

**AUSTRALIAN CHURCH WOMEN NATIONAL EXECUTIVE**



**Minutes of Meeting held on February 16, 2004 at Piccadilly Court,  
222 Pitt Street, Sydney, at 1.00 p.m.**

- Chair:** Major Nancy McLaren President
- Present:** Mrs Cela Cooper First Vice-President  
Mrs Janet Harrison Second Vice-President  
Mrs Isabel Hewitt Secretary  
Mrs Nola Dickson Treasurer  
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.
- Apologies:** Mrs Jean Porteous Social Issues Convenor

**Devotions:** Nancy McLaren read from 2 Kings 2: - Elisha asked for a double portion of Elijah's spirit. In order for this to happen, he needed to be there and see Elijah being taken up to heaven. Elisha stayed by Elijah's side no matter where the Lord sent him. He was duly rewarded with a double blessing. A person needs to get their heart and mind in condition to receive the promise and wait on the Lord's time in answering. The Lord gives his best to those who give the choice to him and if there is a part of the promise which depends upon my action I must be willing and available to do it.

1. **MINUTES OF PREVIOUS MEETING** accepted as a true and correct record.

**2. BUSINESS ARISING:**

- 2.1. **2005 National Conference Guest Speaker/Bible Study Leader:** A sub-committee to be formed after feed-back has been received from contacts.
- 2.2. **"Expression of Interest" Form:** An "Expression of Interest" form be sent out to all State Units, giving all relevant details of the Conference, in order to determine the number of prospective delegates.
- 2.3. **Website:** Secretary to write to Fiona Collins on the viability of setting up an ACW Website.

**3. CORRESPONDENCE:**

*Inward Correspondence to February 2004:*

1. ACW WA Unit – Minutes 17/10/2003; 21/11/2003
2. ACW NSW Unit - Minutes 17/11/2003
3. Pat Walker – Signature campaign sheets; ACWC Newsletter
4. National Council of Churches in Australia– Notice of National Forum in July
5. Jean Hambley – AWC Report
6. Margaret Ker – re National Conference Minutes
7. ACWC – Liturgy 'Come and Celebrate Women in Ministry'

*Outward Correspondence:*

1. Sr Dorothy Woodward – thanks for logo
2. Margaret Ker

.../2

*Correspondence (continued)*

**#5. Australian Women's Coalition:** Jean Hambley sent a report on the planning meeting in Canberra covering Trafficking Policy Research, Grandparenting, Osteoporosis, Women and the Constitution, Home and Community Care and Women's Leadership Program.

**#7. ACWC:** The Liturgy for Asian Church Women's Conference Day 2004 was tabled. Pat Walker requests that signature campaign sheets be forwarded to her as they are filled, and encourages ACW members to take out a subscription to the ACWC Newsletter.

Report Received. Letters to go out as necessary.

**4. REPORTS:**

**President** (Nancy McLaren)

- To attend AGM Canberra Unit. Will attend State Unit meetings when she is interstate, if asked.
- Commissioner June Kendrew having talks with Australian Women's Coalition about having a Salvation Army representative appointed to AWC. Commissioner Heather Lang will take over from Commissioner June Kendrew in March.

**First Vice-President** (Cela Cooper) Requested that the National Life Members Roll (mentioned in Guidelines – Vice-Presidents – 4) be located for future updating.

**Second Vice-President** (Jan Harrison)

- Jan Harrison is holding the Bursary Book, now known as "Honouring Church Women".
- Jan will contact Northern Territory people for a chat in mid-March.

**Secretary** (Isabel Hewitt)

- Report on receipt of amended Motion 14 re Asylum Seekers from Margaret Ker, Minutes Secretary in Perth.
- Proposed 'Circular Letter' contents discussed and approved.
- Form for Ratification of Amendments to the Constitution presented for approval.
- Letters to Federal Government presented prior to mailing.
- NCCA National Forum July 2004 - SA to be asked to deputise for National President.

Report received.

**Treasurer** (Nola Dickson) Report attached.

*Correspondence Outward:*

1. Forms to all Units for details and money being held for National ACW.
2. Letter and cheque for FLC to Secretary of World Council of Churches.
3. Letter and email to Shu-Wen Chiang with details of ACWC Bulletins.
4. Major Ken Middleton re being a possible auditor for ACW National.
5. Father Paul Baczynski (Cross Roads) with cheque for \$2,076.17 (Special Project).
6. Mrs Christine Ryan (PLC Croydon) with cheque for \$2,076.16 (Special project).
7. E-mails back and forth re money for ACWC – requests for information for direct deposit.

.../3

*Treasurer's Report (Continued)**Correspondence Inward:*

1. Letters from Sheila Mellar with details of cheques sent.
2. Letter (no receipt) from Collaroy Centre confirming booking and deposit.
3. Invoice from Ian marketing (no receipt).
4. Thank you (no receipt) from PLC, Croydon.
5. Thank you letter and receipt from Cross Roads.
6. Account and letter from NCCA for Ecumenical Friends.

Moved Nola Dickson, seconded Jan Harrison that the report be received.

**Publicity Convenor** (Sr. Marie Craddock)

In accordance with the Guidelines the following action has been taken.

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1. N/A
2. A letter dated 9/2/04 listing the name and denomination of National Executive members was sent to the following: Mrs Jan Livingstone, National President, Mothers' Union, Australia; Rev. Narelle Jarrett, Mary Andrews College; Mrs Joan Kelley, National President, UCAF; Mrs Betty Ormond, National Secretary, UCAF; Mrs Thora Regan, National President, Catholic Women's League; Mrs Carmel Keys, State President, Catholic Women's League; Commissioner Coral Strong, Territorial President, Women's Ministries, The Salvation Army, Australia Eastern Territory.
3. Copies of the above-mentioned letters have all been filed in accordance with the Guidelines.
4. In addition to filing the State/Territory Unit contact persons listed by the National Executive Secretary, Sister Marie began a listing of National Organisations or Denominations and each National Interest Group participating in Australian Church Women, as follows:
  - The Salvation Army Southern Territory Women's Ministries
  - World Day of Prayer, Australia
  - Gender Commission of the National Council of Churches in Australia
  - National Council of Churches in Australia
  - Australian Women's Coalition
  - National Council of Women of Australia
  - Church Women United in Aotearoa/New Zealand.

For contact purposes, Sister Marie will need information about denominations/organisations shown on the NSW Unit membership file as: Congregational; Presbyterian; The Girls' Brigade; WCTU; Young Women's Christian Association.

5. To date, N/A.

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

It was noted, in discussion, that no previous file had been made available to the present Publicity convenor.

Moved Marie Craddock, seconded Joan Tong that the report be received.

.../4

## **Reports (Continued)**

### **Publications Editor** (Edith Ridge)

**ACW News.** This has now been prepared and despatched. Mailing list needs updating. Questionnaire is going out to State Units to update information.

Report received.

### **Special Days Convenor** (Eileen Holley)

*Correspondence received:*

1. Edith Ridge: "Together in Song" numbers for Fellowship Day Service 2004.
2. Elaine Johnson/Lola Adam (Vic Unit): Application for Special Project WCD 2004 (Urban Seed Women's Program).
3. Jean Hambley (ACT UNIT): Application for Special Project for WCD 2004 (Kairos Prison Ministry).
4. Coralie Wright (SA Unit): World Community Day 2004 Order of Service. Needs Special Projects information inserting.
5. From Irene Carder: Has received a request that the wording on the inside front page of the Special Days Order of Service be changed.

**Item 4** - Coralie Wright wrote suggesting Units be contacted earlier than November to submit applications for Special Project as November request came too late for Units to have submissions in for National to discuss in February as most Units were in or going into recess over Christmas Period. Coralie suggested Units be contacted in August.

Report received.

**Items 2 and 3** – National Executive agreed that both Applications received be accepted as Special Projects for World Community Day 2004.

**Item 4** - National Executive agreed that an amendment to the guidelines be made as per this suggestion giving Units more time to research possible projects.

**Item 5** - This matter was considered and it was decided that no change is warranted.

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

- Letter sent to the State Convenors reminding them that completed FLC Grant Application Forms must be forwarded to National Convenor by 30 April 2004.
- Devotion for Circle of Prayer by Beryl Kirkwood forwarded to Esther Byu on 11 February 2004.
- Plans and dates for 2006 50<sup>th</sup> FLC Anniversary to be advised when finalised.
- Email sent to ACWC Executive Secretary in Taiwan for copies of Grant Application Forms.

Moved by Shirley Wells, seconded by Jan Harrison that the report be received.

### **Winifred Kiek Scholarship and Trust Convenor** (Joan Tong)

- *WKS Pamphlet* has been prepared and is at Springwood Printing (the lowest of three quotes) 6000 copies ordered at a cost of \$432.00.
- Wrote to all State Convenors for numbers required.
- *Signature Cards:* Joan will write an explanation re Signature Cards to be included in Special Days Services.

Moved by Joan Tong, seconded by Isabel Hewitt that the report be received.

**Social Issues Convenor** (Jean Porteous) – No report. (Apologies for inability to attend).

.../5

**5. ANY OTHER BUSINESS**

*Constitution Update:* In reply to a question from Marie, Isabel advised that she has updated the Constitution as far as possible and awaits ratification by State Units.

The meeting closed with Prayer by Sister Marie Craddock at 4.00 p.m.

**6. NEXT MEETING:** March 15, 2004 at 2.00 p.m.

Minutes Confirmed.

**National President**

**Date:**

RECEIPTS

WKS MEMORIAL BURSARY	300.00
WKS FELLOWSHIP DAY	8771.77
FELLOWSHIP OF THE LEAST COIN	34949.01
SPECIAL PROJECTS	4152.33
ACWC	
PARTNERS	530.00
BULLETINS	510.00
OFFERINGS	3946.73
NATIONAL TRAVEL	2512.04
OVERSEAS TRAVEL	675.00
NATIONAL CONFERENCE	10377.22
OVERSEAS CONFERENCE	1150.00
ADMINISTRATION	9929.97
FUND RAISING	171.90
 TOTAL	 77975.97

EXPENDITURE

POSTAGE	61.55
FUND RAISING	
IAN MARKETING	528.00
J. HARRISON	79.08
NCCA ECUMENICAL FRIENDS	66.00
ACWC	4947.73
FELLOWSHIP LEAST COIN	34949.01
BANK CHARGES FLC	15.00
SPECIAL PROJECT	
CROSS ROADS	2076.17
PLC CROYDON	2076.16
NATIONAL CONFERENCE	
DEPOSIT	900.00
 TOTAL	 45698.70

BALANCE \$32277.27