



AUSTRALIAN CHURCH WOMEN INC

ABN 68 539 329 715

Minutes of National Executive
held Friday 23 June, 2017 at VCC Rooms

Welcome: Lynette welcomed everyone present to the meeting, and led us in prayer.

Present: Lynette, Loyola, Lorraine, Joy, Elaine, Donna, Anne

Apologies: Fran Moss, Tricia Graham, Lola Adam, Marion Rowe

Minutes of meeting held 27 May, 2017, accepted. Moved Elaine, Seconded Loyola.

Business arising:

1. It is noted that the approval of National Executive was given to the WKS Trustees to transfer funds between accounts as requested.
2. Donna is to send electronic minutes for April 26th to Marion.

Correspondence: (see page 3)

1. Letter of approval to be sent to WKS Trustees regarding their selection of recipients of the WKS for 2018 and the approval of funds to be offered. The recipients are:
 - a. Lauren England - \$16,000
 - b. Elise Ruthenbeck - \$1,700 Moved Loyola, Seconded Elaine
2. Winifred Kiek Fellowship 2017 awarded to Susan Jackson-Dowd, Executive Director at Presbyterian Women USA.
3. Get well card to be sent to Velvy Holden.
4. Tas Unit Life Member enquiry – list is maintained by Vice President, along with HACW list. Loyola will check to see if she has further details. Lyn has Volume 1 of HACW, Anne has Volume 2 at present.

Treasurer's Report – tabled. Joy aims to have everything in order by 30th June. Lyn will contact the auditor to arrange a meeting with Joy.

Social Justice – no report

WKS

1. See point 1 in Correspondence
2. Funds for India gender justice conference received
3. Units to be asked how many leaflets they will need next year specifically – this will be mentioned in Loyola's report
4. Donna has told Cora about Lola's illness – mail from Cora to be directed to Donna for the time being.

Website – very little input, just removal of out-dated information from NSW.

Newsletter – no report

Special Days – no report – alterations sent and amendments to formatting of Community Day service, but nothing received as yet. Anne to write to Fran enquiring about it. Also to ask if Qld is doing the Fellowship Day Service next year, as they will need to choose a theme and have it done before the National Conference.

Essay Competition – awaiting more applications. Reminders have been sent to those schools who have expressed their interest in the competition.

Archives

We need to decide what we want for the archives as we prepare to hand over to the next National Executive. All copies of orders of service, President's Circulars, minutes, Department information. Also an electronic copy of everything. We need to keep only correspondence that tells the story of ACW.

Question – one copy or two of each item? Ask NSW for their recommendation. Donna will keep updating our electronic records with current and upcoming data storage systems. This will be discussed at National Conference – need a paper updating National Archivist guidelines presented at National Conference.

Motion for National Conference: *That National Executive accepts the amended guidelines for keeping ACW national archives, and recommends Major Donna Bryan for the position of National Archivist.* Moved: Elaine, Seconded Anne

Any Other Business – none.

CORRESPONDENCE: IN

Date	From	Details
23/5/17	National Library	Encouraging use of 'edeposit service' for Working Papers 2017
	WKST	Following up request for transfer of funds from 26/4/17
25/5/17	Tasmanian Unit	Minutes of State Annual Meeting
29/5/17	ACWC and Helen Raymond	Prayer request for Sri Lanka and severe floods
30/5/17	ACT Unit	Inability to form National Executive in 2019
31/5/17	NSW Unit	Requesting Registration form (already sent)
	Laurel Pearce WA Unit	Prayers request - death of Leeola Loughnan's husband
2/6/17	Lynette Middleton	Archives completed
5/6/17	Rev. Lee, Moon Sook ACWC	Advice of floods in Sri Lanka and request for prayer
	Roshini Mendis, Sri Lanka	Thank you for prayer support, please continue
14/6/17	Juanita Miller Tas. Unit	Thoughts and prayers for Bangladesh
	SA Unit	Invitation to form NExec should not be a problem but will be discussed at next meeting
17/6/17	Tasmanian Unit	Cheque for HACW nominees
18/6/17	NSW Unit	Requesting start and finish times for NatConf.
21/6/17	NSW Unit	Advising Honours for NatConf
22/6/17	QLD Unit	Discussion re new NatExec at next meeting on Monday
	WA Unit	HACW nominations x 2
	Tasmanian Unit	HACW nomination

CORRESPONDENCE: OUT

Date	To	Details
22/5/17	All Units	Inviting nominations for ACWC Rep
	ACT Unit	Invitation to form National Executive in 2019
30/5/17	NatConf Speakers	Details of conference
10/6/17	All Units	Deadlines for reports – revised deadlines later
14/6/17	SA Unit	Invitation to form National Executive in 2019
17/6/17	All Units	Encouragement to register for National Conference
18/6/17	All Units and NatExec	Prayers for floods in Sri Lanka
21/6/17	NSW Unit	Request for HACW pages