



AUSTRALIAN CHURCH WOMEN INC.

ABN 68 539 329 715



Minutes of the National Executive Meeting Monday 8th September 2014

Welcome: The meeting, which was held at Eastwood Baptist Church, commenced at 10.00 am with a welcome from President Lyn Middleton.

Devotions: Lyn lead the devotions with prayer.

Present: Lyn Middleton (Chair), Brenda Dickinson, Pamela Freeman, Tricia Graham, Lillian Hodges, Joy Inglis, Elizabeth McEwen, Shirley Mitchell, Jennifer Pepper, Denise Secomb

Apologies: Isabel Hewitt, Nancy McLaren

Minutes: The Minutes of the Meeting of 18th August 2014 were accepted and signed as correct with an amendment to 'Apologies' – add Brenda Dickinson.

Business Arising:

Action completed:

Page 4 - Letter sent to Cynthia Gifford re WKS;

Page 5 : Letter to Marj Dredge re WDP Leaflet: Marj phoned Isabel and suggested sending a leaflet to the various units and suggest that they give it to their WDP representative to the State Committee and send one out to various centres for publicity purposes. It will be up to each unit how they follow up on that.

Page 5 Letter sent to Natalie McLeod regarding joining National Executive.

A response was received from Natalie that she will be happy to join NE from November meeting.

Jan Condon, Salvation Army Territorial President of Women's Ministries, noticed on p2 'Collaroy Centre doesn't have a bus': Jan advised that it does have a bus for airport pickup, contrary to what Denise was told. Jan phoned Collaroy Centre and was able to confirm that the bus (a 12-seater) is \$150 per trip. Lyn suggested that it might be an idea to compare prices with the other company also.

REPORTS

President – Lyn Middleton

Lyn thanked the Eastwood Baptist Church for making it possible for the NE to meet at this venue for this meeting and the next, and also thanked Jennifer for providing morning tea.

Tricia Graham was welcomed home from having been abroad.

Word has been received from WA Unit of the death of Sheila Mellar. Sheila was National Treasurer from 2001-2003 when WA were in office.

Lyn attended the NSW State Unit ACWC Concert of Praise on Sunday afternoon 24th August.

Correspondence Inward:

- Minutes from WA
- Emails from Lee Edwards and Maureen Clark in appreciation of *e-NEWS*
- Donna Bryan – National Reps report to ACWC Quadrennial Assembly
- ACWC Treasurer re new email address: hsingling77@gmail.com
- Invitation to National Prayer Breakfast
- Lee Moon-Sook – prayer request for Japan
- Aileen Eldridge – re WDP leaflet
- Cynthia Gifford re WKS review
- Barbara Gear re WKS review. Trustees appointment schedule attached.
- Minutes from Tasmania 25/8/14
- Responses from State re AGM delegates
- Natalie McLeod accepting invitation to join NE
- Laurel Pearce WA re death of Sheila Mellar
- Barbara Gear – List of all WKS Trustees.

Correspondence Outward:

- Donna Bryan – thank you for term of office
- Marj Dredge – WDP leaflet
- All Units - *E-NEWS*
- Memo to all Units re WDP leaflet
- ACWC Japan – re prayer request
- Cynthia Gifford re WKS review
- Barbara Gear re WKS review
- Natalie McLeod invitation to join NE
- Cynthia Gifford re amount available for WKS 2015, motion for WKS Auditor 2014-2015
- Barbara Gear as above to Cynthia Gifford

Lyn will ask Jean Thomson to represent her at the Prayer Breakfast in Canberra on 27th October and NE will pay half the cost of \$110 per person. All agreed to this. Lyn will write to Jean with this suggestion.

The correspondence was tabled.

Vice President 1 – Denise Secomb

Five replies have been received re Conference Expression of Interest. The advertised cost is for twin-share accommodation – there would be a single supplement charged for anyone wanting a single room. It was agreed that we need to let people know that single accommodation is limited and that there would be an additional charge. Denise will respond to the query she has received herself and advise that there will be a single supplement.

ATTENTION ALL UNITS: Accommodation quoted is for twin-share rooms. There will be very limited availability of single rooms, with an additional single supplement.

Vice President 2 – Joy Inglis

At the last meeting Isabel asked if Joy could list the current National Life Members. There should be 13 now – these would be the last 13 entries. Lyn needs this information for the Members' Register.

Secretary's Report: Report presented by Elizabeth in Isabel's absence.

Since the last meeting on 18 August Isabel has given only a very limited time to ACW matters: apologies to Lyn who has carried the load.

Archives work has been minimal, but all *Fellowship Day* orders of service have now been scanned, and all for *World Community Day* with the exception of 1985 which it is hoped will be found as more papers are sorted. These are of interest for both NSW and National.

Women at Work was succeeded by *ACW News* and all that have been found have been scanned. Because of the irregular issuing of these publications a spreadsheet has been made showing the months when they were published. This should be helpful if more are found, making it easy to check.

Teleconference: Isabel has phoned Hot Air Conferencing and found them very helpful. She has contacted NCCA to change the time for the teleconference from noon to 3.00 pm in line with the request from South Australia, and also asked whether NCCA wish us to set up our own account, or whether we use their provider, and if the latter, how much it will cost. Isabel has not yet heard from Sadie Moore beyond her acknowledging her request.

Some Units have responded with the name of their nominated delegate for the AGM, others have responded but no definite answer as yet:

ACT – Jean Thomson, NSW – Natalie McLeod, Queensland – Mel Stephens, Northern Territory – can they have a proxy?, Tasmania – Juanita Miller

Brenda commented that Minna Whyburn might have the missing World Community Day Service.

Treasurer – Jennifer Peffer

The Auditor has not yet begun the Audit.

Balances at 6th September 2014

ING Direct	Investment + Interest	\$30,585.75
CBA Account		\$ 7,770.31

Payments

Transfer of monies to ACWC to cover Registrations (\$US\$1000)	\$A1162.25
Cheque 024 Mondelez Australia P/L –Fund Raising Chocolates	\$ 598.94
Cheque 025 Jennifer Peffer – Attendance at ACNC & NSCA	\$ 15.00

Receipts

Fund Raising Sales	\$ 450.00
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- Australian Tax Office Update now lodged together with the appropriate August Minute.
- Attended Australian Charities and Not for Profit Commission Sessions which was held in conjunction with advice concerning the need to comply with the National Standard Chart of Accounts.
- Awaiting audited accounts from WKS.
- Awaiting Account for Public Liability Insurance/request permission to pay this once it has been received.
- Email from Laurel Pearce advising that ACWC newsletters had been sent to the wrong person and the wrong number and requested that Jennifer follow this up. Jennifer found records of sending both email updates for this year and had sent a hard copy by Air Mail at the time of transferring monies across. She made contact with Moon Sook and it appeared that they were still using the 2013 order and didn't seem to be able to find any record of the changes. It is hoped that this is now rectified and back issues will be sent. Laurel has been notified together with a copy of what Jennifer had ordered from ACWC. She also got confirmation that the \$1000US had been safely received.

- Treasurer's Guidelines: In view of the information gained it would appear that ultimately accounting records are best kept digitally, preferably with a recognised software programme which can give the information required by all statutory bodies at any given time.
- National Conference – still working out a comprehensive budget.
- Still to prepare a suitable Presentation Certificate for our Delegates to take to the ACWC Conference.
- Qualifications of the NE Treasurer need to be brought up at the AGM. Jennifer asked if permission is needed to purchase MYOB for the accounts. This is a requirement which Jennifer will speak to the auditor about.

Minute Secretary – Elizabeth McEwen

Elizabeth reported that email addresses have been found for the Denominational organisations and *E-News* has been forwarded to each. Also asked if they preferred to receive the Minutes in hard copy or sent to their email address.

Lyn will forward the email address for WDP.

FLC Convenor – Lillian Hodges

No Report. Lyn asked Lillian if she has a supply of the Grant Application forms. Write to Lee Moon Sook to get up-to-date forms.

WKS Convenor – Nancy McLaren

No Report.

Special Days Convenor – Pamela Freeman

Queensland Unit was approached about preparing the Order of Service for World Community Day 2015 and the guidelines and theme *Building for Peace and Reconciliation* were forwarded.

The Queensland Unit has agreed in principle to accede to this request.

On another point the Queensland Unit queried that NE from NSW was making this request as World Community Day 2015 comes after the National Conference [NSW] at Collaroy and the next NE would be operating.

After conferring with the National President, Lyn National Secretary, Isabel and National Treasurer, Jennifer, a letter was sent explaining the protocol from previous year.

As previously mentioned, the Fellowship Day listing of units to prepare the service, had omitted Tasmania and Victoria from the listing for more than 10 years. In 2013, NE [WA] approached then incoming NE [NSW] regarding contacting the ACT Unit which was next on the list to prepare the order of service for Fellowship Day in 2014, which responsibility was accepted by incoming NE [NSW].

At National Conference in WA the listing was handed over to Pamela as incoming Special Days Convenor, and she pointed out the omission of Tasmania and Victoria from the Fellowship Day listing as mentioned above.

This is being rectified in the following manner;

1) Tasmania is in the process of preparing the Fellowship Day Order of Service for 2015.

2) Victoria Unit has been approached about the possibility of that unit assuming responsibility for preparing the order of service for Fellowship Day 2016. If Victorian Unit agrees to accept this role, there would be no need for the proposed theme for the next National Executive to be launched prematurely, as the Incoming NE in 2015 would be the Victorian Unit.

All units have been notified of the requirements for Special Project Applications for 2015.

Any applications for consideration would need to be to reach the National Special Days Convenor by the beginning of February 2015 to be presented to the NE, having previously been ratified as the proposal from the Unit submitting the application. No further correspondence has been received about this matter.

All Units have received the World Community Day Order of Service for 2014 with the theme *Building with Godly Wisdom* as prepared by the Cootamundra branch on behalf of the NSW Unit.

Social Justice Convenor – Shirley Mitchell

No Report

Website Manager – Brenda Dickinson:

Brenda is collating information received about World Community Day Service. She is waiting for a week or two before sending it to Evan for the website.

In response to a question from Brenda, Jennifer stated that State Units should have their ABN numbers on their website to show it's a genuine business.

Action: Brenda will approach the State Units for ABN numbers.

Lyn suggested that *E-News* could be added to the website and the Expression of Interest for the Conference. Lillian suggested that information about accommodation at the Conference could be added to the website also.

Action: Brenda

ACWC

A report has been received from Donna. The National Report for the ACWC Assembly was attached. The NE would like to commend her on an excellent report.

It was moved that the Reports be received by Tricia, and seconded by Jennifer.

GENERAL BUSINESS

1 No new Report from the Forward Group.

2 AGM 2014

Isabel has prepared the Advance Notice, but not sent. This will be sent to all units and the Public Officer by 14th September.

Formal Notice is to be sent by 14th October. With the Formal Notice we send out attachments: Annual Report from the President; Annual Report from Treasurer, also Financial Statement with Auditor's Report; Agenda; Notice of Motions and Members' Register for updating.

Elizabeth will draw up a Members' Register including names of all Units. If a Unit is not incorporated, the name of the Unit plus the designated representative and the address of that person are needed. All National Life Members, National Bodies are to be added to the Members' Register with an address.

Jennifer asked if the Formal Notice should have information about the protocol of teleconference – important that each person when they speak say who they are and what they are speaking about.

A protocol for conducting of the teleconference will need to be established and forwarded to participating members prior to the AGM.

Tricia advised that another phone number must be given in case anyone has trouble getting into the teleconference.

Action: Tricia Graham will write the protocol to be presented to the next NE meeting on 27th October.

The Public Officer will be sent an Advanced Notice.

Action: Lyn will write to the Public Officer in regard to procedures for the AGM.

Lyn suggested that everyone should check the Hotairconferencing.com.au site and read the brochure.

Lyn asked Tricia if she could pick up the teleconferencing organization with NCCA. Tricia agreed to be the facilitator.

3. Matters Referred from National Conference.

3.1 **Archives:** Progress has been made with digital processing and recording of material.

3.2 Financial Management

Funding of attendance at the biennial National Conference and the AGM:

After discussion it was agreed that this matter is already adequately covered in the Constitution and Guidelines.

Payment of out-of-pocket expenses to all members of National Executive, both elected and ex-officio.

After discussion it was agreed that expenses associated with the conduct of business of ACW by all members of the National Executive and those acting on behalf of the NE, shall be presented to the Office Bearers for approval before expenditure with payment ratified by NE.

ACW Inc and Winifred Kiek Scholarship Trustee Review

Discussion is in progress with the Trustees in regard to this.

4 ACWC Guest for 2015 National Conference

Lyn will write to WKS Trustees concerning the candidate for the WK Fellowship to attend 2015 conference.

5. WKS Scholars for 2015

The NE has read the profiles of the two endorsed candidates for Winifred Kiek Scholarships for 2015 and endorse the Trustees recommendation.

6. 2015 Conference Planning

Planning and progress for the Conference were outlined by Denise and ideas and suggestions were discussed by NE. Transport from the airport was discussed and Lillian has offered to be responsible for organising this.

There being no further business, the meeting closed at 1.10 pm.

The next meeting will be on 27th October at Eastwood Baptist Church. Shirley Mitchell will lead Devotions.

President: Date :