

Australian Church Women Inc National Executive 2011-2013
Minutes of Meeting held Monday 8 April 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, Leeola Loughnan, Margaret Ker, Olive Dell
3. **Apologies** Donna Bryan, Meryon Goode
4. **Devotions (Leeola Loughnan)** Leeola led us in devotions centred on the Feast of the Annunciation.
5. **Minutes of Previous meeting (11 March 2013)** Confirmation as a true and accurate record moved Marie Majoor, seconded Lee Edwards.
6. **Business Arising** it was confirmed that the Travel Pool will be implemented for the National Conference. Units will be advised of either a requested contribution or the amount they will receive.
7. **Correspondence** *List circulated/ attached. Several items highlighted in Secretary's report (below)*
8. **Reports** *Written reports in the Secretary's File.*
 - **President (Laurel Pearce)**
 - From ACWC (Moon Sook) Thanks for update on ACWC Executive Committee Meetings in Perth.
 - From ACWC- Request for Country News for first issue of ACWC Newsletter.
 - From ACWC- Schedule of Executive Committee Meetings in Perth.
 - From Alan Jennings of Council of Churches W.A. – Rev Marie Wilson to contact Laurel re ACWC meeting with Council of Churches WA Executive.
 - Correspondence with Lee Edwards re seeing Angela McCarthy re Conference Bible Studies.
 - Advice from ACWC that some Executive Committee members because of flight times will need to arrive in Perth before 5 June and leave after 10 June. Laurel checked if Graceville units were available the nights of 4 June and 10 June and made a tentative booking of both units for those nights. Advised Moon Sook of bookings and of costs.
 - Contact with Moon Sook re Seminar on Child Slavery in Perth on 12 June (hosted by United Nations Assn and National Council of Women WA)). Moon Sook can attend.
 - Laurel received an invitation to the Lutheran Women's National Convention in Adelaide 18 /19 April. After consultation with National Executive members it was decided that if possible Laurel would combine the Convention with a visit to the South Australian ACW Unit. Laurel wrote to Unit President, Marion McCall who is happy for Laurel to visit. Arrangements have now been made.
 - From Nepal- Easter Greetings and thanks for prayers. Reply sent.
 - From Sri Lanka- Easter Greetings. Reply sent.
 - Meeting with Vice Presidents, Lee and Marie re Conference Timetable.
 - Contact with Lee and Leanne Smith re Young Women's session at Conference.
 - From Cora- ICFLC Executive Secretary- FLC Messages and Reports. Thanks sent to Cora.
 - To Moon Sook – Promise of prayer for all Koreans in the current political situation.
 - Meeting with Major Kaylene Robinson (WA. Secretary for Salvation Army Women's Ministries). The Salvation Army will print our Conference Working Papers and Minutes.
 - Correspondence with National Secretary and other National Executive members re various items of ACW business.
 - **Vice Presidents (Lee Edwards/Marie Majoor)**
 - Lee reported that she has prepared a roster at Conference for Daily Devotions.
 - She also consulted with Angela McCarthy and she answered my questions with the information: she would like an hour for the Bible Study each morning of the Tuesday, Wednesday and Thursday. She would then plan to remain for morning tea. On Tuesday morning she would accept our invitation to remain for the day. She would probably spend the time between morning tea and lunch on the beach, then be present for our Tuesday afternoon program including the High Tea. Angela also asked for information re the IT facility availability at Conference. Lee contacted the Retreat & Conference Centre and was told they were fully equipped – Lee passed their email on to Angela. After consultation

with Laurel and Marie Lee arranged with Angela for the three of them to get together with her on 29 April to discuss the Bible Studies.

- She also consulted with Elaine Ledgerwood re plans at Conference for the proposed input from the three applicants for last year's Young Women's Forum .Elaine is able to shift her work program to allow participation on the Tuesday morning. Lee will get back to her re the planned format once we had the timing arranged and the planning under way. Leanne Smith is able to come on the Tuesday [at least].

- **Secretary (Margaret Ker)**

- Margaret apologised for slow progress with many tasks owing to family commitments.
- **Conference Registration forms** dispatched, together with individual covering notes. The 'final' tally for Expressions of Interest is 45.
- **Travel arrangements for our ACWC guests (and for Esther Kilagblian** The change in the visa system as from 23 March was not well timed. There may be some confusion locally over the new system. As regards Esther her letter of invitation (needed for her visa application) was lost in the post so a replacement needs to be sent by Express Courier.
- **Finalisation of WCD order of service** After some delay while the issue of the Victorian Unit's application for the 2013 Special Project was resolved, the agreed wording for the ACT Special Project was sent to Victorian Special Days Convenor Elaine Johnson. Thanks to Donna who on her return home from overseas had worked hard to ensure the order of service reached us in time for our meeting. Guidelines time frame needs some adjustment.
- **Constitution Revision** Very helpful responses from NSW,ACT and Queensland Units.
- **Guidelines Revision** It is still hoped to send out a complete document (rather than a series of suggested amendments) with (or as part of) the Working Papers.
- **From Inward Correspondence**
 - **Travel expenses for Public Officer (Item 21)** After discussion it was agreed that an ex gratia payment equivalent to half the air fares incurred by Public Officer Helen Raymond to attend the 2013 National Conference would be made.
 - **Travel Expenses Incoming NE (Item 33)** NSW Unit to be requested to arrange for National Treasurer- Elect to liaise with current National Treasurer regarding both the subsidy(Guidelines p.10) and the advance payable to NE Elect.

- **Treasurer (Leeola Loughnan)** *Circulated/attached*. Acceptance of report/ ratification of cheques moved Leeola Loughnan seconded Marie Majoor.

- **Winifred Kiek Scholarship Convenor (received from Meryon Goode, currently overseas)**

- Meryon had sent as her report the letter she had sent to Unit Convenors. However information had subsequently been received to indicate some inaccuracies in the information circulated in good faith. After some discussion it was decided that to avoid any confusion the National Secretary should contact Units to request that the letter be withdrawn from circulation. After clarification updated information will be circulated as soon as possible. It was noted that communication with this year's Scholars is inevitably going to be difficult at times.
- **Fellowship of the Least Coin (Olive Dell)** It was noted that both 2012 project applications (Kidz Matta and Women Die Waiting) forwarded from Australia had been accepted. Thank you to the Victorian Unit for all the work they put in. We need to ensure that reporting requirements are met by both projects. This year no applications were received.
- **Special Days Convenor (Olive Dell)**
 - Olive thanked members for support during and after her recent operation, which went well.
 - She advised that a Special Project application from the Victorian Unit had unfortunately arrived just after she went into hospital. This was for Travellers Aid. As we had already approved a project it was too late to consider for this year, but Victoria discussed it and is happy to present it next year.

- Olive contacted NSW as the incoming National Executive regarding the Fellowship Day Service for 2014, asking if they would like to suggest the theme and advise ACT of same. They are happy to do so.
- WCD order of service received from Donna was discussed. Olive to follow up.
- **Social Justice (Laurel Pearce)**
 - Those who participated in the Slavery Free Guarantee campaign have heard that the Prime Minister recently announced a new Government Strategy “so that no firm providing goods or services to the Commonwealth is tainted by slavery or people trafficking anywhere in the supply chain”.
 - In the leadup to Easter the *Stop the Traffik* campaign focussed on the ethics of buying chocolate .We are advised to look for one of three certification labels on our chocolate bar or cocoa product. Major stores have at least one range of certified product. The labels suggested are the green label of the Rainforest Alliance, the Fair Trade label and the UTZ Certified label. These labels on a chocolate product mean that the cocoa beans in that product have not been harvested by trafficked children. For further information and action see <http://www.stopthetraffik.org/campaign/chocolate/what-you-can-do/13>
- **Website Updates** not yet followed up.
- **ACWC** No report received as Donna has only just returned from 6 weeks leave.
- **Australian Women’s Coalition (Laurel Pearce)**
 - An update was received from Robyn Gaspari on the Shout Project, which is going well in a number of centres in NSW and Canberra.
 - AWC President, Sharyl Scott is back from holidays. It is proposed that the next AWC meeting should be sometime in May. AWC would like to know if members are able to attend a May meeting. Laurel forwarded the report to Jean Thomson, our alternate delegate to AWC, and asked if she could attend that meeting. She is free for most of May. No news of date yet.
 - Organization news requested to share with other members. Laurel will send a brief report.

9. General Business

- **ACWC Assembly 2014:delegates** Units are requested to start considering possible nominations ((see Guidelines p.35).A formal call for nominations will be made shortly.
 - **ACWC Executive Committee Meeting (June 2013)** (Laurel Pearce)
 - Received from Moon Sook (ACWC) the schedule for ACWC Executive Committee Meetings in Perth. Replied with a couple of suggestions re timing.
 - Advised by Moon Sook that some ACWC Executive Committee members will have to come into Perth on the 4 June and leave on the 11 June because of Flight times.
 - Checked that Graceville Units were free the nights of 4 and 10 June and made a tentative booking for both units for both nights and advised Moon Sook of this and of extra costs.
 - **June NE meeting** It was agreed to hold this on 17 June. Lee to check room availability.
 - **Visit of Esther Kilaghbian**
 - The hard letter of invitation for Esther to use when applying for her visa did not arrive in Lebanon. Margaret is sending this again. Itinerary is almost complete. Just need to finalise departure from Australia for Busan , Sth Korea. Laurel will write to Barbara Grear, WKS Treasurer giving details of planning thus far. Units will receive an updated itinerary as soon as possible.We will need to advise Esther of expectations regarding Unit events.
 - **Constitution revision** Units are advised that an updated draft will be available later this month after the National President has visited the SA Unit. If one incorporating latest suggestions is needed urgently before that please contact the National Secretary.
 - **Guidelines revision** ongoing
 - **Conference Planning** Separate notes to be circulated to NE members.
 - **Closure of Meeting** 3.45 pm. **Next Meeting** Monday 13 May 2013 9.45 am. **Devotions** Olive Dell
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|---------------------------|-------------|
| Minutes confirmed | Date |
| National President | |

AUSTRALIAN CHURCH WOMEN INC

NATIONAL EXECUTIVE ACCOUNT 2011/2013

Financial Statement to 31st March 2013

Balance as at 28th February 2013 **\$39375.65**

Income: Nil

Expenditure:

Account Fee	10.00	
Cheque No.55 - M Ker, Petty Cash	33.95	
Cheque No.56 – C M Goode, Postage of WKS Brochures	132.60	
Cheque No.57 – L Pearce, Air Fare to visit SA Unit	<u>617.50</u>	<u>794.05</u>

Balance **\$38581.60**

Balance as at 31st March 2013 Bank Statement **\$38581.60**

Unpresented Cheques:

Cheque No.48 - Winifred Kiek Scholarship Trust	9574.07	
Cheque No.49 - Bear Cottage – Special Project 2012	<u>3898.09</u>	<u>13472.16</u>

Balance **\$25109.44**

Term Deposits **20000.00**

TOTAL FUNDS **\$45109.44**

Funds Distribution:

National Conference Fund	19425.33	
National Travel Fund	2225.27	
Overseas Conference Fund	3562.00	
Winifred Books	62.50	
Administration	<u>19834.34</u>	<u>\$45109.44</u>

**Australian Church Women Inc
National Executive 2011-2013
CORRESPONDENCE LIST for Meeting 8 April 2013**

CORRESPONDENCE INWARD

1.	11 March 2013	Jean Thomson (ACT)-ratification of Special Project
2.	11 March 2013	Juanita Miller (Tas)-ratification of Special Project
3.	12 March 2013	Leeola Loughnan-request to ratify payment expenses to Meryon Goode
4.	13 March 2013	Marion McCall (SA)-ratification Special Project, query
5.	13 March 2013	Pamela Freeman (NSW)-address change, ratification Special Project
6.	13 March 2013	Barbara Bennewith (UCAF)-Joan Stott Bursary
7.	13 March 2013	Leeola Loughnan- index to Honouring Australian Church Women
8.	14 March 2013	Juanita Miller (Tas) -Minutes February meeting
9.	14 March 2013	Devika Ukwatte(ACWC) –receipt of letter of invitation
10.	14 March 2013	Laurel Pearce-Travel Pool comments
11.	15 March 2013	Lee Edwards-suggestions for Conference invitations
12.	15 March 2013	Cora Tabing-Reyes JACWC)-receipt of letter of invitation
13.	15 March 2013	Marion McCall (SA)
14.	15 March 2013	Lee Moon-Sook (ACWC)-request for information on Perth
15.	18 March 2013	Maureen Turner-invitation to Lutheran Women Convention (forwarded to Laurel Pearce)
16.	18 March 2013	Laurel Pearce-ACWC correspondence
17.	19 March 2013	Barbara Bennewith (UCAF)-Celebration information
18.	20 March 2013	Isabel Hewitt (NSW)-Unit response re Constitution review
19.	21 March 2013	Marion McCall(SA)-Constitution review-response to go to Unit
20.	21 March 2013	Elaine Johnson (Vic)-request for electronic copy Fellowship Day order of service
21.	21 March 2013	SA Unit-newsletter
22.	22 March 2013	Judith-Ann Sjostedt (ACT)- travel subsidy Public Officer
23.	22 March 2013	Judith-Ann Sjostedt (ACT)-unit response re Constitution review
24.	22 March 2013	Laurel Pearce-visit to SA
25.	22 March 2013	Lynette Green-query re visit of Esther Kilagbhan
26.	25/ 26 March 2013	Lee Moon-Sook-ACWC Executive Committee meeting announcement / documents
27.	26 March 2013	Victorian Unit February Minutes and newsletter
28.	27 March 2013	Barbara Bennewith (UCAF)-update re Celebration
29.	28 March 2013	Meryon Goode-WKS Scholars news
30.	30 March 2013	Lee Edwards-change of address Ann Dooley NSW
31.	1 April 2013	Margaret Florence (Qld)-Unit response constitution review
32.	1 April 2013	Leeola Loughnan-contact details request
33.	2 April 2013	Lee Edwards-reports
34.	2 April 2013	Cynthia Gifford (WKS)-reply to email query from PNG
35.	3 April 2013	Meryon Goode-reports
36.	3 April 2013	Isabel Hewitt (NSW)- Conference subsidies Incoming NE
37.	4 April 2013	Fran Moss (Qld) photos for Laurel
38.	5 April 2013	Barbara Grear (WKS)-news of Scholars
39.	5 April 2013	Lee Edwards-copy of revised Conference programme
40.	5 April 2013	Cora Tabing-Reyes (ICFLC)-FLC News
41.	5 April 2013	Laurel Pearce response to Cora (copy)
42.	5 April 2013	Lee Chung Hee (ACWC Executive Committee)-travel information
43.	5 April 2013	Olive Dell-copy letter Victorian Unit re Special Project
44.	5 April 2013	Olive Dell-copy letter to NSW re Fellowship Day 2014 theme
45.	5 April 2013	Olive Dell-reports
46.	6 April 2013	Meryon Goode-copies of correspondence re Scholars
47.	6 April 2013	Laurel Pearce-reports
48.	6 April 2013	Margaret Florence (Qld)-constitution review-response to suggestions
49.	7 April 2013	Elaine Johnson-WCD order of service
50.	7 April 2013	Les Goode-WKS contact list from Meryon
51.	7 April 2013	Barbara Grear (WKS) request for itinerary for Esther Kilagbhan
52.	7 April 2013	Laurel Pearce-copy of Esther's itinerary for printing
53.	7 April 2013	Laurel Pearce-ACWC flyer for printing

CORRESPONDENCE OUTWARD

1. 11 March 2013 To all Units-request for ratification of Special Project
2. 11 March 2013 Aileen Eldridge(SA) [cc Marion McCall} -posthumous National Life Membership Shirley Birch
3. 12 March 2013 Draft Minutes to NE members
4. 13 March 2013 Unit Social Justice Convenors-March report
5. **14 March 2013** **Minutes mailout (hard copies)**
6. 16 March 2013 Aileen Eldridge (SA)- retrospective National Life Membership
7. 16 March 2013 Meryon Goode-electronic copy Fellowship Day order of service
8. 17 March 2013 Minutes mailout (email)
9. 18 March 2013 NE members-Agenda Conference Planning meeting
10. 18 March 2013 Lee Moon-Sook-information on Perth as requested
11. 20 March 2013 Lee Moon-Sook, Donna Bryan-urgent news re visa changes
12. 20 March 2013 NE members-notes of Conference Planning meeting
13. 21 March 2013 Aileen Eldridge/Marion McCall (SA)-Constitution review
14. 21 March 2013 Elaine Johnson-electronic copy Fellowship Day order of service
15. 22 March 2013 Elaine Johnson (Vic)-World Community Day draft order of service
16. 26 March 2013 Esther Kilagblian re non arrival letter of invitation
17. 1 April 2013 Anne Murray (Vic)- request for Constitution review feedback
18. 1 April 2013 Elaine Johnson (Vic Special Days)-insert for WCD order of service
19. 1 April 2013 Draft Agenda to NE members
20. 2 April 2013 Anne Murray (Vic)-invitation to form NE 2015-2017
21. 2 April 2013 Margaret Florence (Qld)-constitution review
22. 3/4/6 April 2013 Meryon Goode –concerns re information on Scholars
23. 4 April 2013 Esther Kilagblian-checking non arrival of letter
24. 4-6 April 2013 Photos to Laurel
25. 7 April 2013 Meryon Goode-request for contact details
26. 7 April 2013- Elaine Johnson (Vic) - WCD order of service