



**ACW NATIONAL EXECUTIVE
MINUTES OF Meeting
Friday 16 January 2009 at 1.30 pm**

1. **Welcome** President Jean welcomed everyone in attendance and thanked Vonnie for hosting the meeting at her home.
2. **Devotions** Constance Aronsen led the devotions with the theme "chosen people" and a reading from 2 Corinthians Chapter 1, verses 3-7, 12-13, 21-22. This was followed by a reading from "Everyday with Jesus" – Purpose for Living by Selwyn Hughes. Constance also distributed to each member a copy of a short story "Cracked Pots".
3. **Present** Jean Thomson (in chair), Jan Abrahamffy, Constance Aronsen, Angela Devlin, Jacqueline Hipwell, Eileen Holley, Margaret Lawton, Helen Lloyd, Judith-Ann Sjostedt, Ruth Burmester (NLM) and Evonne Sullivan (NLM).
4. **Apologies** Donna Bryan, Brenda Dickinson, Fran Moss, Helen Raymond.
5. **Minutes** of meeting held on 12 December 2008 were accepted.
Moved Constance Aronsen, seconded Jacqueline Hipwell.

Business arising

- a) It was noted that Mr Paul Butz had died on 11 January 2009. A letter of condolence would be sent to his wife Peg.
 - b) Permission to reproduce hymns had now been received from Carla Rathmanner at *Harper Collins Religious* on 12 January 2009 and the ACWC Order of Service can now be finalised.
6. **Treasurer's Report** Helen L presented her report – see attached.
Moved Helen L, seconded Judith-Ann that the January report be accepted and the request for reimbursement be approved for payment.

Business arising

- a) An account for payment for \$427.30 for printing the *National News* was presented. It was agreed that this be paid.
 - b) Helen recommended that approximately 10% of funds raised be retained, for administration, from both the Fellowship Day and World Community Day collections. Agreed.
 - c) The meeting also decided that a small amount be retained from the FLC Collection for administration purposes.
 - d) Helen advised that there will be a cost involved in all international transfers and these costs will be reflected in her report in February.
7. **Correspondence IN Jan 2009**
1. SA Unit, Aileen Eldridge, letter asking about Nat Exec roles;
 2. VIC Unit, Minutes 28 November 08;
 3. TAS Unit, Minutes of Meeting 24 November 08;
 4. CAA Newsletter;
 5. Phone call and visit from Judy Burge SA Unit.;
 6. 18. 12. 08 ICFLC Newsletter;
 7. 20. 12. 08 WDP information, newsletter etc.;
 8. Invitation to attend WDP convention November 2009;
 9. 22. 12. 08 Card from Shu Wen;
 10. 29. 12. 08 Christmas card from Anne Parnis SA Pres.;
 11. 1.01.09 Email from Esther Kilaghbian;
 12. 7. 01. 09 Email from Leeola;

13. 12. 01. 09 Email reply from Carla Rathmanner re copyright;
14. 14. 1. 09 SA Unit re president elect of SA, newsletter ,etc., etc.;
15. Tas Unit re Honouring Australian Women;
16. Emails from AWC regarding reorganisation.

Correspondence OUT Jan 2009

1. Copy of Constitution and Guidelines emailed to Aileen Eldridge (SA);
2. 15. 12 08 Card to Shu Wen;
3. Cards to each State President;
4. 17. 12. 08 Carla Rathmanner Harper Collins;
5. 1. 01. 09 Email Esther Kilaghbian ICFLC;
6. 2. 01 09 Email to Shu Wen;
7. 7. 01 09 Carla Rathmanner Harper Collins.

Moved Judith-Ann that IN/Correspondence be received and OUT/Correspondence be ratified, seconded Constance.

8. Reports

- 1) **WKS** Christmas greetings were received from past students, Siok Cheng, Mary Au and Nighat Gulzer and from Shirley Brooks, Lee Edwards and Maureen Clark. Siok advised that she has gained her Masters Degree in Education.
Imelda Aquino had just submitted her last required research paper and is expected to be in Jordan for a two year language study, which she may be able to complete in one year.
Inise Foiakau has received the acceptance package from Charles Sturt University and she will be taking four units towards her Graduate Diploma of Theology.
Applications forms for WKS Scholarships have been sent to 21 Pacific Island Nations and 8 other organisations and/or individuals.
Although 4 Units have yet to respond, it is anticipated that a total of 3,500 WKS pamphlets will need to be printed.
- 2) **President** Jean reported as the ACW representative to Australian Women's Coalition that she will attend a 'facilitated consultation', in preparation for the Australian Women's Coalition Consultation, in Sydney Saturday 7 February 2009.
Some nineteen (19) women's organisations will be in attendance and Jean has been asked to consult with ACW and has sent a set of questions to many State Units. However, there is a very tight deadline for receipt of comments and in order to get answers and comments prepared before the meeting on 7 February, replies would be appreciated by the 4 February, at the latest. If Units do not have meetings scheduled then personal comments will be acceptable.
- 3) **Special Days Convener**, Fran Moss, reported that she is preparing to send out the Fellowship Day Service for 2009.

9. General Business

- 1) **PLEASE NOTE:** In the Jan – March issue of **NATIONAL NEWS** there was a misprint regarding the dates of National Conference. The correct dates are 21 – 25 September 2009. Would you please advise your members accordingly.
- 2) Angela finalised collating of surveys, with a synopsis and noted that some responses were quite comprehensive and others not so comprehensive.
- 3) An official invitation to form the National Executive for 2011–2013 is to be extended to WA Unit.

10. **Next Meeting** – at 10.00 am on Friday, 13 February 2009, at the same venue. (Note: the April meeting will be on Friday 3 April 2009.)

Meeting closed at 4.00 pm and members continued to discuss Conference planning over afternoon tea.

Signed: Jean Thomson Date: 13.2.09
(Jean Thomson, President)

NATIONAL EXECUTIVE HOUSEKEEPING 16.01.09

Conference 21-25 September 2009

1. Sub-committee comprising Jean, Helen L and Helen R met together to work out details of costs, including registration fees. HR gave details of costs. See below.
2. Brochure needs to be to be ready by the end of this year. ML will do a draft layout for comment. Some rooms will be upstairs, so include query about stairs in registration form. (*Later*: Helen R has already prepared a draft brochure.)
3. ****Decision needs to be made about the "Conference Colour" Suggestion that Registration Brochure be black printing on coloured paper. All conference material to have the same colour, including Conf Papers, and the Minutes, and "decorations". Pale mauve, pale green, light blue like the Royal Bluebell, gold, lemon? Tone with the ACT Unit banner? However, the colour must not be too dark.
4. Jacqueline has prepared the first draft of the Liturgy for the Ecumenical Service at St Benedicts on the Tuesday. It will be circulated at the January meeting.
5. ****Do we have/need a "medical/first-aid" person on site???
6. PowerPoint presentation(s)/computer operators Eileen and Donna;
7. Judith-Ann – the Conference song with the theme "Faith in the Future". Judith-Ann and friend have been revising and working on the music. Hope to have it ready by end of year. J-A asks that \$50 honorarium be given to Greta Grybatis who is helping her with writing down the music. Agreed.
8. Suggestions requested for one or two speakers for the short sessions;
9. Bible Studies – A letter had been sent Rev Vicky Cullen inviting her to lead Bible Studies;
10. "Lady's Mantle" had accepted an invitation to entertain us on Thursday 24 September 09; at dinner.
11. Helen R has contacted several companies, and "Transborder" were far and away the best deal for **outings** during Conference, e.g. Floriade, War Memorial, etc..
12. "Welcome to Country" should be at the beginning of the Conference and Jean will ring the Office of the Chief Minister of the ACT to seek advice on who might be the appropriate person to get advice from regarding the 'welcome';
13. Suggestions for knick knacks for welcome bags;
14. Check with hotel re insurance for outsiders coming in, e.g. to run a trading table.
15. Pianist – Shirley Birch has accepted invitation to be our pianist.
16. Eileen will get 100 bags from Salv Army Stores. Will they need screen printing or ??? .
17. Helen R has sent draft "RULES" for setting out "Incorporation".
18. Jean will apply to Southern Cross Club for funding. (Separate application from ACT Unit.) She will also look for other sources as well.

NB** January meeting****** 1.30 pm 16 January 2009 to be confirmed.

Devotions at January meetingConstance.....

A/tea Savoury..... Slice ..Judith-Ann.....

Helen R sends apology for January meeting. She'll be cruising to Antarctica!

Conference Costs

Registration (non-refundable) includes Working Papers and Minutes

Early Bird	by 30 June	\$90
	By 30 July	\$100.00

[Query from ML. Can the Registration Fees be paid separately with just the names (or numbers) by the appropriate date/s, and the actual forms and accommodation costs be sent in later (by mid August when numbers have to be finalised?)]

Day Visitors

Conference room hire (incl m+a/teas and lunch)	\$55 per day
Dinner	\$35 p.d.
Formal Dinner Thursday	\$55

**Heritage Hotel, queen bed plus bunks, en suite. Some rooms upstairs.
tea/coffee in room ??H/M for a single room, non-share?? Some may be interested
in triple share, to save costs??**

Bed and Breakfast twin share (\$154) \$77 each, 4 nights	308.00
Conference Room (incl morn+ aft teas + lunch) \$55 p/day 5 x 55	275.00
Dinner – Mon, Tues, Wed @ \$35	105.00
Formal Dinner Thursday	<u>55.00</u>
<u>Total 4 nights Mon to Friday</u>	<u>743.00</u>

Note that bus for outing not included.
Based on Monday am arrival, Friday pm departure.
Sunday arrival OK, but would incur extra charge of \$77 for B&B.

Meal times – our decision.

Definite numbers needed by mid-August.

Dinners served in Manuka room

Lunch served in Conference room. "Need an hour to set things up". (Does that mean meeting has to stop for an hour beforehand?? ML)

Yes, we can use the Conference room in the evenings after dinner until 9.30pm.

Many thanks to Jean, Helen L, and particularly Helen R for obtaining all this info.

Check-in time at hotel is 2.00pm. When do we expect people to arrive and Conference check-in, and first get-together? Monday morning?? In time for lunch?? Will we have to pay for a full-day "Conference room" fee for the Monday, if we don't have m/tea? **We need to work out some sort of timetable for arrival/departures.**

*****EXECUTIVE ACCOMMODATION*****

At Geelong, Executive shared a "family suite" all together, (with the president sleeping on a blow-up mattress in the living area) (I'm not suggesting that for us!!) so they could prepare and work together, with computer and printer. Similarly in NSW, I believe, the Exec shared a cabin somewhere.

About Us??

I see there is a "family suite" at Heritage, but can't work out how big it is. We will definitely need space to discuss and prepare during the Conference, and need to be rooming as close together as possible.

AUSTRALIAN CHURCH WOMEN – NATIONAL EXECUTIVE

Treasurer's Report 16 January 2009

Cheque A/C

Balance at 12.12.08 \$48216.75

Receipts

Fellowship Day Offerings	3640.64	
WKS Donations	108.64	
WCD Offerings	1694.62	
Fellowship of the Least Coin	12928.28	
National Conference Fund	150.00	
National Travel Fund	150.00	
O/seas Conf & Travel Fund	150.00	
ACWC Newsletters (9)	108.00	
ACWC Donation	300.00	
ACWC Affiliation	500.00	
Special Project Donations	1601.32	
A Legend and a Legacy (10)	<u>35.00</u>	<u>21366.50</u>
		69583.25

Payments

Petty Cash – Secretary	50.20	
National Conference Expenses – song	<u>50.00</u>	<u>100.20</u>

Balance at 12.12.08 69483.05

A D F Call a/c

Balance at 12.12.08 and 16.01.09 22943.14

Balance of Funds at 16.01.09

National Travel Fund (4146.52 + 150.00)	4296.52	
National Conference Fund (12917.86 + 150.00 – 50.00)	13107.86	-13017.86 
Overseas Conf & Travel Fund (2710.00 + 150.00)	2860.00	
ACWC Donations (780.00 + 300.00)	1080.00	
ACWC Affiliation (50.00 + 500.00)	550.00	
Special Project Donations (210.00 + 1601.32)	1811.32	
ACWC Newsletter Subscriptions (720.00 + 108.00 (69))	828.00	
F L C (28878.66 + 12928.28)	41806.94	
Fellowship Day Offerings (6644.40 + 3640.64)	10285.04	
WKS Donations (75.00 + 108.64)	183.64	
WCD Offerings (4956.35 + 1694.62)	6650.97	
Administration	<u>9055.90</u>	

Total Funds (Cheque a/c & Call a/c) \$92426.19

Helen Lloyd, National Treasurer
16.01.09