Laurel Pearce)**
 - Condolences sent to members of South Australian Unit on death of Shirley Birch.
 - Correspondence with Lyn Middleton, NSW Unit re AWC Representative.
 - Correspondence with NE members re WKS leaflets.
 - The visit to the Queensland Unit went very well. Laurel met with Queensland members for a social gathering at which there was some good discussion. She also spoke at the Queensland Unit Annual General meeting at which Major Mel Stephens was sworn in as President of the Queensland Unit. Laurel was also able to visit Margaret Florence who is recovering well from her illness. She was hosted well by Mel Stephens.
 - Correspondence with ACWC re certificates of invitation for ACWC Executive Committee members to come to Australia.
 - Congratulations to Judith-Ann Sjostedt and Helen Raymond on being awarded Life membership of the ACT Unit.
 - Correspondence with Barbara Grear, WKS Treasurer, re visa for Esther.
 - Correspondence with Esther Kilagblian re Itinerary and Visa.
 - Booking of The Salvation Army Perth Fortress bus for ACWC Executive Committee visit and for the ACW National Conference.
 - Discussion with NCWWA President, Dawn Butterworth re their help with function for ACWC Executive Committee members to meet with Perth women.
 - Phone conversation with Donna Bryan re ACWC visit
 - Update on planning for ACWC Executive Committee meetings in Perth to Rev Lee Moon Sook and Donna Bryan.
 - Email to NSW Unit, President and Secretary with addresses of Esther's friends in Sydney.
 - Considerable correspondence with National Secretary, Margaret Ker re ACW business including ACWC Executive Committee and Esther's visa.
 - **Vice Presidents (Lee Edwards/Marie Majoor)** No report
 - **Secretary (Margaret Ker)**
 - **National Executive 2015-2017** The Tasmanian Unit has indicated that they are not able to accept the invitation to form National Executive 2015-2017. It was agreed that an invitation would now go to the Victorian Unit who are next in the rotation.
 - **Constitution Revision** The NSW Unit was to consider the proposals today (11 March) and the Queensland Unit on 25 March. SA Unit Secretary Aileen Eldridge had sent a full

response (see General Business). Margaret noted that ideally a full draft should be sent out after our April meeting (9 April) so that Units can submit motions (in effect counter proposals) by the deadline of 7 June.

- **Public Liability Insurance** Jennifer Peffer (NSW) had been in contact at the suggestion of Isabel Hewitt (see General Business).
 - **ACWC Executive Committee Meeting** The main task for this month was to prepare the official certificate of invitation that Committee members may require in order to obtain a visa. They were also sent information relating to visa categories. We need to be aware of possible problems and of overall requirements relating to paperwork for the meeting.
 - **National Conference** At this stage 36 Expressions of Interest have been received, some by word of mouth. The draft Registration Form needs careful checking. There are also a number of other issues relating to the Conference that require attention in the near future.
 - **SA Unit proposal to nominate Shirley Birch for posthumous National Life Membership** This suggestion came to our attention through an item in the SA Unit March newsletter. The Unit was invited to make an official approach before the meeting. After lengthy discussion it was resolved that a letter be sent to the SA Unit advising that we do not have the authority to recommend such an application to National Conference as a life membership by its nature lapses at death.
 - **Winifred Kiek Scholarship Trust Deed** We are very fortunate indeed that Trust Treasurer Barbara Grear has been willing to put in so much work to produce an updated Deed of Trust (ie incorporating changes made at National Conferences between 1987 and 1995). Her offer to work with Cynthia Gifford to suggest changes to the Guidelines is also very generous.
 - **2013 Directory** This should be ready for distribution shortly.
- **Treasurer (Leeola Loughnan)** *Circulated/attached.*
 - Leeola drew attention to the accumulated monies in the National Conference Fund. It was noted that the Conference budget had been prepared with a view to receipts being sufficient to cover the cost of travel/accommodation subsidies as set out in the Guidelines (p.10 National Conference Fund). However it was unanimously agreed that any shortfall could be met from the National Conference Fund.
 - Acceptance of report moved Leeola Loughnan seconded Marie Majoor.
- **Winifred Kiek Scholarship Convenor (Meryon Goode)**
 - There had been some challenges in finalising printing as the initial quotation from East Perth Printing had been very high. Kwik Kopy in Osborne Park had then provided a much lower quotation in line with that from last year, which had been accepted. All orders have now been completed. Postage of brochures totalled \$132.60 including tracking fees. Account for printing not yet received.
 - A draft letter has been prepared to send to the four Scholars along with greetings for Easter. A brochure will also be sent. Some difficulties in establishing contact details especially for Lou Momoru.
- **Fellowship of the Least Coin** In Olive's absence it was noted that
 - Copies of Circle of Prayer were despatched to Units as per orders
 - No applications for FLC grants have yet been received. **Deadline 30 April.**
- **Special Days Convenor** In Olive's absence it was noted as follows:
 - **Fellowship Day 2013** Hard copies of the order of service were posted out to Unit Special Day Convenors in the last week of February. Electronic copies of the order of service were emailed to Unit Secretaries by Margaret Ker on 28 February

- **World Community Day 2013** Elaine Johnson (Victorian Unit Special Days Convenor) had contacted Olive to advise that the Unit has not yet completed the final order of service as Donna Bryan has not been available to work on this and is now overseas with limited email contact. It was noted that the Guidelines lay down that master copies are to be sent to Units by end of May and our May meeting is late (13 May). Since we now have full information on the Special Project it was agreed to send this to Elaine, so that if possible the final draft could be presented to our April meeting.
- **Special Project 2013** The ACT Unit has submitted the signed application form together with supplementary information. National Executive formally approved The Salvation Army's Samaritan Accommodation in Sydney as the 2013 Special Project. Units to be asked to ratify this as soon as possible.
- **Fellowship Day 2014** As noted last month the Guidelines (p.25) require work on this as soon as possible (theme to be chosen in consultation with the Incoming National Executive).
- **Social Justice (Laurel Pearce)/Margaret Ker**
 - Laurel reported that it has been good to read the Annual Social Justice Issues reports from Queensland and ACT Units. Convenors Sister Mary Nivard Smith and Angela Devlin are to be commended for their work in this area.
 - In Queensland, issues covered have been Asylum Seeker issues such as processing in Malaysia, Nauru, Manus Island, Detention of Children, the slow rate of processing; Stronger Futures legislation, Water Management in the Murray-Darling Basin, uranium mining, job cuts in the Public Service, Coal Seam Gas, the closure of Government run Aged Care facilities and the removal of protection for vulnerable out workers. Petitions have been signed, a rally attended and letters written to Federal and State politicians.
 - In the Australian Capital Territory Asylum seekers and the plight of refugees has been a major emphasis. The treatment of indigenous people is also a big issue. Issues that ACT feels we need to continue to tackle include Aged care, palliative care, child care, the protection of women and children at risk, poverty and the reduction in single parent allowances.
 - Margaret drew attention to an excellent speaker at the February General Meeting of NCWWA on the experiences of women in prison in WA. The study entitled Do Not Pass Go is not readily available interstate (hard copies from the Women's Law Centre of WA contact info@wlcwa.org.au) but useful online references on the general issues are http://www.adcq.qld.gov.au/pubs/WIP_report.pdf for Queensland and http://humanrights.gov.au/about/media/speeches/social_justice/2010/20100320_justice_reinvestment.html which deals with the concept of justice reinvestment.
 - An excellent Victorian study on children on remand has just been released: http://www.jss.org.au/files/Brosnan_MR_Remand_Reform_Launch_FINAL.pdf
 - Margaret had also attended an information session on services provided by the Red Cross in WA for asylum seekers and refugees. The following fact sheet may be of interest if you are not sure of the services available in Australia for asylum seekers http://www.redcross.org.au/files/20120203_ASAS_Fact_Sheet_.pdf
- **Website** Requests for updates have been received from ACT, Queensland and South Australia. **Please submit any further updates as soon as possible. Deadline 27 March.**
- **ACWC** No report
- **Australian Women's Coalition** No report

9. General Business

- **ACWC Executive Committee Meeting (June 2013)**

- The Salvation Army Perth Fortress 20 Seater bus has been booked to transport Executive Committee members to the Council of Churches function on Thursday 6 June and to evening meals on the 7, 8, and 9 June. Terry Loughnan will be the driver.
- Correspondence with Rev Lee Moon Sook, Donna Bryan and Margaret Ker re Certificates of Invitation and visa requirements. Margaret has checked visa requirements and sent the letters of invitation and information on visas to Executive Committee members.
- An update (circulated at meeting) has been sent to Moon Sook and Donna on progress in planning We need to provide supplies for morning and afternoon tea at CWL office.
- It was noted that we need to check with CCWA as to whether Rev. Isobelle Shortreed will continue to be our contact as she will be taking up an appointment at Wesley Church.
- Discussion with National Council of Women W.A. President, Dawn Butterworth re their help with the function for ACWC Exec Committee members to meet Perth women on Friday 7 June. They will provide sandwiches and help with setting up and clearing away. Dawn has been asked to move a vote of thanks.
- The next task is invitations. If we prepare a flyer NCW will send it to their non church members. We will send to Church groups and to those who attend our special days and groups such as YWCA, UN Association and Soroptimists.
- After discussion it was agreed that draft flyers and a suggested invitation list be brought to the April meeting.
- Laurel will check with Donna re any further paperwork required.
- **Visit of Esther Kilaghbian** The itinerary for Esther is almost complete. Laurel has had correspondence with Esther re her itinerary and visa requirements and the addresses of her Sydney friends, and with Margaret Ker and Barbara Gear re visa requirements. Margaret has investigated visa requirements and sent Esther the certificate of invitation and a covering letter. NSW President and Secretary have been sent the addresses of Esther's friends in NSW.
- **Public Liability Insurance** It was agreed that Margaret would continue to discuss this issue with Jennifer Peffer. As the current policy cannot be extended for a few months because it is part of a group policy the best approach seems to be for Incoming National Executive to be asked to identify and recommend to our National Executive a policy which can commence on 1 October 2013.
- **Winifred Kiek Scholarship Trust** Great appreciation was expressed for WKS Trust Treasurer Barbara Gear's hard work in producing a current version of the Trust Deed (ie the original Trust updated in accordance with changes made at National Conferences 1989-1995). Barbara and Cynthia Gifford have now offered to look at the Guidelines and suggest possible amendments, and this will form an important part of our overall review of the Guidelines.
- **Conference planning** It was decided to schedule a special meeting for 20 March to allow sufficient time for this.
- **Constitution Review** A detailed response to the latest discussion paper had been received from the SA Unit and was discussed at length. Points for focus were the suggested flexibility in membership of the National Executive, and the categories of membership proposed. It was noted that many of the concerns expressed could impact on our overall planning to present a draft to the 2013 Conference. A letter to the Unit will be sent as soon as possible.
- **Guidelines review** ongoing
- **Closure of Meeting** Meeting closed at 3 pm.

Next Meeting There will be a Conference Planning meeting on **Wednesday 20 March** 12 -2 pm.

Venue: Meeting room (not Board Room). Please bring Draft programmes etc

The next formal meeting will be held on **Monday 8 April** at 10am. **Devotions:** Leeola Loughnan

Minutes confirmed

Date

National President

Minutes prepared by Margaret Ker 92 Vincent Street Mt Lawley WA 6050 passerella.dei@gmail.com

AUSTRALIAN CHURCH WOMEN INC

NATIONAL EXECUTIVE ACCOUNT 2011/2013

Financial Statement to 28th February 2013

Balance as at 31st January 2013 **\$77395.73**

Income: Nil

Expenditure:

Account Fee	10.00	
Cheque No.50 FLC Bank Draft	32757.76	
“ No.51 ACWC Bank Draft	4972.09	
“ No.52 Margaret Ker/Petty Cash	41.00	
“ No.53 Laurel Pearce/Petty Cash	69.48	
Replacement Cheque No.46		
“ No.54 ACW National Newsletter	<u>169.75</u>	<u>\$38020.08</u>

Balance **\$39375.65**

Balance as at 28 February Bank Statement **\$39375.65**

Unpresented cheques

No.48 (W.K.S.)	\$9574.07	
No.49 (Bear Cottage)	\$3898.09	<u>\$13472.16</u>

Balance **\$25903.49**

Plus Term Deposits **\$20000.00**

TOTAL FUNDS **\$45903.49**

FUNDS DISTRIBUTION

National Conference Fund	\$19425.33	
National Travel Fund	\$ 2842.77	
Overseas Conference Fund	\$ 3562.00	
Winifred Books	\$ 62.50	
Administration	\$19995.89	
Sundries	<u>\$ 15.00</u>	<u>\$45903.49</u>

Note: Interest on Term Deposits not included

**Australian Church Women Inc
National Executive 2011-2013
CORRESPONDENCE LIST for Meeting 11 March 2013**

CORRESPONDENCE INWARD

1. 11 February 2013 Dr Angela McCarthy-availability for Conference
2. 11 February 2013 Pamela Freeman (NSW)-visit of Esther Kilaghbian
3. 14/15 February 2013 Sr Marie Craddock (NSW) –Conference query
4. 16 February 2013 Aileen Eldridge (SA)-death of Shirley Birch
5. 17 February 2013 Marion Rowe (Vic)-visit of Esther Kilaghbian
6. 18 February 2013 Pamela Freeman (NSW)-visit of Esther Kilaghbian
7. 19/25 February 2013 Pamela Freeman (NSW)-corrections to address list
8. 19 February 2013 Jennifer Peffer (NSW)- Public Liability insurance
9. 22 February 2013 Judith-Ann Sjostedt (ACT)-update from Unit AGM
- 10. 22 February 2013 Olive Bolliger (NSW)-query re Conference and tours**
11. 22 February 2013 Cynthia Gifford (SA)- report on Shirley Birch’s funeral
12. 24 February 2013 Olive Dell-request copy of Fellowship Day order of service
13. 25 February 2013 Angela Devlin (ACT)-Social Justice reports
14. 25 February 2013 Barbara Bennewith (UCAF)-minutes etc
15. 25 February 2013 Elaine Johnson (Vic) query re service themes 2013
16. 25 February 2013 Helen Raymond (Public Officer)-query re Conference attendance
17. 25 February 2013 Juanita Miller (Tas)-Unit regrets unable to form NE or host Esther
18. 1 March 2013 KwikKopy-brochures ready for collection
19. 1 March 2013 Marion Rowe (Vic)-advising of sick leave
20. 1 March 2013 Meryon Goode-WKS brochures
21. 3 March 2013 Elaine Johnson (Vic)-WCD order of service
22. 3 March 2013 Margaret Florence (Qld)- Constitution review
23. 4 March 2013 Isabel Hewitt (NSW) -Constitution review
24. 4 March 2013 Marion McCall (SA)-Constitution review
25. 4 March 2013 Jean Thomson (ACT)-Special Project application
26. 5 March 2013 Meryon Goode-despatch of WKS brochures
27. 5 March 2013 Judith-Ann Sjostedt (ACT) -website updates
28. 5 March 2013 Barbara Grear (WKS Trust)-updated copy Trust Deed
29. 6 March 2013 Juanita Miller (Tas)-Constitution review
30. 7 March 2013 Aileen Eldridge (SA) -website update requests
31. 7 March 2013 ACWC Committee (Cora, Oranat, Devika, Shakuntala)-thanks
32. 7 March 2013 Meryon Goode-report
33. 7 March 2013 Leeola Loughnan-report
34. 7 March 2013 Chen-Chu Lin-details for certificate of invitation
35. 8 March 2013 Esther Kilaghbian-visa application comments
- 36. 8 March 2013 Jean Thomson-Special Project application**
37. 9 March 2013 Laurel Pearce-reports
38. 10 March 2013 Aileen Eldridge-Constitution review comments from SA Unit
39. Various Expressions of Interest