

Australian Church Women Inc National Executive 2011-2013
Minutes of Meeting held Monday 13 May 2013
97 William Street Perth WA 6000

1. **Welcome** The meeting was opened at 9.45 am by National President Major Laurel Pearce.
2. **Attendance** Laurel Pearce, Lee Edwards, Marie Majoor, Margaret Ker, Olive Dell
3. **Apologies** Donna Bryan, Leeola Loughnan, Meryon Goode
4. **Devotions (Olive Dell)** Olive led us in devotions on theme-soar, don't flap. Text: Isaiah 40:31" But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles". Our lives are determined more by our reactions than our actions. We prayed together for our meeting, our work and especially for our colleagues Leeola and Meryon who are not able to be with us because of health issues.
5. **Minutes of Previous meeting (8 April 2013)** Correction (ACWC Report) Donna was on leave for 4 weeks not 6. With this correction confirmation as a true and accurate record moved Marie Majoor, seconded Lee Edwards.
6. **Business Arising** Letter needs to be sent to Helen Raymond confirming financial assistance to attend Conference. ICFLC grant reporting requirements to be followed up.
7. **Correspondence** *List circulated/ attached.*
8. **Reports** *Written reports in the Secretary's File.*

- **President (Laurel Pearce)**

April

- From ACWC Prayer request for tension in Korea. Response sent and forwarded to National Secretary to go to Units.
- To Jean Thomson re possible dates in June for ACWC meeting. Response from Jean. 1-2 June possible for her.
- To Judith Parker UNAAWA. Email addresses of Lee Moon Sook and Donna Bryan (with their permission) re Child Slavery Seminar in Perth on 12 June.
- ACWC Office. To all ACWC members – re Application for ACWC Project Grant and Scholarship
- To Marie Wilson. Council of Churches W.A. re ACWC meeting with CCWA
- From ACWC – Copy of request for prayer for the family of Barbara Grealy
- From Corazon Reyes (ICFLC), Phyllis Wong (Hong Kong) and from Nepal – Promise of prayer for family of Barbara Grealy. These were passed on to Marion McCall South Australian Unit President.
- Visit to South Australia Unit. I was looked after very well by my gracious host Marion McCall. Had dinner with Salvation Army officers on SA Unit, met with South Australian Unit members at NCW rooms kindly provided by Margaret Flint. Good discussion.
- Whilst in South Australia Laurel attended the Lutheran Women's Convention. There were over 400 women there. Very warm welcome and meetings. Many similarities to our conferences. E.g. Bible studies, devotions, reports, speakers, worship service. They raise a great amount for Lutheran causes. It was good to strengthen ACW contacts with Lutheran women. Their new national executive will be based in NSW.
- ACWC Prayer Request for Bangladesh. I responded and sent to National Secretary to forward to Units. Thanks from Bangladesh received.
- From ACWC – Mrs Daisy Roy is newly appointed Women Secretary of NCC, Bangladesh.
- From Daisy Roy. Thanks for welcome.
- From Corazon Reyes. Prayer support for Bangladesh
- From Marie Wilson CCWA – re meeting with ACWC Executive Committee

May

- To Sonya Pell – re attendance at National Conference.
- Response from Sonya.

- To Sonya Pell – re National Conference.
- From Dennis Ryle, CCWA – Confirmation of meeting with ACWC Executive Committee
- Preparation of invitations to ACWC Executive Committee function with Perth women on 7 June. Help from Leeola, Peg, Lee, Gill, Margaret and Marie.
- To Margaret Flint re Web Site.
- Considerable correspondence with National Executive members re ACW business.
- **Vice Presidents (Lee Edwards/Marie Majoor)**
 - Photographer: Mr Bill van der Pal is willing to be our photographer, charging only his costs. In the event that he is not available because of family commitments he will recommend someone else. He needs to visit the SSJG Centre to locate the best place to take the pictures. As some of us would be making a visit during the coming months we can keep in touch with him re the timing. He assured Lee that the timetable – taking the pictures on the Tuesday, letting us have a copy promptly to allow us to make our orders, and bringing the ordered copies by or before the Friday morning – is within his capacity.
 - Following last meeting's queries about the luncheon timing on the Monday when some interstate flights arrive late for the set time, Lee checked with the SSJG Conference Centre and was told that the staff could 'plate' some meals to be served on arrival. Numbers to be advised by the end of July. They also advised that they had separate IT facilities in both the Meeting Halls but not in the Chapel. There is an organ in the Chapel and Judith Dell is happy to use this. *Units to be advised.*
 - Laurel, Marie and Lee met with Dr. Angela McCarthy to discuss Bible Studies. Angela has two passages chosen, but is still open to the leading of the Spirit for the third. She plans to use art and music, and to offer opportunities to meet in groups as well as respond and participate during the sessions.
 - Marie and Lee are keen to get under way with our final issue of the National News. Lee has requested tributes to deceased members from both South Australia and ACT Units, and Laurel has promised an article about her trip to South Australia after this meeting, as well as her President's report. There will also be input concerning the meeting of the Executive committee of the Asian Church Women's Conference during June. Donna has been asked to give us any other news during early June. Margaret noted that formal notice of AGM needs to be included either in the News itself or the mailout, which may mean despatch late July.
- **Secretary (Margaret Ker)**
 - **Directory 2013** Needs final checking before sending out next week.
 - **Website updates** awaiting advice from Margaret Flint after she expressed concern over content during Laurel's recent visit to South Australia. Update will also include a copy of the Conference registration brochure and the revised information brochure.
 - **Invitations to ACWC lunch** Personalized invitations (20+) were sent to heads of organizations and over 50 general invitations to others on our contact list. More copies available.
 - **Preparation of revised brochure (copy circulated)** After a request for information for Wesley Church on 9 June when our ACWC guests will be attending morning service it was realized that the only brochure we have was produced in 2001 and is outdated in both design and content. The revised brochure was approved with some corrections.
 - **Constitution review** Contact was made with Nicholas Tebbey and we are awaiting his comments. Input from South Australian Unit has been received (see General Business).
 - **Conference preparation**
 - Sending out **invitations to the Ecumenical Service and High Tea** is now urgent. Draft invitation was approved. Lists needed.
 - **Planning for the service** is now urgent as we were requested to supply a copy of the order of service to Archbishop Herft by the end of July.

- **Young Women's Forum** The SJOG Retreat Centre responded most generously to a request re suitable accommodation for Sonya Pell and her baby (due early June). We now await advice from Sonya as to the extent (if any) she feels able to participate.
 - **Beginning/closing times for Conference** The South Australian delegation (including our guest of honour Esther Kilaghbian) will not arrive at Shoalwater until around 3 pm (1.30 flight arrival) and the Victorian delegation (again including Esther) will need to leave around 10.30 am on Friday morning (12.50 flight). Possibly many of NSW delegation will go with them (1.30 flight). There are important issues of both organization and hospitality to be addressed.
- Olive moved a vote of thanks to Margaret for the additional work undertaken this month.
- **Treasurer (Leeola Loughnan) Circulated/attached.**
 - Acceptance of report moved Olive Dell seconded Lee Edwards. Ratification of cheques for payment moved Marie Majoor seconded Lee Edwards.
 - Leeola had also requested direction regarding the term deposit with the Anglican Community Fund, which matures on 20 May. It was agreed that this be terminated. Laurel to contact Leeola.
 - It was agreed that Margaret will check the Public Liability Insurance papers held by Leeola and liaise with Marie Majoor, who will contact National Treasurer Elect Jennifer Pepper.
 - Leeola's suggestions regarding amending the Guidelines were discussed.
 - It was agreed that it would be desirable to increase the minimum to be held in the National Conference Fund from \$2000 to \$5000.
 - Options for other changes to be investigated.
- **Winifred Kiek Scholarship Convenor (report from Meryon Goode)**
 - Meryon reported on her recent holiday in New Zealand where she had spent time with family members and had the opportunity to talk about the Winifred Kiek Scholarship. She is now in the throes of moving house and her health situation is not good. She had no further news from our four 2013 scholars. The dynamics of trying to keep in touch is difficult and different. Our prayers for these sisters are important. Berebere is healing well and is back working hard catching up with her studies. Prayers are asked for Lou's studies and her pregnancy, for her husband's studies and for the needs of her village. Prayers are also asked for Christina, our youngest scholar in her studies for her diploma, and for Verenaisi furthering her already impressive theological portfolio. Meryon was delighted to receive Easter greetings from Nighat Gulzar (1994 Scholar) who now lives in Philadelphia.
 - Meryon's letter to National Executive regarding her current poor health was noted with concern. Lee as our Vice President will contact Meryon to discuss how as a team we can best cover her portfolio during the remainder of our term of office as she is a very valuable member of National Executive.
- **Fellowship of the Least Coin (Olive Dell)**
 - Olive reported receiving 10 copies of "Messages and Reports 2013" from ICFLC. **Does any Unit who has not received a copy wish to be sent one? It is also available online at <http://flc.net.ph/images2/FLC%20M&R%202013.pdf>**
 - No applications for FLC Grants received this year.
 - Reports for inclusion in the National Convenor's report to Conference have been requested by the end of June.
- **Special Days Convenor (Olive Dell)**
 - We have received the finalised draft for World Community Day 2013 Service. Many thanks to Margaret for being able to send the electronic copies to Units. Hard copies to be sent later this month.
 - Reports for inclusion in the National Convenor's report to Conference have been requested by the end of June.

- **Social Justice (Laurel Pearce)**

- May 4 was the first day of Fair Trade fortnight. This allows us to increase our awareness of fair trade shopping and ethical production. This is particularly important in the light of the tragedy of the factory collapse in Bangladesh. In the prayer request from ACWC for Bangladesh it is stated that major Western clothing retailers who demand ever-cheaper prices are fuelling conditions for tragedies like the factory collapse. It might seem a small thing to buy fair trade products, but when many people do so, it has a big impact. Look up www.fta.org.au for a Fair Trade Shopping Guide or www.fairlylocal.com for fair trade products near you. There are nearly 300 fair trade stockists in Australia which cover products such as tea, coffee, chocolate, sugar, homewares, carpets, clothing and toys.
- The Fair Trade Association of Australia and New Zealand say that companies that are Fairtrade certified and bear the Fair Trader of Australia logo adhere to principles of fair trade which mean in part that:
 - There is no child exploitation or forced labour
 - Farmers and producers receive fair and stable prices for their products
 - Producers work for environmental sustainability
 - Employees have good working conditions.
- It is good to read of the work carried out by Unit Social Justice convenors.
 - I was pleased to meet the South Australian Social Justice convenor, Anne Parnis, when I was in Adelaide in April. In their Unit newsletter for March, Anne has an article on Sexualisation of Children and refers us to helpful Web Sites to learn more about how to combat this problem. Read more at <http://www.smh.com.au/national/stealing-the-innocence-of-children-20130301-2fboe.html#xzz2MoUpZrZM>
 - In the NSW Annual Report and their May Newsette. Laurel noted that NSW Social Issues Convenor Rae Goth has been very busy. Issues she has drawn attention to include pedestrian safety at level crossings, the banning of smoking in children's playgrounds, sporting fields, swimming complexes, entrances to public buildings and public transport stops, and the prevalence of betting and gambling ads on TV. She has also expressed concern about the plight of asylum seekers and the time taken to produce a report on abuse in the armed forces. The Minister for Foreign Affairs has been lobbied about the loss of life in Syria and the plight of West Papua in its struggle for autonomy.
- We thank all Unit Social Justice convenors for all they are doing.
- Margaret drew attention to the Live Below the Line campaign-see <https://www.livebelowtheline.com.au> Participants raise money by being sponsored to live on \$2 a day –the “extreme poverty” line.

- **Website Updates** see report from National Secretary

- **ACWC (Donna Bryan)**

- Donna and Laurel have had lengthy conversation on the hosting of the ACWC Executive Committee meeting to be held in Perth next month.
- The ACWC prayer requests were responded to and distributed by ACW National.
- Units are asked to continue to pray for Bangladesh.
- Munkhtuul, the current National Representative from our prayer partner Mongolia to the ACWC, is continuing to settle into student life in Melbourne. She attended the April Council meeting of ACW Vic and was interviewed her as our guest speaker. On May 6, Munkhtuul finally received the long-awaited news that her family has been granted visas to live in Melbourne with her during her 2-year study period. Arrangements are now being made for her husband, son and daughter to travel to Melbourne. They are all very excited as they have been apart for 4 months

- **Australian Women's Coalition (Laurel Pearce)** Robyn Gaspari, secretary of AWC, has advised that the meeting room at AMA House which has been used for AWC meetings will no longer be available at weekends. She has asked if an AWC member organization has a room they could make available in Sydney, that could be used for an AWC meeting on 1 or 2 June to accommodate 14-20.

9. General Business

- **ACWC Executive Committee Meeting (June 2013)** (Laurel Pearce)
 - A detailed timeline for preparations had been prepared and NE members noted their personal responsibilities. Lee to check concluding time for Joondanna meeting on 6 June.
- **Update** *Terry Loughnan happy to take us to Taize service in North Beach. Margaret has contacted organiser.*
 - Laurel put Judith Parker in touch with Moon-Sook and Donna, both of whom will attend the Child Slavery Seminar on 12 June. Donna will be a speaker.
 - Meeting with CCWA confirmed for 6 June Church of St Peter and Emmaus Joondanna 5pm onwards. NE members and spouses invited to attend.
 - Travel schedules are coming in to Margaret (deadline 20 May).
 - Major Kaylene Robinson has arranged a pool car for Donna's use 5-10 June.
 - Leeola's daughter will arrange tablecloths and crockery and family will help with set up.
 - Cora is bringing ICFLC literature and we are arranging ACW and ACWC literature.
 - Lee's friend Lily is helping with food and clear up.
- **Request from Donna Bryan for funding to attend World Council of Churches** Donna has been invited to attend this important event representing ACWC and ICFLC. She has requested financial assistance in the form of payment of the registration fee of \$US 400. It was reluctantly decided that the provisions of the Overseas Travel and Conference Fund only covered a member representing ACW Inc at an event. It was noted that it would be desirable to revise the Guidelines to allow more flexibility, and also to make more explicit provision for payment of expenses any member of the National Executive incurs in performance of her duties. Laurel was asked to follow up other options with Donna as soon as possible.
- **Constitution revision** The document received from the SA Unit on Saturday 11 May was discussed as a matter of urgency given the overall time frame for the constitution revision. Margaret was instructed to respond in detail as soon as possible, to allow the SA Unit to submit a motion for Conference if they wished to do so (***reminder that the deadline for this is 7 June***).
- **Guidelines revision** ongoing
- **Conference Planning**
 - **Conference Subsidies and Travel Pool** It was agreed that early payment would be desirable if possible (the books will be with our auditor during July). Margaret will calculate travel costs (cheapest Qantas fare) on 15 May and Laurel and Marie will then make the calculations for the Travel Pool. Units will then receive either an account for payment or a payment. It is hoped that all payments through the Travel Pool, and all subsidies payable under the Guidelines (p.10 National Conference Fund) can be finalised by the end of June.
 - Guest list for Ecumenical Service and High Tea to be finalised. Margaret to send invitations.
 - Adjustments to programme to be made for late arrivals/early departures.
 - Margaret to advise Units of suggested time slot for their devotions, and Chapel facilities
- **Visit of Esther Kilagblian** It was agreed that Laurel would continue to liaise with Barbara Grear and Cora Reyes regarding sharing the cost of international fares. Esther will return home from Busan (South Korea) after the ICFLC meeting and some sharing of fares with ICFLC would seem equitable on the basis of what each organisation would have paid.

- **Closure of Meeting** 3 pm. **Next Meeting** Monday 17 June 2013 9.45 am. **Devotions** Lee Edwards
Minutes confirmed

National President

Date

Minutes prepared by Margaret Ker 92 Vincent Street Mt Lawley WA 6050 passerella.dei@gmail.com

**AUSTRALIAN CHURCH WOMEN INC
NATIONAL EXECUTIVE ACCOUNT 2011/2013
Financial Statement to 30th April 2013**

Balance as at 31 March 2013 **\$45109.44**

Income:

Hire of hall – 7 June 2013 – Donation – Judith Parker	125.00	
Registrations for Conference:		
Jan Harrison, NSW	720.00	
Tricia Graham, NSW	650.00	
Pamela Freeman, NSW	<u>650.00</u>	<u>\$ 2145.00</u>
		\$47254.44

Expenditure:

Account Fee	10.00	
Cheque No.58 – Kwik Kopy (printing WKS brochures)	1429.86	
Cheque No.59 – Laurel Pearce – Cartridge/paper)	<u>69.46</u>	<u>\$ 1509.32</u>

Balance **\$ 45745.12**

Balance as at 30 April 2013 Bank Statement **\$27174.98**

Unpresented Cheque:

Cheque No.58 – Kwik Kopy	<u>1429.86</u>	<u>1429.86</u>
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Balance **\$25745.12**

Term Deposits **20000.00**

TOTAL FUNDS **\$45745.12**

Funds Distribution:

Registrations for Conference	2020.00	
National Conference Fund	19425.33	
National Travel Fund	2225.27	
Overseas Conference Fund	3562.00	
Winifred Books	62.50	
Administration	<u>18450.02</u>	<u>\$45745.12</u>

CHEQUES TO BE RATIFIED AT MEETING 13TH MAY 2013

Cheque No.60 – Margaret Ker, Petty Cash, \$135.35 (2 entries)

Cheque No.61 – Leeola Loughnan – Petty Cash \$50

Cheque No.62 – Winifred Kiek Scholarship Trust (Trust expenses) \$321.70

Australian Church Women IncNational Executive 2011-2013

CORRESPONDENCE INWARD

1. 8 April 2013 Leeola Loughnan-updated report
2. 8/9 April 2013 Juanita Miller (Tas),Lee Edwards (WA),Judith-Ann Sjostedt (ACT),Pamela Freeman (NSW),Barbara Grear (WKS Trust),Cynthia Gifford (WKS Trust)-response WKS report
3. 9 April 2013 Isabel Hewitt (NSW)-WKS report
4. 9 April 2013 Laurel Pearce (copy)- to WKS Trustees seeking clarification Scholar information
5. 9 April 2013 Lyn Middleton/Olive Dell/Laurel Pearce-WKS Scholar information
6. 9 April 2013 Devika Ukwatte (ACWC)-visa application submitted
7. 9 April 2013 Laurel Pearce-visit of Esther Kilagbhan
8. 9 April 2013 Lee Moon-Sook (ACWC)-non-arrival of her letter of invitation
9. 9 April 2013 Laurel Pearce – WKS Scholar details and ACWC meeting
10. 9 April 2013 Judith Cayzer (NSW)-WKS report
11. 11 April 2013 Lee Edwards-NE meeting venues and times confirmed with UCIC
12. 12 April 2013 Esther Kilagbhan-arrival of letter of invitation
13. 12 April 2013 Lee Edwards-details from Retreat Centre-audiovisual equipment and late lunches
14. 12 April 2013 Marion McCall(SA)-constitution review-copy of 2012 draft requested
15. 13 April 2013 Laurel Pearce-ACWC prayer request for Korea and response
16. 13 April 2013 Lee Edwards-retreat Centre query re Monday lunch numbers
17. 14 April 2013 Elaine Hales (Qld)-change of email address
18. 15 April 2013 Lee Edwards -young women's forum session at Conference
19. 15 April 2013 Laurel Pearce-copy email to Sonya Pell –National Conference participation
20. 15 April 2013 Cynthia Gifford (WKS Trust)-information re 2013 Scholar Berebere Kateaua
21. 16 April 2013 Barbara Grear (WKS Trust) re Conference registration and subsidies
22. 16 April 2013 Lynette Green (Vic) –constitution review response and query re voting
23. 16 April 2013 Pamela Freeman (NSW) –query re Conference registration forms
24. 16 April 2013 Barbara Bennewith (UCAF)-National Committee Minutes
25. 17 April 2013 Esther Kilagbhan-visa application submitted
26. 17 April 2013 Olive Bolliger (NSW) –query re Conference tours and extra accommodation-to Lee Edwards
27. 18 April 2013 Marion McCall (SA)-death of Barbara Grealy
28. 18 April 2013 Donna Bryan-amendment to April Minutes requested
29. 18 April 2013 Jennifer Pepper (National Treasurer elect)-public liability insurance and conference numbers
30. 18 April 2013 Barbara Grear (WKS Trust)-itinerary for Esther Kilagbhan
31. **19 April 2013 ACW NSW Unit-Annual Report (forwarded to Laurel Pearce 28 April)**
32. **19 April 2013 FLC Messages and Reports 2013**
33. 19 April 2013 Leeola Loughnan-response from Auditor re annual audit
34. 20 April 2013 Laurel Pearce re visit to SA Unit and Lutheran Convention
35. 20 April 2013 Leeola Loughnan re procedure for processing registrations
36. 20 April 2013 Leeola Loughnan (as WA Unit Sec) querying availability of registration forms
37. 22 April 2013 Esther Kilagbhan-visa obtained
38. 22 April 2013 Pamela Freeman (NSW)- disbursement of funds to Bear Cottage -to Leeola Loughnan
39. 23 April 2013 Donna Bryan -copy revised WCD order of service
40. 23 April 2013 Sonya Pell (NSW)-attendance at National Conference
41. 24 April 2013 Judith-Ann Sjostedt (ACT)-death of Major Averil Whybird
42. 24/26 April 2013 Anne Parnis (SA Social Justice) -input for national report
43. 26 April 2013 Angela Devlin (ACT Social Justice) –input for national report
44. 26 April 2013 Lee Edwards re Conference tours
45. 26 April 2013 Lyn Middleton (NSW)-error in draft Constitution
46. 26 April 2013 Pamela Freeman (NSW)- registration form Beatrice Kay
47. 26 April 2013 Carole Saxby (NT)-request for badges, notification leaving NT
48. 26 April 2013 Judith-Ann Sjostedt (ACT)-request for hard copy draft Constitution for Helen Lloyd
49. 26/27 April 2013 Laurel Pearce re draft letter Nicholas Tebbey
50. 27 April 2013 Colleen Ruddy-contact details request ACW NSW
51. 27 April 2013 Laurel Pearce -copy email to Margaret Flint re website
52. 27April 2013 Laurel Pearce re Conference programme
53. 28 April 2013 Grace Bock (Lutheran Women of Australia)-change of National Executive
54. 29 April 2013 Devika Ukwatte-visa received
55. 30 April 2013 Helen Raymond (Public Officer)-thanks for assistance to attend Conference
56. 30 April 2013 Laurel Pearce-ACWC prayer request Bangladesh and update from NCCB and update
57. **30 April 2013 NSW Unit-Newsette**
58. 30 April 2013 Phyllis Wee (Singapore) condolences Barbara Grealy
59. 30 April 2013 Messages of condolence from Cora Reyes(Philippines), Phyllis Nargis (HK)
60. 30 April 2013 Olive Bolliger-unable to attend Conference
61. 30 April 2013 SJOG Retreat Centre (Chris Morris)- information as requested
62. 30 April 2013 Margaret Florence (Qld)-National Conference/Constitution revision

63.	1 May 2013	Olive Dell-sending out electronic copy WCD order of service
64.	1 May 2013	Barbara Bennewith (UCAF)-Celebration to go ahead
65.	1 May 2013	Margaret Florence (Qld), Leeola Loughnan (WA)-Directory updates
66.	6 May 2013	ACWC Executive Committee members' responses
67.	7 May 2013	ACWC flight schedules (Lee Moon-Sook, Cora Reyes, Devika Ukwatte)
68.	8 May 2013	Laurel Pearce-copy correspondence re WKS applications 2014
69.	8 May 2013	Laurel Pearce-copy correspondence re itinerary for Esther Kilagbhan
70.	8 May 2013	Leeola Loughnan-query re Conference Prayer Partners
71.	8 May 2013	Nicholas Tebbey-acknowledgement of receipt
72.	9 May 2013	Leeola Loughnan-reports for meeting
73.	9 May 2013	Leeola Loughnan-cheques for ratification
74.	9 May 2013	Leeola Loughnan-Conference registration list
75.	9 May 2013	Leeola Loughnan-copy correspondence with Pamela Freeman (NSW)
76.	10 May 2013	Laurel Pearce-copy email Sonya Pell
77.	10 May 2013	Esther Kilagbhan-itinerary for visit
78.	10 May 2013	Cora Reyes (ICFLC)-copy reply to Leeola Loughnan re bank draft
79.	11 May 2013	Cynthia Gifford (WKS)-copy reply to Meryon Goode
80.	11 May 2013	Donna Bryan-report
81.	11 May 2013	Donna Bryan re WCC General Assembly
82.	11 May 2013	Lee Edwards –email from Lily Tang re 7 June catering
83.	11 May 2013	Laurel Pearce-reports
84.	11 May 2013	Marion McCall (SA)-constitution review input from SA Unit
85.	12 May 2013	Meryon Goode-current health issues
86.	12 May 2013	Olive Dell-reports
87.	12 May 2013	Laurel Pearce-additional papers for meeting

CORRESPONDENCE OUTWARD

1.	8 April 2013	Esther Kilagbhan- replacement letter of invitation (Express Courier)
2.	9 April 2013	Information held re WKS Scholar Lou Momoru
3.	9 April 2013	Lee Moon-Sook-checking arrival of other letters of invitation
4.	15 April 2013	Lee Moon-Sook- replacement letter of invitation (registered post)
5.	15 April 2013	April NE Minutes-email and hard copies
6.	17 April 2013	Olive Bolliger(NSW)-queries passed to Lee Edwards
7.	20 April 2013	Leeola Loughnan (WA)-Conference registration forms
8.	22 April 2013	Jennifer Pepper (NSW)-residential numbers previous Conferences
9.	22 April 2013	Marie Majoor-conference travel and medical forms
10.	23 April 2013	Lee Moon-Sook-arrival of letter of invitation
11.	23 April 2013	Judith-Ann Sjostedt (ACT)-constitution revision-preliminary draft sent for meeting
12.	23 April 2013	Lee Edwards and Marie Majoor-preliminary draft Constitution
13.	23 April 2013	Social Justice contacts-April report and request for input National report
14.	24 April 2013	Laurel Pearce-preliminary draft Constitution
15.	24 April 2013	Laurel Pearce-draft letter to ACT Unit for approval
16.	25 April 2013	Laurel Pearce re website updates
17.	25 April 2013	Laurel Pearce re need to contact Nicholas Tebbey, draft letter
18.	25 April 2013	Judith-Ann Sjostedt (ACT) -response re payment for Public Officer to attend Conference
19.	25 April 2013	All Units and NE members-Draft Constitution
20.	25 April 2013	All Units, NE members- advising of deaths of Barbara Grealy (SA) and Major Averil Whybird (ACT)
21.	25 April 2013	Donna Bryan-World Community Day Order of Service format
22.	26 April 2013	All Units and NE members-correction to Draft Constitution
23.	26 April 2013	Beatrice Kay((NSW)-registration form
24.	27 April 2013	Carole Saxby (NT)-request passed to Leeola Loughnan
25.	28 April 2013	Lee Moon-Sook-advising of death of Barbara Grealy
26.	29 April 2013	Nicholas Tebbey -redrafted constitution for comment
27.	30 April 2013	Units and NE-ACWC prayer request Bangladesh
28.	30 April 2013	SJOG Retreat Centre-query re accommodation for baby
29.	30 April 2013	CWL State President Karyn Kammann re death of Barbara Grealy
30.	1 May 2013	All Units-Draft Directory for correction
31.	2 May 2013	Unit Secretaries and Special days Convenors-WCD electronic copy (2 file formats)
32.	6 May 2013	ACWC Executive Committee members-letter re meeting preparations
33.	7 May 2013	Commonwealth Bank-query re provision of account details
34.	7 May 2013	Lynne Heffernan/Nicholas Tebbey-query re arrival of email 29 April
35.	7 May 2013	Margaret Flint-query re website update
36.	7 May 2013	Commonwealth Bank Whitford-letter of authorisation to receive statement
37.	9 May 2013	Pamela Freeman (NSW)-advising possible changes to Conference programme
38.	11 May 2013	Laurel Pearce, Donna Bryan re WCC General Assembly
	12 May 2013	Meryon Goode-acknowledgement of letter