



# AUSTRALIAN CHURCH WOMEN INC.

ABN 68 539 329 715

## Minutes of the National Executive Meeting Monday 20<sup>th</sup> January 2014



- Welcome:** President, Major Lyn Middleton, welcomed everyone to the first meeting of the year. The meeting was held at the home of Trish & Howard Graham.
- Devotions:** Captain Robyn Black lead the Devotions based on Luke 8:22-25 'Jesus Calms the Storm' and reminded us when we're facing storms and challenges in our own life that Jesus is with us. Each person on the Executive was prayed for by another member, using a passage of scripture selected by Robyn.
- Present:** Lyn Middleton (Chair), Brenda Dickinson, Pamela Freeman, Tricia Graham, Isabel Hewitt, Lillian Hodges, Joy Inglis, Elizabeth McEwen, Jennifer Pfeffer, Denise Secomb
- Apologies:** Nancy McLaren
- Minutes:** The Minutes of the meeting held on 18<sup>th</sup> November 2013, were confirmed, with the following corrections noted: Page 1: Corazon; Page 4 . Coalition and Page 5 – delete '3' after 'in-house'.
- Regarding AWC and the areas ACW is most interested in and the need to name a deputy while Tricia is away. It was decided that emails could be directed to Isabel in Tricia's absence and a decision can be made about who will deputise at the time.
- REPORTS:** Lyn commented that Jan Jeffrey has had to come to the decision to give up the role of Social Justice Convenor. This will be discussed later in the meeting.

### President's Report

Lyn commenced by wishing everyone a very Happy New Year. She also thanked everyone for the work that has been being conducted since we last met.

Lyn commented that we always hope that the Christmas season will be one of joy and happiness and of special times spent in worship and in fellowship with family and friends. However she was aware that it has also been a time of anxiety and concern for some of the committee.

Lyn asked everyone to please keep in our thoughts and prayers, Jennifer and Lillian who are both rather anxiously facing surgery at the end of February; and to also uphold Jan Jeffrey in prayer as she has had to make the difficult decision to withdraw from NE.

Correspondence since November's meeting includes:-

- An email from Major Jill Whitehouse, newly installed National President of WDoP regarding closer co-operation between our two groups. The email was followed up with a telephone conversation which we can discuss at our February meeting.
- From Lee Moon-sook and invitation to send material for ACWC Newsletter 4<sup>th</sup> quarter 2013.
- Letter from Shirley Wells wishing us well and a promise of prayer support.
- Advent greetings from Rev Lee Moon-sook ACWC to which I replied with the advice that NSW had now assume NE, giving our theme.
- An email to all ACWC countries with Christmas Greetings from ACW.
- Forwarded by Laurel Pearce a CEO Symposium Program release
- Christmas Greetings from Corazon Tabing-Reyes, ICFLC
- Announcement from ACWC of dates and theme for 15<sup>th</sup> Quadrennial Assembly. Dates: 8-13 October 2014. Theme: *United in Christ We Build a Life-Giving World.*

- Email from Rhyllis Davey foreshadowing a possible article in the *Eternity* newspaper.
- Invitation to UCAF Annual Service. Isabel and Denise will be attending this event.

All correspondence was tabled for reference.

Most notable was the arrival of all the materials from WA. What has not already been collected is here today. As the files are gone through, remember to take into account that the National Executive Guidelines have been revised. Everyone should have received an electronic copy of these Guidelines with all the amendments in **bold**, prior to last year's national conference. Please check these out as they will differ in places to the ones you were sent by the nominating committee. If you don't have a copy please ask for one.

### **Vice President 2 – Joy Inglis**

Joy is taking responsibility for the Life Members' Book.

Joy commented that there is a lot of information for some people, and very little about others. Lyn suggested that she write to the State Units to get more information. There is a proforma for this and each person can be one A4 page.

### **Secretary – Isabel Hewitt:**

Isabel has been going through the Guidelines and the Constitution. Isabel suggested that two or three members of the Executive might need to look at the Guidelines and make sure they say what is needed. Work will continue on the Guidelines.

Lyn recommended that everyone check their role with the Guidelines and if there is anything that needs revision advise Isabel.

### **Treasurer – Jennifer Peffer**

A Statement of Income & Expenditure from November 2013 to January 2014 was circulated to committee members (attached to the Minutes).

The Statement shows a Bank Account Balance of \$107,778.85. Money paid already includes \$900 to ACW NSW Inc. – repayment of deposit for Conference Centre 2015; \$132 to Leeola Loughnan – reimbursement for cost of Courier for National paperwork; ACS Insurance Services for Public Liability Insurance.

Jennifer suggested that part of the revised Guidelines be on a smooth transfer to new Executive, where signatures change but not the bank account.

We are now insured through a group that specialises in Church related activities and organisations. A new certificate of currency will have to be forwarded to Units following the renewal of this policy at the end of September in order that Community Day activities can be provided an up-to-date document of our Public Liability Cover.

The Treasurer sends on money for the Winifred Keik Trust, payment to Samaritan House, FLC money and money to ACWC. Up to 10% can be put into Administration, but Jennifer thought that this may not be necessary in all cases, and asked for the thoughts of the committee. Jennifer recommended that 5% be deducted and keep a running total on what is actually spent with the administration and how it relates to each item to give an accurate view of costs.

After discussion it was agreed that for the amount of money raised, nothing should be taken for Administration of the Special Project; 5% for Winifred Keik Trust, 2% for FLC and 2% to cover the overseas draught for ACWC

Jennifer advised that she has written to the Taxation Department, has done the insurance and been in touch with the Register of Charities. Lyn thanked Jennifer for the work she is doing.

Tricia seconded Jennifer's report and ratified the cheques.

### **Minute Secretary – Elizabeth McEwen**

The Minutes of the November meeting were circulated to all those listed and mail merge data file has been created for those who receive a hard copy of the Minutes.

**FLC Convener – Lillian Hodges**

No report - Lillian would like to make more contact with other FLC Conveners.

**WKS Convener – Nancy McLaren**

Nancy was not able to attend this meeting. Pamphlets need to be done. There are only two scholars – one has withdrawn. Brenda has a PDF file of last year's brochure for the website; Isabel and Lyn will look after the pamphlet.

**Special Days Convenor – Pamela Freeman****a) Fellowship Day Order of Service 2014**

As reported previously, the ACT Unit was approached about preparing this service. The first draft came to hand just prior to Christmas. This has since been put into format for printing, and having sent copies to ACT Unit, there has been a minor alteration. Both B&W and colour copy are available.

A one line copy of the music for the Theme Song given at National Conference has been prepared and can be sent with the Order of Service.

The Order of Service prepared by ACT was approved.

**b) World Community Day Order of Service 2014**

NSW Unit has agreed to take responsibility for this.

**c) Special Days Project for 2014** - this was discussed under General Business**Website Manager – Brenda Dickinson**

State Unit website pages have all been updated as per their requests. The word "November" has been missed from SA's "November 2013 Newsletter".

The update requests to Ewan dated November 29, and Dec 9, 2013 have not been completed.

**Outstanding updates:**

- National Events, Downloads, News and Contact pages need President and Secretary's details.
- Winifred Keik 2013 and/or 2014 Pamphlets. Brenda can send the 2013 digital version of the pamphlet to Ewan Arnolda to be included in the February updates. This will replace the 2011 pamphlet information currently on the website. However, the 2014 pamphlet could be uploaded if it is to hand. Brenda was advised to wait for 2014 pamphlet, which will be ready in a couple of weeks
- WKS Trust Report update. (No word yet on this).

**In addition** the following updates are required:

- WKS Trust request via Barbara Grear dated Dec 16, 2013" – "Applications for 2015 Scholarships" – attachment to go on the website.
- Change "National President" to "Chair of Trustees".
- FLC page: Link text needs updating to 2013 (change from 2011).
- Reference to messages and reports - ditto
- Project Grant: ditto
- ICFLC: Who can write an updated text for the second paragraph which at present goes up to 1998?
- ACWC: Email address "ACWC@gmail.com"
- Prayer requests. These could go on the Home page as this is where they used to go. They are immediately obvious then.

**Note on costs:** Ewan will do updates for free if they take no more than 40 minutes. In Oct 2011 his charge was usually \$35 per hour (billed monthly). It would be understandable if the updates created by a change in National Executive were to take longer than the 40 minutes; however, once the main ones are done, the bi-monthly updates (theoretically) shouldn't take longer than 40 minutes.

Brenda needs to contact the State Website Managers for their February updates and will do this after this meeting.

**Australian Women's Coalition Representative**

No report this month

**GENERAL BUSINESS**

**1 Roster for Devotions: Replacement for Jan Jeffrey**

Denise offered to replace Jan.

**2 Treasurers' matters** – Jennifer didn't have anything further to add.

**3 WKS Trust Request** – They can go ahead with our endorsement.

**4 Special Project 2014**

Pamela sent word to all units asking for applications by 10 February. The Victorian Unit's Special Project application was for Travellers Aid in Victoria. Funding for Travellers Aid is 74.4% from government grants. This organisation works with people of cultural and linguistically different backgrounds.

Pamela queried whether the money we raise (\$3000-\$4000) makes much difference to the organisations we are raising money for. Pamela will ask the Victorian Unit what particular thing we could focus on for Travellers Aid within the parameters of \$3000-\$4000.

An application from NSW for *Mums' Cottage* – more information is needed on this.

**5 FLC Grant Applications**

Lillian will ask the State Units if they have thought of applying for a FLC grant. This is needed before the end of April.

**6 AGM 2014**

This has to be held within five months of the end of the financial year. The date still has to be decided, but it will be a Monday in late September or October. After discussion it was decided that teleconferencing would be the best way to meet. Lyn will investigate a teleconferencing venue.

**7 National Conference – 50 years of ACW**

Isabel asked everyone to think about how we might celebrate.

**8 Letterhead:** The ACW badge and 'Building in Harmony' logo need to be included as well as the ABN number. Lyn passed around some samples to discuss.

**9 Website:** Nothing further

**10 Matters referred from National Conference:**

- i. Financial Management
- ii. Public Officer Guideline
- iii. Annual General Meeting in non-conference year
- iv. Relationship between ACW & WKS Trust
- v. Archives

Isabel will organise people to work in groups on each of these. Nancy will work on WKS.

There being no further business the meeting finished at 3.15 pm. Lyn thanked Tricia for her hospitality and providing the meeting venue.

Signed .....

Date .....