

Australian Church Women Inc National Executive 2011-2013
Minutes of Meeting held Monday 21 January 2013
97 William Street Perth WA 6000

1. **Welcome** The meeting was opened at 9.55 am by National President Major Laurel Pearce, who shared a poem by the late John Gowans.
2. **Attendance** Laurel Pearce, Lee Edwards, Marie Majoor, Margaret Ker, Olive Dell, Meryon Goode.
3. **Apologies** Leeola Loughnan, Donna Bryan
4. **Devotions (Margaret Ker)** focussed on challenges for a new year and the guidance and protection we are always offered by God. Readings: Psalm 121 and John 14: 1-6.
5. **Minutes of Previous meeting (10 December 2012)** Confirmation as a true and accurate record moved Lee Edwards, seconded Laurel Pearce.
6. **Business Arising** Deferred to General Business
7. **Correspondence** *List circulated/ attached.*
 - **Inward Item 27** Discussion on the role of Australian Women's Coalition representative. Laurel to ring Lyn Middleton to discuss.
8. **Reports** *Written reports in the Secretary's File.*
 - **President (Laurel Pearce)**
 - Official ACWC Memo from Donna – Jenny Phuah has resigned as ACWC Treasurer. Adhering to ACWC Guidelines, the position was then offered to the Rev. Hsing-Ling Lee from Taiwan, who obtained the next highest number of votes for the post at the 2010 Assembly.
 - From ACWC – Update on effects of Typhoon Bopha in the Philippines. As of 16 December, 1020 people reported dead, 844 people still missing ,1.2 million families displaced.
 - 20 December – To Fran Moss Queensland Unit thanking her for advising us of the illness of Margaret Florence and asking her to pass on our prayer support to Margaret and her family. – Response received from Fran.
 - Christmas greetings from ACWC office and from Nepal. Greetings sent in return.
 - Christmas greetings sent to all Units. Responses from ACT and Tasmania.
 - Correspondence with Esther Kilaghbian re visit to Australia and itinerary (See General Business)
 - 31 December. From ACWC – Notice of the death of Eunice Kim, Executive Secretary of ACWC from 1982-1994. Condolences sent to Rev Lee, Moon Sook to pass on to Eunice Kim's family. Response from Moon Sook.
 - From ACWC- Application Forms and Guidelines for FLC Grant – Forwarded to National FLC Convenor, Olive Dell.
 - From ACWC – Application Forms for ACWC Scholarships.
 - Australian/Asian Assn. – Correspondence re Hire of their rooms for a function during the visit to Perth of ACWC Executive Committee. (See General Business)
 - From ACWC – Promise of Prayer Support because of bush fires in Eastern Australia. Forwarded to Units via National Secretary, Margaret Ker. Thanks for prayers sent to ACWC members.
 - Promises of prayer support because of Bush fires received from Japan, Sri Lanka, Nepal, New Zealand, Corazon Reyes the ICFLC Executive Secretary sent a message via Juanita Miller, Tasmanian Unit Secretary. Messages forwarded to Units and National Executive via Margaret Ker.
 - To Juanita Miller re ACWC Messages and response from Juanita.
 - From ACWC- 2013 ACWC Day Liturgy. Forwarded to Margaret Ker to go to Units.
 - Received Report on ACWC Day in NSW.
 - Promises of prayer support to Meryon Goode, Leeola Loughnan and Olive Dell for health concerns.

- From South Australian Unit Secretary-Annual Report, Dedication Service, latest newsletter and listing of new executive. - Thanks sent to Aileen and Congratulations to Marion McCall, Sth Aust. President on a good year for the Unit. Response received.
- Enquiry forwarded by Margaret Ker received from Lyn Middleton (NSW Unit) re position of AWC Representative.
- From ACWC. Prayer request for Indonesia. Typhoon has caused bad flooding in Jakarta. 5 dead, 20,000 people evacuated. Promise of prayer support from Australia sent. Message forwarded to Units via Margaret Ker.
- Correspondence with members of National Executive re Newsletter, ACWC Exec. Visit, Esther's Visit, Conference Planning, Constitution, Guidelines .
- **Vice Presidents (Lee Edwards/Marie Majoor)** A detailed report on costings had been prepared. Some discussion on transport from airport, timings on Monday, and options for printing/binding. Further discussion at Friday's planning meeting. It was also noted that the final draft of the second issue of National News had been completed, printing expected next week.
- **Treasurer (submitted by Leeola Loughnan)** *Circulated/attached*. In Leeola's absence acceptance of report and ratification of cheques for payment moved Marie Majoor, seconded Lee Edwards.
- **Winifred Kiek Scholarship Convenor (Meryon Goode)**
 - Meryon reported that she is still waiting to receive full information about the four students for 2013 from Cynthia Gifford. Lou Momoru from PNG was very late in replying. Meryon suggested a deadline for acceptance of offers may be necessary.
 - Christmas mail out of 21 letters: card from Doreen Tie 1990 scholar from Hong Kong who has been serving as a youth adviser in her church. She also received a letter and gift from Nighat Gulzar 1994 scholar from Pakistan now living in USA. Sends sincere best wishes to all members of ACW, thanks us very much for contacting her. Requests prayer as she lost her job and unemployed for nearly a year. Sadly, despite regular letters and assurance of prayer support none of our 2012 scholars responded.
 - Meryon also expressed concern about the lack of National Executive involvement in the selection process in recent years, given the requirements of the Deed of Trust and the Guidelines.
 - After discussion it was moved Meryon Goode seconded Lee Edwards that urgent contact be made with Cynthia Gifford requesting confirmation that Lou Momoru has accepted the offer of a scholarship, and also forwarding of photos of Berebere Katauea and Lou Momoru if available. This information is needed by the end of January in order to prepare the 2013 brochures. Meryon noted that two Units have already requested 2013 brochures.
 - Concern was also expressed about various aspects of the procedure for selecting and monitoring Scholars, and about the legal situation regarding the Trust in relation to Australian Church Women Inc.
- **Fellowship of the Least Coin Convenor (Olive Dell)**
 - Advice was received from Corazon Tabing-Reyes that the new Circle of Prayer was almost ready to go to the printer and the number of copies we would need was required. All Units were asked to reply with numbers and 360 copies were requested for Australia. Electronic format also available.
 - **Reminder to Units that IFLC grant application deadline is 30 April.**
- **Special Days Convenor (Olive Dell)**
 - Letter to all Convenors in December suggesting that it would be good to know the number of services for each Unit and also the number attending. Responses from NSW and ACT.
 - Fellowship Day 2013 Orders of Service to go out the beginning of February (hard copy and disk). To be printed at The Salvation Army DHQ .

- **Urgent reminder to Units: Special Project applications close on 28 February. None received as yet.**
- **Social Justice (Laurel Pearce)**
 - Sunday 17 February 2013 is Start Freedom Sunday. This is an opportunity for the church to demonstrate a united and tangible response against the evil of human trafficking. For more information on the day, and to find what resources are available to help you celebrate the day please visit the Stop the Traffik Web Site at www.stopthetraffik.org/startfreedomSunday
- **Website**
 - Update done early January. The suggestion to include orders of service was discussed but problems with file format were noted.
- **ACWC (Donna Bryan)**
 - 2013 has begun as 2012 ended - with a call to prayer. In December 2012 Typhoon Bopha swept across the Philippines twice and caused widespread destruction and a large loss of life. In January 2013 there were huge property losses to bushfires in Australia and the biggest floods in decades in Jakarta, Indonesia. Please continue to remember our ACWC sisters who may be affected by these disasters.
 - **Mongolia** Our sisters from Mongolia are our prayer partners and we continue to strengthen our relationship with the youngest member of ACWC. Munkhtuul Sodnomtseren, Mongolia's ACWC National Rep., applied for an AusAID scholarship. Her application was successful and she will live in Australia for two years and study at the University of Melbourne for her Masters in Development and Gender Studies. She is staying with Donna until her husband and two children arrive in about four or five weeks. In the meantime she is busy juggling adapting to a new country, finding accommodation for the next two years and preparing to begin four weeks of orientation training at the university. Please pray for Munkhtuul and her family as they adjust to a new country and a new culture. Pray specifically for their accommodation as there are so many things to consider such as: proximity to the university and schools, public transport, a network of friends, running the gauntlet of estate agents, budgeting for all the costs associated with renting, and the lack of an Australian rental history etc. Munkhtuul will step down as Mongolia's National Rep. and a new representative will be elected by the Board of ACWC Mongolia.
 - **ACWC Day 2012** A report from Major Lyn Middleton, NSW Unit, was forwarded to National on 11 January.
 - **Australian ACWC National Rep.** It is necessary to elect a new ACWC National Rep. at ACW's National Conference in October 2013, as I will conclude my term at the 2014 General Assembly in Manila.
 - **ACWC newsletter** remains the best source of information on ACWC.
- **Australian Women's Coalition**
 - From Sharyl Scott (AWC President): welcome to 2013 and an update on the Shout Stories of Survival Project. Also seeking approval of AWC members for the next stage of the project. From AWC: Details of the Shout Stories of Survival Project.
 - Response sent to AWC – We are happy with the project provided the young women are aware of the risks [privacy issues] and have ownership of the project.

9. General Business

- In accordance with the Guidelines (p.34) the Tasmanian Unit will be contacted to ask if they are willing to form the National Executive for the period 2015 to 2017. The next Unit in the rotation is Victoria.
- **Minutes of 2012 AGM** were approved for distribution.
- **ACWC Executive Committee Meeting ACWC Executive Committee Meeting (June 2013)**
 - The Australian/Asian Association Hall has been booked for a function for the ACWC Executive Committee to meet Perth women on Friday 7 June. Hire Contract form needs to

be filled in. A copy of the Hire Conditions has now been received. Cost of air conditioning (\$27.50 incl GST) .PA system also an addition (currently out of order). No crockery, cutlery or tablecloths are provided (agreed to use disposables). We will need to set up and clear away, sweep and mop hall, lobby, kitchen and toilets and supply detergent and bin liners and dispose of rubbish.

- It was agreed that we should increase costs we are charging ACWC Exec Committee (say by \$2 per person per day) and consider making a charge for lunch for those attending the luncheon. Consensus that a donation might be more appropriate.
- Laurel to explore what help NCW can give with set up and lunch.
- Olive will prepare a suggested lunch menu to present to next meeting.
- Donna is happy with suggested programme.
- Margaret, Olive and Laurel visited one of the Graceville Units where the Executive Committee will be staying. Olive looked at extras needed in the kitchen. We will need two fold up beds in one unit and one fold up bed in the other unit if all nine members of the Executive Committee come to Perth. We will also need to check with headquarters re sufficient supplies of linen for their beds in the unit.
- As regards visits to churches on Sunday, Donna's advice is that they would be happier going in groups of two or three rather than individually. They would wish to be acknowledged at the church services and have the opportunity to bring a short greeting. Moon Sook usually arranges for a small donation to be given to the women's ministries of the church. They would like to have some sightseeing on Sunday afternoon but would need to be back at the units by about 3.30 p.m. by 4 p.m. at the very latest.
- Moon Sook will supply details of arrival and departure times of Executive Committee members to and from Perth.
- **Visit of Esther Kilagblian to Australia**
 - Esther prefers to have most of her stay in Australia after our conference and then go on to Korea on 22 October for ICFLC Meetings commencing 23 October. Due to work commitments the earliest she can arrive in Australia is 27 September.
 - Given the tight time frame for Esther's visit we will need to ask Units what they would like Esther to do but suggest they not be too hard on Esther , allowing her some time to relax.
 - A proposed itinerary for Esther's visit has been drawn up and will be sent out to Units with the hope that they will be able to fit in with our suggestions.
- **Minutes of 2012 AGM** were approved for distribution.
- **Guidelines Review** Most members had had a chance to review their own Guidelines and various points were raised. It was agreed that written suggestions should be brought to the next meeting.
- **Constitution Review** A revised draft had been prepared with a new section on the Public Officer, the reinsertion of a (rewritten) discipline clause, and significant changes to the sections on membership, the National Conference and the National Executive. After some discussion of process it was agreed to send out details of these suggested changes to Units as soon as possible, rather than the whole draft for comment. This will enable us to gauge whether the proposals are in principle acceptable.
- **Public Liability Insurance** Laurel will investigate how the incoming National Executive wishes to proceed. Marie indicated that she is willing to assist Leeola in investigating options.
- **Closure of Meeting** Meeting closed at 1.50pm.

Next Meeting The next meeting will be held on **Monday 11 February 2013** at 10am.

Devotions: Marie Majoor. There will also be a Conference Planning meeting on Friday 25 January commencing at 11am.

Minutes confirmed

Date

National President

AUSTRALIAN CHURCH WOMEN INC

NATIONAL EXECUTIVE ACCOUNT 2011/2013

Financial Statement to 31st December 2012

Balance as at 30th November 2012	\$	19956.18
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Income

Receipt No.34 – SA Unit	62.50	
No.39 - SA Unit	5793.00	
No.40 – QLD Unit	7657.32	
No.41 – VIC Unit	10008.00	
No.42 - ACT Unit	4838.05	
No.43 – ACT Unit	115.55	
No.44 - WA Unit	5312.54	
No.45 – NSW Unit	24769.29	
No.46 – Mrs Smit	<u>15.00</u>	<u>58116.25</u>
		78072.43

Expenditure

Account Fee	10.00	
Cheque No.44 – Jean Thomson	19.20	
Cheque No.45 – Cancelled		
Cheque No.46 – Laurel Pearce, Petty Cash	<u>69.48</u>	<u>98.68</u>

Balance	<u>\$77973.75</u>
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Balance as at 31st December 2012 Bank Statement	\$78043.23
Less Unpresented Cheque No.46	<u>69.48</u>

Balance	<u>\$77973.75</u>
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Cheque No.47 to be officially ratified for payment:

Australian Asian Association of WA Inc	\$637.50
(\$500 for bond, Hall Hire \$137.50	
(GST \$12.50 – Laurel to explain)	

Cheques to be ratified for Payment:

Winifred Kiek Trust	\$ 9574.07
Bear Cottage, New South Wales Special Project	\$ 3898.09
Fellowship of the Least Coin (Bank Draft)	\$32757.76
Asian Church Women's Conference (B D)	\$ 4972.09

Anglican Community Fund (Inc)

Term Deposit to 20th May 2013 - \$20,540.86
Interest Rate – 4.3500% p.a.

Australian Church Women Inc
National Executive 2011-2013
CORRESPONDENCE LIST for Meeting 21 January 2013

CORRESPONDENCE INWARD

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|-----|-------------------------|--|
| 1. | 10 December 2012 | Leeola Loughnan-Conference flyers etc |
| 2. | 10 December 2012 | Barbara Bennewith-UCAF National Committee minutes, greetings |
| 3. | 11 December 2012 | Juanita Miller- Circle of Prayer |
| 4. | 11 December 2012 | Laurel Pearce-addresses for Christmas cards |
| 5. | 11 December 2012 | Laurel Pearce-Australia Asia Association booking |
| 6. | 11 December 2012 | Laurel Pearce-correspondence with Esther Kilaghbian |
| 7. | 12 December 2012 | Leeola Loughnan-correction to Minutes |
| 8. | 12 December 2012 | Olive Dell-news from Anne Murray re FLC grant |
| 9. | 13 December 2012 | Vimala Isaac (ACT) –Circle of Prayer |
| 10. | 13 December 2012 | Marion McCall (SA) –Christmas greetings |
| 11. | 17 December 2012 | Leeola Loughnan-Hall booking |
| 12. | 18 December 2012 | Helen Richardson (NSW) –Christmas greetings |
| 13. | 18 December 2012 | Laurel Pearce-ACWC Memo re Treasurer |
| 14. | 18 December 2012 | Laurel Pearce-update re Philippines |
| 15. | 19 December 2012 | Fran Moss (Qld) re website and health of Margaret Florence |
| 16. | 20 December 2012 | Donna Bryan-Circle of Prayer Vol.21 now available |
| 17. | 22 December 2012 | Laurel Pearce -Christmas greetings ACWC, Nepal |
| 18. | 22 December 2012 | Helen Lloyd (ACT) Christmas greetings |
| 19. | 23 December 2012 | Laurel Pearce-visit of Esther Kilaghbian |
| 20. | 24 December 2012 | Lee Edwards-National Newsletter |
| 21. | 1 January 2013 | Laurel Pearce-death of Eunice Kim |
| 22. | 2 January 2013 | Laurel Pearce-National News |
| 23. | 3 January 2013 | Ewan Arnolda re website |
| 24. | 8 January 2013 | Laurel Pearce-ACWC Prayer support |
| 25. | 8 January 2013 | Laurel Pearce-ACWC liturgy |
| 26. | 9 January 2013 | Lee Edwards-ACWC liturgy |
| 27. | 9 January 2013 | Lyn Middleton (NSW) -query re National Executive- <i>to Laurel</i> |
| 28. | 10 January 2013 | SA Unit –Annual Reports |
| 29. | 10 January 2013 | (copy) NSW Unit report on ACWC Day 2012 |
| 30. | 10 January 2013 | Laurel Pearce-Hall booking concerns |
| 31. | 14 January 2013 | Associations Forum National Conference |
| 32. | 14 January 2013 | Lee Edwards-VPs Report |
| 33. | 14 January 2013 | Laurel Pearce-updated IFLC application forms |
| 34. | 14 January 2013 | Laurel Pearce-ACWC grant information |
| 35. | 14 January 2013 | Laurel Pearce-ACWC grant information |
| 36. | 15 January 2013 | Laurel Pearce-Hall booking |
| 37. | 15 January 2013 | Aileen Eldridge-query re Conference costs |
| 38. | 16/17/18 January 2013 | NE reports |
| 39. | 16 January 2013 | Laurel Pearce-Greetings from Nepal |
| 40. | 18 January 2013 | Laurel Pearce-ACWC prayer request for Indonesia |

CORRESPONDENCE OUTWARD

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| 1. | 13 December 2012 | Minutes and Christmas greetings |
| 2. | 19 December 2012 | Ewan Arnolda re Website updates |
| 3. | 20 December 2012 | Fran Moss-thanks for news of Margaret Florence |
| 4. | 9 January 2013 | Ewan Arnolda re Website updates |
| 5. | 14 January 2013 | NE members-draft Agenda |
| 6. | 15 January 2013 | NE members-draft Constitution amendments |
| 7. | 20 January 2013 | Units and NE members-prayer request for Indonesia |