



AUSTRALIAN CHURCH WOMEN INC.
ABN 68 539 329 715



*Minutes of the ACW National Executive Meeting
Held on Monday 15 June 2015
222 Pitt Street, Sydney*

WELCOME: Lyn welcomed and thanked everyone for their attendance at the meeting which began at 12.40 pm.

DEVOTIONS: Shirley led Devotions: 'there's nowhere to go and nothing to do that God is not present'. Shirley quoted from Psalm 139 'If I ascend to heaven, you are there; If I make my bed in the depths, you are there.' Jesus is there every day, even though we may be unaware or take it for granted. There is never a time when God is not with us, every day of our lives. Shirley prayed that the Lord will bless and keep you, and make his face to shine upon you, and be gracious to you; the LORD lift up the light of his countenance upon you, and give you peace.

PRESENT: Lyn Middleton (Chair), Pamela Freeman, Tricia Graham, Isabel Hewitt, Lillian Hodges, Elizabeth McEwen, Natalie McLeod, Shirley Mitchell, Jennifer Pepper,

APOLOGIES: Brenda Dickinson, Joy Inglis, Nancy McLaren, Denise Secomb

MINUTES: The Minutes of the Meeting of 11 May 2015 were accepted and signed as correct.

BUSINESS - Conference Planning:

First Aid Person: It is a requirement of the Collaroy Centre for a trained First Aid person to be present. Lyn advised that courses could be done for around \$100 and asked if anyone would be prepared to do this. Tricia Graham will undertake a First Aid course prior to the Conference.

Remembrance/Honours: The presentation of the Remembrance/Honours of ACW members was discussed.

Sylvia Collinson: Sylvia was asked if she would travel to Collaroy each day or would she like to stay, and she opted to travel each day. Denise will be asked to invite Sylvia to stay for Open Day. A fee has been agreed to, and she is happy for that to cover her travel as well. The Winifred Kiek book will be given as a gift of appreciation.

Prayer Partners: A form will be put in each conference bag for people to request a prayer partner. Natalie and Lillian will organize the prayer partners.

Banner Stands: The issue of how to set up banners at conference was discussed at the NSW meeting and several suggestions were made then. Lyn will contact units to find out what they need to display their banner. Pamela passed around designs for the conference banner. A pull-up banner will be made for conference, and signs used for registration.

Invitations and the Ecumenical Service sheet will use the same theme.

Name tags for invited guests: It was agreed that name tags should be given to guests invited to the Ecumenical Service and that guests should be met on arrival. Lyn will ask Jan Harrison and Brenda Dickinson to receive the visitors.

Ecumenical Service: Lyn thanked Shirley for putting it together. Lyn has prepared the Order of Service. The processional hymn was discussed – whether to change the tune (same as doxology) or have a different hymn – another hymn was agreed to. A gospel reading (John 15:1-17) will be read as well as an epistle. Past Presidents will do the readings and prayers.

Time Keeper: Tricia Graham will be time-keeper. Procedures the same as working papers for last conference.

Bus Tour: The tour of the Northern Beaches is confirmed.

ACW Financial Review: Proposed Guidelines for National Treasurer, Treasurer's Time Line and Review of Financial Structure was circulated prior to the meeting. Jennifer advised that she had

received a letter relating to 'Associations and Corporations Act Amended' stating that a Company Auditor is only required for organizations with revenue exceeding \$1m. For revenue of \$400,000 or less an auditor can be an ordinary person. ACW comes into that category so this needs to be added to the Guidelines. It is recommended that this person is not related to the Treasurer. The Time Line needs alteration 2012 pp. 1 & 2, to reflect this need. Further changes to the Guidelines were suggested.

Motion 1 Review of Financial Structure was discussed. Lyn suggested that the Report should be on the restructuring of the financial system, with the rationale forming part of the report, with the Motion to accept the Guidelines following.

WKS – Approval for transfer of unused funds: It was moved at the meeting in Perth that approval be given for left over money to be transferred as necessary by the Trustees. This was granted. There is a balance of \$1182.74 from 2014 Scholarship account to be transferred into the 2017-18 Scholarship fund. This is approved.

This Motion from last Conference needs to go into the Guidelines under Administration, so that the new National Executive knows what it's about.

Motions/Recommendations received: Two motions and one recommendation have been received since the last meeting. Social Issues Convener has submitted a Motion about Domestic Violence, which is similar to the ACT Unit's Motion 'Violence against Women'. It was agreed that both Motions will be used as they're highlighting different issues. The Recommendation from WA will be put up at a business session.

National President Guidelines P4, a clause needs to be inserted regarding preparation of an Annual Report on the activities of ACW of approximately one A4 page to be lodged with the Registrar General following the AGM. In addition in National Conference year a two-year report is to be prepared for inclusion in the Conference Working Papers. This update is needed to agree with current practice.

REPORTS

President's Report

It was agreed that new Life Members should be included in the Members' Register for 2015, as they will be conferred prior to the AGM.

The Last *E-News* will be issued in July.

The latest report has been received from the Forward Group. They will have 45 minutes for their report at Conference. Recommendations could be proposed from the floor following the report. There will be five voting members from National Executive at Conference. Lyn will have a casting vote if chairing a session. Voting delegates are: Denise, Isabel, Jennifer, Lillian & Nancy. Elizabeth is a Delegate for NSW. ACWC representative has a vote. Joy is Salvation Army Rep. Eastern Territory (Observer), Pamela is a NSW Observer and Brenda an Observer. Tricia is ACW rep. Observer and Time Keeper.

Secretary – Isabel Hewitt

A letter has been received from Fran Moss, ACW Queensland. They have agreed to take up the challenge of being National Executive in 2017-2019.

Isabel has received returns from the Units towards the working papers.

A response has been received from the Ugandan lady (who approached ACW by email), answering questions that Isabel had asked. Lynette Green thinks that the answers she gave were reasonable and so Lynette said that she would be happy to maintain contact when Victoria takes over National Executive.

Isabel reported that the work on the Archives is continuing; the invitations for the Ecumenical Service have been done; some work has been done on photos and she is working on the peace segment for Conference.

Treasurer – Jennifer Peffer

The Monthly Financial Reconciliations for May and the Payments for Ratification and/or approval were circulated, and will be attached to the Minutes.

Income for May - \$84,836.48; Expenditure - \$63,963.14; Cash Book Balance - \$20,873.34

Investment Account Balance: \$31,215.26

Jennifer reported that there were five single bookings for conference, one couple and 48 sharing – 54 plus one late registration.

Jennifer moved that the Treasurer's report be accepted and the cheques ratified, seconded by Tricia, passed.

FLC Convener - Lillian Hodges

Lillian advised that the people travelling by plane to the conference won't be there in time for morning tea on Monday 8th September. Collaroy Centre will be advised.

The FLC information on the website needs to be updated.

WKS Convener – Nancy McLaren

Nancy sent a report. She will be at the July meeting.

Special Days Convener – Pamela Freeman

World Community Day Orders of Service have been sent to the State Units. The Special Days Convener's Report for working papers has been sent to Isabel. The Vic. Unit was requested to follow through to the next Unit for World Community Day.

Pamela was able to get in touch with Ros Amour from Mosman Branch who is part of the group who made the application for Cana Communities, who gave a contact at Cana, Margaret Hardy. Pamela sent a letter advising that the application for Cana Communities was accepted and ratified by all States. The money should be received in early 2016. A reply was received giving information about Nagle House in Redfern which gives help to homeless and disadvantaged women. Pamela will contact the States and give further information about the Cana Project.

ACWC:

Emails have been received from Helen Raymond re Nepal. ACT Unit does not have a FLC Convener, but Helen is giving a talk to a church group about FLC.

Social Justice Convener – Shirley Mitchell

Shirley has received a letter regarding same sex marriage from an ACW member in Tasmania with recommendations for action in Tasmania. This issue was discussed and Lyn stated that the Tasmanian Unit can write to their local and federal member about it. Unless National Executive has support from all Units Nationally we cannot take this issue up.

Website Manager

Update requests for June have been sent off. The Website Administrator's position was discussed. This issue will be looked at further when Brenda returns. The Website Manager's Guidelines were discussed. There are two points to be added to the Guidelines. This will be brought up at the July meeting.

Australian Women's Coalition A letter was received from Fiona Nash, Assistant Health Minister announcing an enquiry into organ donations in Australia. Tricia advised that the AGM will be held later in the year.

The AWC representative must be appointed at Conference. All units have been asked to nominate someone for that position. Tricia would be happy to continue if necessary.

OTHER BUSINESS

Inviting Schools to Open Day at Conference:

Pamela suggested inviting students from some local schools to Open Day at Conference, such as St Luke's at Dee Why and Stella Maris at Manly. Open Day would have been a suitable day, with bible study and an international speaker. After consideration it was decided that it would be difficult to arrange.

There being no further business the meeting closed at 3.20 pm with prayer.

The next meeting will be on 20th July 2015, at Eastwood Baptist Church.

Signed Date