



AUSTRALIAN CHURCH WOMEN INC.
ABN 68 539 329 715



***Minutes of the ACW National Executive Meeting
Held on Monday 16th February 2015
222 Pitt Street, Sydney***

Welcome: Lyn welcomed and thanked everyone for their attendance to the meeting which began at 1.00 pm.

Devotions: Brenda led Devotions and shared a passage from “Take it to Heart” by Christine Litchfield on the theme Psalm 55:22 ‘cast your cares on the Lord and he will sustain you’. She suggested having a ‘not to do list’ – enjoy a rich and satisfying life without getting too bogged down. Don’t feel guilty at saying no; make spending time with God each day a priority and everything else will fall into place. Brenda closed the Devotions with prayer.

Present: Lyn Middleton (Chair), Brenda Dickinson, Pamela Freeman, Tricia Graham, Isabel Hewitt, Elizabeth McEwen, Natalie McLeod, Shirley Mitchell, Jennifer Pepper, Denise Secomb

Apologies: Lillian Hodges, Joy Inglis, Nancy McLaren

Minutes: The Minutes of the Meeting of 19 January were accepted and signed as correct, with these amendments: *add Denise Secomb’s name to attendees list; Correspondence, 1st line ‘Uniting’; FLC Convener’s report: ‘ACW’.* Moved by Pamela and Seconded by Denise.

REPORTS

President’s Report

Lyn commented that NE are sorry to learn that Lillian has had serious health concerns since our last meeting and asked that she be kept on our prayer list.

Lyn received an invitation to the Ecumenical Service to commemorate the commencement of the Parliament of Australia for 2015 which was held on 9th February at 7.30am in Canberra. She was represented by Jean Thomson (ACT Unit President). Lyn also attended the UCAF NSW/ACT Synod Committee Annual Service of Dedication on Wednesday 11th February and thoroughly enjoyed both the service and the fellowship.

Lyn will leave on Thursday (19th Feb) to attend the QLD Unit AGM on Monday 23rd February.

The first issue of *E-NEWS* for 2015 was completed and distributed.

The Statement of Designated Funds from the State and Territory Units as prepared and distributed by Jennifer gave a very comprehensive coverage of the spread of contributions to our various national funds and highlighted some areas of concern. Quite a number of columns contained nil balances. While understanding if such things as *Honouring ACW*; *ACWC Donations* and *Donations to WKS* have nil contributions as these are ‘at will’ but all the other funds are integral to our operation and should be supported across the board. Naturally the size of the Unit/ State/ Territory and number of branches would be reflected in the contributions but if we are all in this together then we must all do our part to support every aspect of our work. Lyn suggested this be part of the review of our financial management to be presented at National Conference.

Vice President 1 – Denise Secomb

Registration forms and letters have been distributed to all States. Pamela has contacted the Trading Circle Centre and they are happy to attend. Pamela has suggested Wednesday and Thursday. Warringah Christian Bookshop has also been contacted and they have accepted the invitation to have a stall at the conference.

Lyn suggested that at the meeting on 11th May at Eastwood Baptist Church, the morning could be dedicated to Conference planning and then after lunch, briefly receive reports from the NE.

Vice President 2 – Joy Inglis

Joy sent apologies for today's meeting but advised that she will be updating the National Life Members book as discussed at last meeting.

Secretary – Isabel Hewitt

Isabel contacted Devika Ukwatte. Devika would like one day in Sydney after conference and if Melbourne is on the list would like it to be the last port of call. Queensland would like to host her before the conference. WA is not putting in a bid because she has been there. A personal offer of accommodation has been received from Victoria.

Pamela advised that it might be better for Devika to apply for a Business Visa rather than a Tourist Visa.

Past National Presidents: Units have been contacted for information.

Working Papers for 2011 – Adelaide: Isabel asked Angela Devlin to go to the National Library, as these papers are not on the on-line catalogue. Angela went to the library and the papers were not found. On the same day, an email was received from Margaret Flint advising they have been sent. Follow up will continue.

The WKS Guidelines have been sent to Barbara Gear.

Eileen Holley, ACT Unit, will be away for 4 weeks in Asia and has asked for prayer.

Isabel wrote to the ACT Unit regarding taking over the ACW National Executive after Victoria. A response has been received from Jean Thomson advising that they held a meeting on Friday 13th February and that the Unit is too small to take on NE.

The issue of reduced numbers of Units able to take on the responsibility of National Executive was discussed. It was noted that circumstances may change, enabling a Unit to take its turn in the next rotation.

The issue of the viability of only NSW, Victoria, WA and SA on rotation as National Executive was discussed. It was noted that WA functioned very well with very few people.

Treasurer – Jennifer Peffer

The Statement of Finances for the period 1st July 2014-31st January 2015 including reconciliation of funds held and list of payments due or to be ratified were circulated and are attached to the Minutes.

The summary of designated monies received from the states for the past 3 years was circulated for comment, as part of the financial review that National Executive were asked to undertake at the last conference. It was decided that each Unit Treasurer be sent a copy of what we believe came from each state for checking, and return for Executive to discuss prior to the September conference.

The recommended percentages to be deducted for Administration from Designated Monies for this year was confirmed as WKS – 10%; Fellowship of the Least Coin – 5%; ACWC – 5% and no deductions be made from the Special Project – Victorian Traveller's Aid.

Lyn thanked Jennifer for her hard work.

FLC Convener – no report.

WKS Convener – Pamphlets have gone out

Special Days Convener – Pamela Freeman

During February, materials supporting the observance of Fellowship Day 2015 were sent to the units. The theme for this special day is 'Building in Line with God's Design', and has been

prepared by the Tasmanian Unit. Units were approached about the format required for the documents to be sent to them, being given the option of 'Word' document or a PDF. In the course of forwarding these files it was pointed out that Major Kaye Viney has been sent to Victoria and that the Darwin branch of ACW is no longer viable.

The Queensland Unit has been sent the version of the World Community Day Order of Service edited by National Executive and their reply to suggested changes is yet to come.

Unit conveners are to be notified that a report for inclusion in the papers for the National Conference needs to come to Pamela by the end of May 2015.

Applications for the Special Project

Two applications have been received – the Cana Communities from New South Wales and the MGL Sisters (Missionaries of God's Love) from ACT.

Each NE member will find information about Cana and MGL to enable an informed decision to be made. Pamela will respond to the ACT Unit.

Social Justice Convener – Shirley Mitchell

Information will be circulated to the unit conveners regarding 257 children in Australian immigration detention. More than 100 children previously held in Christmas Island have been released in the past fortnight.

Website Manager – Brenda Dickinson

ACW Website Updates - The four pages of updates requested of our Website Administrator in the email dated February 6, 2015 have largely been carried out. There are still a few outstanding which will be actioned soon. Pages updated included additions to the National Home Page, News tab, WKS page, FLC page, TAS page and WA page. The "Downloads" page will also be updated to include recent documents available.

ACW and Facebook - Further to a request from the ACW Forward Group and Brenda's email dated January 16 to Major Jenny Begent, a reply was received on January 20 attaching the Social Media Guidelines she has written for Australian Women's Coalition, together with Instructions for Creating a Facebook Account and a Facebook page. Permission is kindly given for ACW to use this information for its own purposes. Primarily, the three Rules of Engagement are in summary: All posts submitted should be reviewed by a designated Moderator before being put on to the Facebook page. Honesty and integrity are paramount as the posts reflect on the organization. Information needs to be kept up-to-date.

Brenda will send a report to the Forward Group for them to put together with their report for National Conference.

ACWC No report

Australian Women's Coalition There is a meeting later this month.

GENERAL BUSINESS

1 National Conference

Jennifer has started to receive some registrations.

If any unit wants to put in a Motion that requires change of Constitution, it must be received by 7th May 2015 and any other Motion by 6th June 2015. A reminder will be sent to Units.

2 Visit to Mum's Cottage

This was discussed at the State meeting – Lillian is organizing.

3 Forward Group – booklets

Booklets are for sale from the Essay Writing Competition for \$5.

4 Matters referred from National Conference

Jennifer is doing a lot of work for the review of Financial Management.

Winifred Kiek Scholarship Guidelines

The response was circulated to the NE. The matter of whether the response needs to be a Motion or presented as a report was discussed. Isabel will investigate this.

5 Revised Guidelines

Lyn asked each person to check the Guidelines in their area of responsibility to see if any changes need to be made, and if necessary, write out the suggested change.

There being no further business the meeting closed at 3.00 pm.

The next meeting will be 16th March 2015 at 222 Pitt Street, Sydney.