

AUSTRALIAN CHURCH WOMEN NATIONAL EXECUTIVE



**Minutes of Meeting held on August 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
	Miss Shirley Wells	Fellowship of the Least Coin Convenor
	Major Joan Tong	Winifred Kiek Scholarship Convenor
	Major Lyn Middleton	President, NSW State Unit.

Apologies: Major Eileen Holley, Special Days Convenor, Mrs Jean Porteous, Social Issues Convenor,

Devotions: Brenda led devotions, based on Philippians 4:9 "Whatever you have learned or received or heard from me, or seen in me – put it into practice. And the God of peace will be with you".

MINUTES OF PREVIOUS MEETING: Minutes of the Meeting held on July 19, 2004 were confirmed as a true record of proceedings.

1. BUSINESS ARISING:

1.1 Possible Australian Church Women Website: All State Units have now responded to the information sent to them. Isabel was asked to convey thanks for their carefully considered replies. No decision will be made until all aspects have been considered. Brenda reported on her meeting with The Salvation Army's Web Support Officer Jeff Hanbury. State Units are requested to consider the attached report and reply to Isabel with their responses. This subject to be kept on the Agenda.

2. CORRESPONDENCE

Inward Correspondence

ACW SA Unit – Newsletter 7-9 2004
ACW VIC Unit – Minutes 18/6/2004
ACW TAS Unit – Minutes 26/7/2004; response on Website
ACW QLD Unit – Minutes 28/6/2004
ACW ACT Unit – Newsletter 7-9 2004
Coralie Wright – Report on NCCA Forum
Jean Hambley – AWC Report
Pat Walker – ACWC
Pink Ribbon – re Cancer Foundation Breakfasts
Jill Tabart – re website through UTS
Evangelical Alliance – re functions
Directory of Australian Associations – updated entry
ACWC Newsletter 4-6 2004

Outward Correspondence

State/Territory Units – Circular letter No. 4
Pat Walker – re Signature Campaign.

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3. REPORTS

President (Nancy McLaren)

- ♦ Will be visiting the Tasmanian Branch from Sunday 24 to Wednesday 27 October, 2004.

First Vice-President (Cela Cooper) No report.

Second Vice-President (Jan Harrison) No report.

Secretary (Isabel Hewitt)

- ♦ As well as dealing with correspondence, have spent some time looking at ACW contributions to ACWC over the past 8 years. Our financial commitment to ACWC needs to be looked at in conjunction with the review of ACW finances as a whole.

Treasurer's Report (Nola Dickson)

Treasurer's Report for July, 2004: Since the last meeting, Postage, Printing and Stationery costs amounting to \$472.18 had been reimbursed, leaving a balance of \$30,260.02 as at July 30th, 2004.

The Financial Statement for the Year Ended 30th June, 2004 was tabled.

- ♦ Moved Nola Dickson, seconded Jan Harrison, that the Treasurer's reports be accepted.
- ♦ National Executive is very grateful to Major Ken Middleton (Auditor) for all his work. Nola was requested to convey our thanks and pass on a token of our appreciation in the form of bookshop gift vouchers to the amount of \$100.00.

Special Days (Eileen Holley)

Correspondence Outward:

- ♦ Shirley Brooks Tasmania - inviting the Unit to prepare Order of Service for World Community Day 2005.
Theme: Come let us celebrate together - Living the Jubilee.
- ♦ Special Days Convenors - all State Units (8) asking for Special Project suggestions for WCD offering 2005.

Fellowship of the Least Coin (Shirley Wells)

- ♦ Contact (by letter) has been made with Captain Kaye Viney – Northern Territory, and all promotional material forwarded to her.
- ♦ Circle of Prayer Volume 17 is being printed and 600 copies will be forwarded to Australia later in the year.

Correspondence inward:

1. 19/07/04 Email from Esther Byu ICFLC., re Grant applications.
2. 29/7/04 Email from Esther Byu, ICFLC re Volume 17 Circle of Prayer.

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Reports (continued)

Correspondence outward:

- 23/07/04 Email to Esther Byu ICFLC., supplying information re Grant applications.
- 03/08/04 Email to ICFLC requesting 600 Circle of Prayer Volume 17.
- 10/08/04 Letter Annual Report, Moves & Touches to Capt. Kaye Viney, N.T.
- 10/08/04 Letter to Anne Kennedy acknowledging suggestions, etc.

Publicity Convenor (Sr Marie Craddock)

Marie prepared a draft of a Forward Notice regarding the 2005 National Conference and sent it to the national President for consideration by the Executive. Marie raised the matter of the best way to make this Notice available to the ACW members.

The draft will be forwarded to Executive members and the mode of distribution will be decided at the next meeting of Executive (October 11, 2004).

Publications Editor (Edith Ridge)

Edith produced and distributed 520 copies of the August edition of ACW News. Costs for printing and postage have been paid. The next edition will be dated **November** and the **deadline for this is October 8th** (not October and 10th September respectively, as printed in the current ACW News).

Winifred Keik Scholarship Convenor (Joan Tong)

Correspondence Outward:

- | | |
|--------------------|--------------------------|
| 1. Maureen Clarke | Confirm WKS Applications |
| 2. State Convenors | Update WKS matters. |

Social Issues Convenor (Jean Porteous) (No report)

AWC Report (Jean Hambley)

Jean Hambley submitted the Australian Church Women report she prepared for the AWC Annual Report. AWC Annual General Meeting will be held in November. Notice of a UNIFEM meeting on trafficking was included with Jean's report.

ACWC Report (Pat Walker)

There was some discussion of the dissection of ACW contributions to ACWC over the past 8 years which include amounts given to Signature Fund, Endowment Fund, Partners, Donations, Newsletter and WCD Offerings. In addition there are amounts for Conference & Travel.

Reports received with thanks.

6. NEXT MEETING: October 11, 2004 at 10.00 a.m. Level 8, Piccadilly Court, 222 Pitt Street, Sydney.

Devotions: Joan Tong.

Meeting closed at 3.15 p.m. with Prayer.

Minutes confirmed:

Date:

National President

16.08.04

Meeting with Jeff Hanbury, Salvation Army Web Designer July 20, 2004.
Present: Major Joan Tong, Brenda Dickinson.

Costs for ACW to set up their own web site with Jeff providing the template - a simple template which reduces costs.

Cost of site	\$150 a year
Cost of domain name	\$33 every two years, i.e. \$16.50 per year.
Cost of "Contribute" licence (program) to add information to template	One-off cost of \$130 for one person to update site.

Anyone would be able to **look** at the website.

To add information to the site, a key person is issued with a password and key to access the "Contribute" program for updating the site.

Cost for one year: Site and domain name costs	=	\$166.50
Plus one off cost of "Contribute" licence		<u>\$130.00</u>
TOTAL	First year	\$296.50
	Subsequent years	\$166.50 per year

Note:

Updated versions of the "Contribute" licence when they come out are usually half the original cost. **These are purely optional and not a requirement.**

If desired, each State Unit could be issued with a password and key to update their part of the website if they purchase the "Contribute" licence of \$130.00, per annum.

Brenda Dickinson

File: ACW National/Web pages