



AUSTRALIAN CHURCH WOMEN INC.

ABN 68 539 329 715



Minutes of the National Executive Meeting

Monday 18th August 2014

Welcome: The meeting commenced at 12.50 pm with a welcome from President, Lyn Middleton.

Devotions: Isabel shared a reading from Matthew 15:21-28 about the Canaanite woman's faith, and asked us to consider: who was open to the presence of God? Who received a blessing? How does this encourage us? Isabel asked us to pray for those who live out the gospel amongst marginalised people.

Present: Lyn Middleton (Chair), Pamela Freeman, Isabel Hewitt, Joy Inglis, Elizabeth McEwen, Shirley Mitchell, Jennifer Pepper, Denise Secomb

Apologies: Tricia Graham, Lillian Hodges, Nancy McLaren

Minutes: The Minutes of the Meeting of 16th June 2014 were accepted and signed as correct with an amendment in the President's Report, page 2: Letter to Donna Bryan re Banner.

Moved by Jennifer and seconded by Isabel.

REPORTS

President – Lyn Middleton

Lyn welcomed Joy Inglis home after having been abroad for several months. Lillian was congratulated (in her absence) on being awarded a Paul Harris Fellowship by Rotary International.

Since the last meeting Lyn was speaker at Fellowship Day at Dee Why.

A number of prayer requests have been received through ACWC from Lee Moon-Sook and these have been responded to and forwarded to all Units by either Isabel or Lyn.

President's Correspondence

- Received an invitation from the QLD Unit to be the speaker at their AGM on 23rd February. Lyn responded that she is available to go but will confirm acceptance after consultation with NE. The NE agreed that Lyn should accept this invitation.
- Received an invitation by phone from Sylvia Cottle to speak at Narraweena WDP March 2015.
- Received invitation to be the speaker at Epping Branch WCD 31st October.
- Response from Juanita Miller (TAS) re prayers for Nepal.
- Sent a card with words of condolence to Maureen Clark. Received a thank you from Maureen.
- Letter to Lynette Green requesting that the ABN be on all correspondence re the trial projects of the Forward Group.
- Letter to Donna requesting suggestions for person from ACWC to be invited to 2015 National Conference.
- Letters to Lee Moon-Sook and Cora Tabing-Reyes re FLC Grant Applications

Lyn gave a brief review of the mandate from last National Conference with the request that each committee member give consideration to these matters so we can all contribute to discussion and work through each issue.

Vice President 1 – Denise Secomb

Denise met with Lyn, Isabel, Jennifer and Pamela last Monday for preliminary discussions regarding the Conference.

Expressions of Interest Flier

Conference will be advertised in *E News* and the Expression of Interest Form will also be sent to State Secretaries requesting they distribute the information to the Council and Branch members.

The cost of the Conference will not exceed \$700 – preferably \$650. Jennifer has accepted the role of Registrar for the Conference.

Bus Transfer to and from Airport

Collaroy Centre does not have a bus, so NE will need to organise this.

Vice President 2 – Joy Inglis

Joy will supply Isabel with a list of current National Life Members.

Secretary – Isabel Hewitt

Minutes were received from the Victorian and Tasmanian Units.

A letter was sent to the State Units about the AGM and as a result of that, South Australia has advised that their State AGM is on 14th November and asked if the AGM could be held later in the day. Each state has been asked to supply the name of their representative.

Treasurer – Jennifer Peffer

The Treasurer's Report, including statements prepared ready for audit for the financial year to 30th June 2014, were tabled.

The current balances as at today's date are:

ING Direct \$30,475.74 (includes \$475.74 interest) & CBA A/c \$9,681.34

Payments for Ratification: Cheque 021 (\$150 3 months Rental –Archives)

Cheque 022 \$250 WKS Audit Fee (2021-2013)

Cheque 023 US\$1000 plus transfer fee (ACWC Conference Registrations)

Cheque 024 Fund Raising Chocolates (for 2015 Conference)

Correspondence/Emails relating to Finance

- A senior advisor from the ATO had responded to the letter regarding ACW having 2 ABN numbers.
 - Guidance was given about cancelling the ABN applicable to ACW prior to Incorporation. Now completed
 - Advice of procedure to update and maintain ATO records and the need for an appropriate minute necessary to complete the necessary paperwork. (see below)
 - Advice that our Guidelines for the Treasurer be amended to include that the ATO details be amended annually on the appropriate form. This should be completed by December each year at the same time that the Australian Charities & Not for Profit Commission details are updated.

Jennifer moved the following motion:

'In addition to the Minute of August 19, 2013 identifying those who are authorised to operate the Bank Account of the 2013-2015 National Executive of 'Australian Church Women Inc.'

(ABN 68 539 329 715) i.e. President (Major Lyn Middleton); Vice President (Denise Secomb); Secretary (Isabel Hewitt) and Treasurer (Jennifer Peffer) – any two to sign.

It should be recorded that the Treasurer be the authorised person for notification of any registration changes and be the contact person for compliance with all relevant legislation applicable with such statutory bodies as the Australian Taxation Office; Australian Charities and Not for Profit Commission (ACNC) and the Public Liability Insurers'

Seconded by Denis Secomb, CARRIED

- **An invitation** for the Treasurer to attend information sessions being conducted on August 22 by the ACNC and the National Standard Chart of Accounts. The information will be necessary to maintain our records to easily access the information required for reporting. NE approved Jennifer's attendance and \$15 for parking.
- **Barbara Greer (WKS)**, in response to the reminder for WKS audited accounts to be included with National Audited Accounts for the AGM advised that the books had previously only been audited every 2 years and questioned if in fact the audit fee had been paid following AGM at Conference.
This matter had been overlooked but was rectified and Barbara advised that the books would now be audited annually as requested.
- **Public Liability Insurance** Proposal form had been received and as requested by the Insurers had been completed to ensure the continuity of cover.
- **Work in Progress – Budget**
In order to prepare a budget for the 2015 National Conference an Income & Expenditure Statement relating to the National Conference in Perth had been compiled and would be referred to in conjunction with the relevant paperwork regarding the accommodation component for 2015 together with known costs for speaker etc. The Executive can then review this budget as soon as possible.

Amendments to Treasurer's Guidelines.

Some of the items mentioned above will need to be reflected in the Guidelines to avoid 'glitches' especially at times of handover. Attendance at the ACNC sessions may also give rise to amendments to the Guidelines.

FLC Convenor – Lillian Hodges

Lillian has had contact with three state conveners, requesting extra materials in recent months.

Janet Abrahamffy from ACT asked for more Circles of Prayer.

Rev Nita West from South Australia wanted money boxes, prayer cards, book marks. She was given a spot at the Community Concern Events to promote FLC, and requested 40 boxes as she still has five events and a couple of speaking appointments. She also had another invitation to speak in the country – a 500km drive. She is very encouraged by the interest shown in FLC.

Gill Muir from Western Australia requested money boxes, prayer cards and Circle Of Prayer Booklets. They have a very active member in Mandurah who has got together with the local churches and sorted out a roster for the three services, World Day of Prayer, World Fellowship Day and World Community Day. Some of the WA committee intend to go down to Busselton for their WC day to inspire them to more action!

Lillian has visited Hazelbrook Uniting Church and North Parramatta Uniting Church in June. In July she went to Westmead Uniting Church and in September is going to West Epping Uniting Church.

WKS Convenor – Nancy McLaren

Nancy wrote to the WKS Trustees re the scholarship selection process and received a reply stating that it was not necessary for her to come to Adelaide for this. Nancy has received profiles from the Trustees of the two candidates they endorse and will forward these to NE.

Nancy also wrote to all the State and Territory Units about Honouring Australian Church Women. Trustees are supposed to tell the National Executive on 1st June every year how much they have available for the scholarship. In July they should advise NE who they have chosen so we can ratify. We need to know who the scholars are by November so we can prepare the pamphlets.

Action: Isabel will send a letter regarding this with a copy to Nancy.

Special Days Convenor – Pamela Freeman

Since the last National Executive meeting, the Order of Service for World Community Day, as prepared by NSW [Cootamundra Branch] has been forwarded to the State and Territory Units.

With regards to the Fellowship Day Order of Service for 2015, the Tasmanian Unit was approached and has agreed to prepare this, the theme being *Building in Line with God's Design*. The first draft is expected to be available in the middle of September.

Queensland Unit has been approached regarding the preparation of the order of service for World Community Day 2015, where the topic *Building for Peace and Reconciliation* is to be explored. A response is anticipated in the next month. If this task is taken on board, it is expected that the first draft would be to Pamela by beginning of February 2015.

All State and territory Units have been asked to submit any applications for consideration as Special Project [Australian] for 2015 to Pamela by the end of the year, with the appropriate ratification of that unit. This will give time for such to be processed in readiness for the February [2015] meeting of the National Executive from NSW.

Social Justice Convener – Shirley Mitchell

Shirley has written to the State Representatives and listed items that could be National (or State) Social Issues, with responses from SA and Tasmania

Website Manager – Brenda Dickinson

All updates as per ACW Website updates request dated August 1, 2014 were carried out. Pages updated were the National home page, South Australia, New South Wales, Tasmania, Western Australia and the Winifred Kiek Scholarship information.

ACWC

Lyn moved a Vote of Thanks to Donna for being National Representative for eight years and commented that she has done an amazing job over this time.

Best wishes were expressed to the four delegates to the Quadrennial Conference: Pamela Freeman, Fran Moss, Helen Raymond and Donna Bryan, and two observers: Alyson Madson and Nita West.

Isabel moved that the Reports be received; Seconded by Pamela. Carried

GENERAL BUSINESS

1 Forward Group

The group are looking at a Mentoring scheme. A Facebook page has been trialled in WA, and some units have trialled the 'coffee and chat' bible studies. Response to the essay-writing competition has been positive. A letter of encouragement has been sent.

2 World Day of Prayer

When WDP approached ACW regarding the preparation of a leaflet for insert in their Service Folder to promote ACW, the NE prepared the leaflet. However when the cost of printing and logistics of inserting 60,000 leaflets into service folders was considered impractical NE suggested a small paragraph be inserted instead. WDP did not agree with this. If any State unit wishes to follow this up they can follow normal procedure to do so.

The WDP National Committee agreed to offer to put a link to the ACW website onto their webpage. This offer was accepted and WDP were advised that ACW already have a link to the WDP website on their webpage.

Action: Lyn will write to Marj Dredge who suggested this at National Conference to advise of this outcome.

3 AGM 2014

The NE agreed to change the time of the teleconference to 3.00 pm in line with the request from SA.

Formal Notice needs to be sent one month before the meeting. In Isabel's absence, Elizabeth will send this out by 14th October. Isabel will give the names of people appointed or the secretary of each unit and the National Life Members, Associates and Affiliates. These names have to be put on the Members' Register.

Advance Notice two months ahead also needs to be sent on 14th September asking State Units for any business for the AGM.

Lyn advised that Advance Notice of the AGM needs to go to the Public Officer with the request that she furnish us with the necessary forms prior to the meeting so that we can return them before the following Wednesday. The letter will also ask her to let us know the expenses involved in lodging the form so that the cheque can be included.

The teleconference AGM has been organised in order to obviate the need for anyone to travel to Sydney.

4 Review of Financial Structure - This will be further discussed after reading Jennifer's suggestions.

5 E-News: the next edition is ready to go out.

6 It was agreed that Natalie McLeod, as President of ACW NSW, be asked to join National Executive from November as a co-opted member, in order to facilitate liaison between the State and the National bodies.

Further business was deferred to the next meeting and the meeting closed at 3.20 pm.

The next meeting will be held on Monday 8th September at Eastwood Baptist Church, in "Olive's Room" at 10am. This room is accessed via the hall on ground level, entry near the kitchen. The KYB group that normally meet there have kindly offered to use the SS Rooms instead. There should be **some** parking spaces free in the Church Car Park.

President Date