

## AUSTRALIAN CHURCH WOMEN NATIONAL EXECUTIVE

Minutes of Meeting held on May 10, 2004 at Piccadilly Court,  
222 Pitt Street, Sydney, at 10.00 a.m.



<b>Chair:</b>	Major Nancy McLaren	President
<b>Present:</b>	Mrs Cela Cooper	First Vice President
	Mrs Janet Harrison	Second Vice President
	Mrs Isabel Hewitt	Secretary
	Mrs Brenda Dickinson	Minutes Secretary
	Sister Marie Craddock	Publicity Convenor
	Mrs Edith Ridge	Publications Editor
	Major Eileen Holley	Special Days Convenor
	Miss Shirley Wells	Fellowship of the Least Coin Convenor
	Major Joan Tong	Winifred Kiek Scholarship Convenor
<b>Apologies:</b>	Mrs Nola Dickson	Treasurer
	Mrs Jean Porteous	Social Issues Convenor

**Devotions:** Nancy read out the story of Albrecht Durer the artist who used his brother Albert's work-worn hands as the model for his famous etching of "The Praying Hands". Nancy reminded us that our names are inscribed on the hands of God. He has called us by our names and we are His. Jesus hands were nailed to the cross but it was God's love for mankind that held him there. The Meeting opened with prayer.

1. **MINUTES OF PREVIOUS MEETING:** Minutes of the Meeting held on March 15, 2004 were confirmed as a true record of proceedings.

### 2. BUSINESS ARISING

- 2.1. **Possible Australian Church Women Website:** Cela reported that she had looked on the internet for any existing site, which resulted in discovering that ACW is referred to on many sites. An index of Peak Women's organisations with ACW at No. 5 was last updated 23.6.02 and contact details given as 572 States Road, Onkaparinga Hills, South Australia, Phone no. (08) 8382 1360 and an email address for corrections, etc. Also, from Cela's reading of the conditions of the Australian Government's Women's Funding Grants, it would appear that we do not qualify. (Please see full report attached, including copies of letters from Wendy Kiley and Fiona Collins).

**Action:** Copies of correspondence re the creation and maintenance of a possible ACW Website be forwarded to all State Units as an attachment to these Minutes, with the request for their comments on the questions raised.

Cela to contact Wendy Kiley, thanking her for information re the Website and advising that the information is being sent to the State Units for their comments.

### 3. CORRESPONDENCE

Inward Correspondence May 2004:

1. ACW QLD Unit - Minutes 22/3/2004, letter
2. ACW Tas Unit - Minutes 23/2/200

10.05.04

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**Correspondence (Continued)**

3. Pat Walker - Prayer request from Indonesia; report to Myanmar meeting
4. Jean Hambley - ACT Unit matters; AWC report
5. Dept Prime Minister - reply on gender inclusive language in Constitution
6. OSW - on Trafficking
7. NCW - Forum on Trafficking with Brian Iselin as speaker (late notice!)
8. Fiona Collins - acknowledgment
9. Mosaic Spring 2004
10. Aust Domestic & Family Violence Clearinghouse newsletter.

## Outward Correspondence

1. Fiona Collins - thanks
2. Jean Hambley - re Ratification

## 4. REPORTS

**President (Nancy McLaren)**

Invitations received to attend the following:

- National Council of Women of NSW & Soroptimist International - Region of NSW to attend "Come to the Caravan" to review the Beijing Platform for Action Ten Years. 11th May.
- Guides Australia Inc. to attend their Annual General Meeting on 14th May.
- 50th Anniversary of the founding of PPSEAWA Australia and the 75th Anniversary of the founding of the Pan Pacific and South East Asia Women's Association. 26th May.

Will make contact with each State Unit regarding the possibility of visiting their State.

**First Vice-President (Cela Cooper)** (see 2.1 above)**Second Vice-President (Jan Harrison)**

Jan suggested it would be very beneficial to invite Major Lynn Middleton (President-Elect, NSW State Unit) to come on to the National Executive and act as a liaison between the two.

It was agreed that in accordance with the Australian Church Women Constitution, Section 6.2.1 (e), Major Lyn Middleton be invited to become a co-opted member of National Executive.

**Secretary (Isabel Hewitt)**

1. Correspondence with ACT re Ratification - form on way.
2. Replies from MPs - still dribbling in. Summarised replies were read to the meeting and will be forwarded to States/Territories in the next Circular.

## Reports (Continued)

### Treasurer's Report (Nola Dickson)

Verbal report from Nancy. The only activity since last month has been an expenditure of \$42.98, leaving a balance of \$31,453.48 as at May 4th.

### Special Days (Eileen Holley)

Correspondence:

Inward:

- Coralie Wright – President S A Unit. Following endorsement of Special Projects for WCD Service by State Units, I have written to S A Unit providing needed information for inclusion in WCD Order of Service. Also suggested an insert page – one side FLC Story – other side words and music for song "Bind us together".

Outward:

- Mrs Sandy O'Donohue – Alice Springs. Inviting Alice Springs to prepare Order of Service for Fellowship Day 2005. Theme to be: "Together in Love and Fellowship" *John 15:12 'My command is this: Love each other as I have loved you'.*

### Fellowship of the Least Coin (Shirley Wells)

- Applications for FLC grants have been received, one from NSW, two from Queensland and one from Western Australia. An application from Victoria is expected to be received this week.
- It was decided that the five applications for grants submitted, will be forwarded to the Executive Secretary, ACWC, Taiwan.
- Letter received from Juanita Miller re Moves & Touches, and Tasmania's 50<sup>th</sup> Celebrations. 24.4.04
- Request received from ACT for five copies of A Legend & A Legacy. 4.5.04.
- Five copies of A Legend & A Legacy forwarded to ACT. 7.5.04.
- Phoned Julie Brackenreg re FLC 50<sup>th</sup> Celebrations. 8.5.04.
- Sister Josephine Mitchell still in East Timor will be contacted after her return.

### Publicity Convenor (Sr Marie Craddock)

The numbers used in this report refer to the five points listed in the ACW Guidelines as the duties of the National Publicity Convenor.

1. N/A
2. Correspondence

**Publicity Convenor's Report (Continued)**

A letter providing information about the membership of ACW's National Executive for the two-year period of October 2003-October 2005 was sent to:

Mrs Judith Wright  
President, National Council  
Anglican Board Mission Auxiliary  
328a North Road  
EAST BRIGHTON VIC 3187

Mrs Joycelyn Murphy  
Executive Director,  
YWCA (NSW)  
50 Wentworth Avenue  
SYDNEY NSW 2010

3. The above mentioned items of correspondence have been filed.
4. A data-base of National contact persons from organisations, denominations, and special interest groups participating in ACW through its Units is being compiled.
5. N/A

**Publications Editor (Edith Ridge)**

ACW News for May 2004 has been printed and distributed (503 copies).  
National Life Member Mrs Marjorie Verco sends greetings and appreciates receiving news from the National and State Unit. Her address is now  
155 Woodlands Lodge, 2 Kitchener Road, Cherrybrook, NSW 2126.  
Phone number 9875 1785.

The next edition of ACW News will be the August one. Deadline for copy to the Editor is July 9<sup>th</sup>.

The meeting broke for lunch at 12.30 p.m. (Eileen Holley left) and resumed at 1.00 p.m.

**Winifred Keik Scholarship Convenor (Joan Tong)**

Correspondence Inward:

Gaye Inall, update (copy to Edith for ACW News).  
Judith Cayzer re WKS Pamphlets, etc. for packing day.  
Aileen Mortenson thanks for Pamphlets and information.  
Nighat Gulzar – Easter Greetings.  
No further word on Mereani Dinacika Raqeu.

**Social Issues Convenor (Jean Porteous)** No Report (Apologies).

**AWC Report (Jean Hambley)**

1. Grandparenting Forum to be held 21 June 2004, University House, Acton, ACT.
2. Face to Face Meeting 20-21 May but no agenda has yet been received.

**ACWC Report (Pat Walker)**

Article prepared by Pat Walker for meetings in Myanmar on Australian Church Women.

**ACWC Report (Continued)**

1. Aim of Australian Church Women
2. Freedom of worship in Australia
3. Representation on Australian Women's Coalition
4. WKS
5. Problem of involving younger women in ACW.

We were asked to pray for Pat. Also pray for the Indonesian situation in Ambon.

**5. ANY OTHER BUSINESS**

**National Conference 2005:** Sr Marie Craddock requested publicity information for the National Conference. It was agreed to review the "Proposed Agenda Items 2003-2005", at the June meeting of National Executive, including:

- The Ecumenical Service
- The Civic Function
- Approaches to publicising the National Conference
- Information about the Conference venue
- Access to Conference venue by public transport.

7. NEXT MEETING: 1.00 p.m. Monday June 21, 2004, Level 5, 222 Pitt Street, Sydney.

Meeting closed at 2.15 p.m. with Prayer by Joan Tong.

Minutes confirmed:

Date:

National President

ACW National Executive Meeting 10-05-04

Possible ACW Web Site

Search for any existing site resulted in 130,900 + possibilities.

A limited time on line showed ACW named in sites eg.

\*Australian National Women's Organisations

*An index of Peak W's Organisations with ACW at 5, last updated 23-06-02 with contact*

*ACW 572 States Rd Onkarparinga Hills SA 08 8382 1360\*\**

*There is an email address for corrections etc - no recent updates*

- Australian Women Working Together
- „ Republican Movement Contact List 10-03-01
- „ Women's Archive Programme
- Chatswood Church of Christ .... *last item "Australian Church Women held their last meeting for the year on Friday 25 October. Jean P, representative of the Church of Christ is the newly appointed President of the ACW NSW State Unit. Val B is the local Chairman/Secretary (On this site there are links to "Cheap Web Site Hosting" etc)*
- Canberra Baptist Church Newsletter Ladies Fellowship – *reference to FLC and association with ACW & NCW*
- Around the Uniting Church in Queensland 14-05-02
- Australian Business Women's Network - *Contact, ACW 08 8382 1360 \*\**
- Catholic Archdiocese of Hobart *People in the News Kath Pearce State President of ACW 2001-2003*
- W. D.o P. *Dorothy Wright Treasurer, Life Member of ACW in 1993*
- Women's Organisations in ACT *up to date with calendar Jan-Jun 04, ACW ACT contact 35 Macgillivray St Yarralumla*

My discussion with Wendy Kiley of Camden, designer of Wollongong CWL web site & a member of The Oaks- Camden branch of ACW, in which I showed her Fiona's reply to Isabel's questions, brought the attached reply. (marked A)

Like Fiona, Wendy has offered assistance for initial construction & maintenance and training of someone to take up the role a s a p.

My reading of the following paragraph of the conditions of the Australian Government's Women's Funding Grants leads me to believe ACW would not be eligible for a grant. Par. 4 of email received 02.04.04 from Women@pmc.gov.au reads as follows : "Please note that the programme is not intended to fund the day-to-day operational costs of national women's NGOs. Applications for funding must be for outcome-based projects with tangible results that will benefit women and that will be completed by May 2005." Questions that arise in my mind:

Who would be available now and in the future for the training and the constant up-dating to maintain a worthwhile site?

What percentage of our members could/would avail themselves of this site for information and/or as a tool of communication on matters relevant to our Mission Statement?

Would it enhance communication / co-operation between National and State Executives and/or State and State?

10.05.04

**COPY**

15/3 Hilltop Crescent FAIRLIGHT NSW 2094  
Ph. (02) 9949 5194  
W. (02) 9247 3598  
M. 0405 350 438

25<sup>th</sup> February 2004

Dear Isabelle,

Many thanks for your letter of 18 February on the matter of web sites. I have only recently returned from four weeks overseas, mostly in India, so I hope that this response is not too tardy!

**I have actually ceased to be actively involved in web site design (part of a decision last year to focus more on my work in the philanthropic sector), but I will do my best to answer your questions as per your letter.**

**1. What costs are involved?**

Costs in creating and maintaining a web site can be summarized as follows:

- **Registration of a domain name**(otherwise known as a website address or URL e.g. [www.acw.org.au](http://www.acw.org.au)) – this fee needs to be paid every two years, and ranges between \$84 and \$200.
- **Initial web site design**, i.e. the creation of all of the pages of content, images and site architecture – this is a one-off cost and, depending upon the size of the site and designer used, can cost between \$500 and \$5,000.
- **Web site hosting**, i.e. an actual physical server on which your web site resides – this is a yearly cost of around \$350 per annum (but may be paid monthly to a host provider).
- **Web site updating**, if you require your web site to be regularly updated and do not have the internal human resources to do so, then you will need to contract the services of a web editor. Rates vary from pro bono to around \$150 an hour.

**2. What information is necessary?**

The required information is dependent upon what the site will be used for – informing members, recruiting new members, advertising upcoming events, raising funds for particular projects, or other functions?

Defining the parameters of web site content is an important step in the process of designing a good web site. As part of my web design activities, I have developed a useful tool for organisations to develop their own "web site brief" – this tool is called a "**Pre-Construction Questionnaire**" and involves identifying what an organisation needs/wants in a web site, and what information is required to achieve those goals.

I would be very glad to offer this service free of charge to ACW – i.e. to work with ACW to develop a professional "construction brief" which could then be passed on to a web designer, to be used as the "blueprint" for the web site.

### **3. How much information is necessary?**

As per above, this is something that can be worked out during the "pre-construction" process, and outlined in a scoping document for a designer to subsequently use.

### **4. Are there traps for the uninitiated or is it straightforward once it is established?**

Obtaining quotes for web design can be a fairly fraught business - some design companies won't do a site for less than \$10,000, and will unscrupulously overcharge clients who are unfamiliar with the technology.

If it would assist, I would be willing to attempt to source a designer to do the site at low cost to the ACW. Unfortunately I am not in a position to do so myself due to time constraints, but I could attempt to source someone else who might be prepared to do the design at a greatly discounted price.

ACW would need to be aware that web sites require updating if they are to fulfil their function. As such, it would be good to ascertain:-

- a) Whether ACW has among its membership someone with the skills and time to update the site
- .b) Whether the ACW can allocate a budget towards web updating costs.

### **5. What assistance can I offer ACW?**

Although your letter didn't ask this question, I thought it best to include this!

As I have indicated, I am more than happy to volunteer my services to take ACW through the process of designing a web site brief (including editing and organisation of web site content as required) and "shopping around" for domain name registration and hosting requirements.

-3-

I am also willing to attempt to find a web designer who might be prepared to complete the design job for a low cost, and offer her/his services for maintenance work as required.

In turn, ACW first needs to ask itself the following questions:

- a) How much are we prepared to pay for construction of a web site?
- b) What budget do we have for maintaining our web site into the future?

I hope the above may be of some help to you. Please let me know if I can be of any further assistance.

With best wishes to all at the Australian Church Women National Executive.

Yours sincerely,

Fiona Collins

TO CELA COOPER FROM WENDY KILEY

"A"

**Date: May 6<sup>th</sup>, 2004**

**Subject: ACW WEBSITE**

Dear Cela,

Thanks for your note re ACW website. Fiona has outlined the tasks very well.

I will outline my costs, so that you can see what can be done with very little. When I made the offer to CWLA of a free trial for a year, I understood that Telstra gave all their customers access to a free website. While that is true, I subsequently learned that this only applies when the customer uses their own name; this choice was obviously not suitable for a site belonging to an organisation. So for the grand fee of 2.95 per month we got our current address. (My sons' donation!)

To register the domain name separately, eg. CWLA Wollongong.org would have cost extra money.

I have emailed you some links to Telstra which you may find useful.

I have not searched for ACW.org (or anything similar) to see whether the name is available.

As I hate to see money needlessly spent by organisations which are raising funds for good causes, I would be happy to do what I can to help.

By that I mean initial construction and maintenance, with the possibility of training someone else take up the role as soon as possible. (While you would have to pay for the above registration, etc. I would charge no fee.

My approach, as you will realise from our own site, is to make the site as user friendly as possible, and avoid too much in the way of fancy 'gizmos' which make the site slower to load.

I will have a think and send you down some possible outlines for the executive to consider, if you like.

Is the site to be National or State?

Love

Wendy

10.05.04