



## **MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH HELD AT ROYAL ALBERT, BRISBANE COMMENCING AT 8.55 AM**

Meeting commenced 8.55 am

Mrs Sam Hall opened the meeting and assumed the Chair.

It was moved Cr Jan Clifford, seconded Cr Daphne McDonald that Cr Judy Peters be appointed as President of the Australian Local Government Women's Association (Queensland Branch).

### **1. ATTENDANCE**

Cr Judy Peters, Mrs Sam Hall, Ms Pierina Dalle Cort, Ms Karen Murray, Ms Jilinda Lee, Cr Jo McNally, Cr Jan Clifford, Cr Daphne McDonald and Cr Anne Glasheen (Observer)

### **2. APOLOGIES**

Mrs Nikki Te Wano

### **9. APPOINTMENT OF POLICY OFFICER**

**Motion:** *That in accordance with Section 19(8) of the Constitution, Councillor Anne Glasheen be appointed as Policy Advisor to the Australian Local Government Women's Association (Queensland Branch) Management Committee.*

Moved: Cr Judy Peters

Seconded: Cr Jan Clifford

Carried

### **3. CONFIRMATION OF THE MINUTES**

**Motion:** *That the minutes of the Management Committee meeting held 17 January 2019 and Extraordinary Meeting held on 25 January 2019 be adopted.*

Moved: xxxxx

Seconded: Cr Jan Clifford

Carried

### **4. BUSINESS ARISING FROM THE MINUTES**

Nil.

### **5. CORRESPONDENCE**

Karen spoke to the correspondence as outlined in the agenda.

**Motion:** *That the correspondence be received.*

Moved: Ms Karen Murray

Seconded: Cr Daphne McDonald

Carried



## **6. TREASURER'S UPDATE**

### **6.1. FINANCIAL STATEMENTS**

- Motion:**
1. That the financial statements as detailed in the agenda be noted.
  3. That the financial statements as attached to these minutes from Hinchinbrook Shire Council for the 2018 ALWGA Queensland State Conference be received and approved.
  2. That the following flying minutes be ratified:
    - (a) The Australian Women's Leadership Forum - Partnership Proposal
      1. That ALGWA Queensland Branch enter into a partnership arrangement with the Australian Women's Leadership Forum for the Cairns and Townsville Events and the Secretary be authorised to sign the Partnership Proposal on behalf of ALGWA.
      2. That one free ticket be allocated to the Zone 1 Representative, Jilinda Lee and the Management Committee determine how the second ticket is allocated.
    - (b) Payment of 2018 ALGWA National Affiliation Fees  
That the Treasurer be authorised to pay the National Affiliation Fees for 2018 totalling \$1,337.50 to the National Board.

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried

- Motion:** That the following payments be authorised:
- (a) Jilinda Lee - travel expenses - \$425.40
  - (b) Cr Jo McNally - travel expenses - \$269.53
  - (c) Pierina Dalle Cort - travel expenses - \$462.01
  - (d) Cr Judy Peters - travel expenses and catering costs - \$335.00
  - (e) Karen Murray - travel expenses and postage stamps - \$113.00

Moved: Ms Pierina Dalle Cort

Seconded: Cr Daphne McDonald

Carried

## **8. MEMBERSHIP**

That the Membership Register be received.



## **7. ZONE REPRESENTATIVE REPORTS**

### **7.1. Zone 1 - Jilinda Lee**

Focus will be on increasing membership in Zone1. Goal is to have at least 1 member from each Council. Has attempted to meet with Abigail for handover, however, has not been able to speak with Abigail as yet.

Sent out a newsletter to all Zone 1 members initially as Vital newsletter. Also sent out an ALGWA newsletter in February including Mayors, CEOs and database members. Has created a Zone 1 database.

Planning to visit Indigenous councils in March also to promote the WLA event. Another idea is to get an ALGWA ambassador in each Council. As an incentive perhaps the ambassador would get free membership.

Discussed the need for ALGWA to have a media platform which Zone representatives could use to send out newsletters etc.

Visited Cairns Regional Council which emphasised the need for ALGWA to have a clear message of why we exists and benefits of becoming a member. Gathering contact details for executive staff in councils is difficult and an area that needs some consideration.

### **7.2. Zone 2 - Cr Jan Clifford**

Met with Mackay Regional Council who have indicated that they have suitable facilities and would be willing to host a workshop/event for ALGWA. Jilinda advised that WLA would also be holding an event in Mackay with an opportunity to also partner with them as has been done in Cairns and Townsville. Will also follow up with one of her directors in relation to joining ALGWA.

Pierina advised that she was able to secure a venue at no cost to ALGWA for any events/workshops in Townsville.

### **7.3. Zone 3 - Cr Jo McNally**

Southern Downs Regional Council currently has 2 out of 3 directors who are female. Will be sending out a Zone newsletter once AICD workshop details are finalised. 135 people will be attending the International Women's Day event in Warwick.

### **7.4. Zone 4 - Cr Daphne McDonald**

Will be sending out a Zone newsletter once AICD workshop details are finalised and has assistance from Council to create newsletters and send to members.

## **ACTION:**

All members to take photos when attending events/functions in their areas and send photos through to Nikki with details for inclusion on the website.



## **10. DEPARTMENT OF LOCAL GOVERNMENT, RACING AND MULTICULTURAL AFFAIRS AND AICD COURSES**

Cr Judy Peters and Cr Anne Glasheen met with representatives from the Department of Local Government, Racing and Multicultural Affairs (Department) on Thursday, 28 February 2019. The Department advised it is willing to work together to deliver outcomes for local government. Events do not have to be held in Brisbane and the Department requested that ALGWA present ideas for future workshops.

The Australian Institute of Company Directors (AICD) Governance Essentials for Local Government Program has approximately 25 places available and the Foundation for Directorship Program has 12 places available. The Department has asked ALGWA to engage with rural, remote and indigenous councils and encourage them to apply.

It was agreed that the close of applications would be the end of April 2019. If applications are received from Councils that are not considered rural, remote or indigenous, ALGWA is able to put forward reasons for that person to be nominated for the courses. Discussion took place about ALGWA providing support for applications from members who are not affiliated with a Council.

### **ACTION:**

1. Karen Murray to develop an application form to be used by members to apply for the AICD courses.
2. Karen Murray to investigate which council areas are considered rural, remote or indigenous by the Australian Taxation Office.

## **11. WORKSHOP OPTIONS**

Pierina Dalle Cort advised she had spoken with Kim Skubris who is happy to work with ALGWA to deliver a workshop on media/social media including building your personal and career brand. Discussion took place on considering holding this workshop with our AGM or another event. It was agreed that the workshop be free for ALGWA members and non-members pay a registration fee to be determined once finalised.

It was agreed that the social media/marketing be the first workshop held in late July or August in Brisbane and combined with the AGM and a networking event.

### **ACTION:**

Pierina Dalle Cort to investigate with Kim Skubris if she is interested in or able to also provide a webinar for this course.

#### Meeting with Local Government Managers Association (LGMA)

Judy Peters, Anne Glasheen and Karen Murray met with the Chief Executive Officer, Peta Irvine, of the LGMA on Friday, 28 February 2019. Peta advised that the LGMA will be delivering a Women in Local Government Leadership Forum on 7-8 November in Brisbane and would be happy to partner with ALGWA for this event.

One of the focuses for the forum is looking at understanding council budgets and policies. It was agreed that ALGWA partner with LGMA and deliver a financial sustainability workshop at this forum.



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION  
QUEENSLAND BRANCH**

*supporting and encouraging those involved or interested in Local Government*

Resilience and Wellbeing Workshop

Discussion took place on the other workshop topics previously discussed. It was agreed that the resilience and wellbeing workshop be combined with the conflict resolution workshop making this a full day workshop for members.

**ACTION:**

All members to consider possible presenters for the financial sustainability, health and wellbeing and conflict resolution workshops.

**12. 50/50 DIVERSITY PROJECT**

The ABC is seeking women to nominate to be on a contact list to become a potential contributor to the ABC News digital and broadcast platforms. This is an opportunity for women to contribute to the national conversation. Interested women are required to complete the nomination form. Management Committee members agreed this was a wonderful opportunity and were encouraged to nominate themselves.

**ACTION:**

1. Nikki Te Wano to include this information in the next newsletter to members and also include the information on the website.
2. All members to share with their contacts.

**13. PROMOTION OF ALGWA**

Social Media

It was agreed that the current LinkedIn page be reinvigorated. This would involve posting to the page at least once a week.

**ACTION:**

1. All members to review the current LinkedIn page and send feedback to Karen.
2. Nikki Te Wano to update the LinkedIn page group owner and also investigate the security settings to ensure that any posts must be approved by Admin before posting and to also remove the option for a person to be tagged.
3. Nikki Te Wano and Karen Murray to consider the time required to keep the social media page and website up-to-date and if necessary, investigate the possibility of hiring a virtual assistance to manage these.
4. Nikki Te Wano to include a link to the LinkedIn page on the website and also on the newsletters.
5. Karen Murray to obtain quotes for graphic design to:
  - (a) create a logo suite for use on social media, marketing and promotional items;
  - (b) design a 3 fold brochure;



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION  
QUEENSLAND BRANCH**

*supporting and encouraging those involved or interested in Local Government*

- (c) create half page advertisement/banners for Zone Representatives;
- (d) design pull up banners and tear drop banner;
- (e) recreate ALGWA's mission diagram.

**Motion:** That the payment of the invoice for Leticia Moran Creative for the creation of ALGWA logos and artwork for the Leadership Forums held Cairns and Townsville in the amount of \$240.00 be approved.

Moved: Cr Jo McNally

Seconded: Cr Jan McDonald ??????

Carried

Website

Discussion took place on the website. It was agreed that the general layout was good. Several areas need to be updated with the information on the new president and all agreed to update the banner photo to show the new Management Committee.

Another website editor is to be trained to ensure updates can be made in the absence of the Publicity Officer. It is important that public relations and marketing material is consistent.

Future Partnerships

Organisations that should be approached for possible partnership opportunities include:

- (a) Queensland Rural Regional and Remote Women's Network;
- (b) Women and Leadership Australia. Already partnering with events in Cairns and Townsville with opportunity to partner in Mackay and other areas;
- (c) Partner with LGMA for International Women's Day 2020; and
- (d) Zonta.

## **14. GENERAL BUSINESS**

### **14.1. Appointment of National Delegate**

**Motion:** That Cr Jan Clifford be appointed as the Queensland Delegate to the ALGWA National Board and the National Board be advised of the appointment.

Moved: Ms Karen Murray

Seconded: Cr Jan McDonald ??????

Carried

### **14.2. Women Leadership Australia Events**

Jilinda Lee advised she had been successful in getting a partnership agreement with Women Leadership Australia for the Cairns and Townsville events. There is also the possibility of partnering with them for the Mackay event in the future. As part of the sponsorship arrangement, ALGWA received a half page ad in the delegate's book, an 80 word blurb and 2 free tickets to each event.



- Motion:**
1. That Jilinda Lee be given one of the complimentary\_tickets for both the Cairns and Townsville Events.
  2. That Pierina Dalle Cort be given the second complimentary ticket for the Townsville event.
  3. That the second complementary ticket for the Cairns event be given to the first person to sign up for ALGWA membership.

Moved: Cr Jan Clifford

Seconded: Cr Jo McNally

Carried

### **14.3. Equipment for ALGWA**

Discussion took place about the need to ensure appropriate equipment was available to market ALGWA as well as ensure the Management Committee could undertake their roles. It was agreed that:

- (a) a laptop with relevant software be purchased for the secretary to use for record keeping;
- (b) 2 pull up banners and 1 teardrop banner be purchased for use at events; and
- (c) 2 tablecloths be purchased for use at events.

**Motion:** That the Secretary arrange for the purchase of the following equipment:

- (a) a laptop and relevant software;
- (b) 2 pull up banners once graphic design has been completed;
- (c) 1 teardrop banner once graphic design has been completed; and
- (d) 2 tablecloths once graphic design work has been completed.

Moved: Ms Karen Murray

Seconded: Cr Jan McDonald???

Carried

### **ACTION:**

That the Publicity Officer obtain a quote for the following promotional items:

- (a) card holders;
- (b) glass cleaner cloth;
- (c) A4 presentation folders with a business card slot to be used to send out to new members.

### **15. NEXT MEETING**

That the next face-to-face meeting be held on Saturday, 1 June 2019 in Brisbane.

### **16. CLOSE**

Meeting closed 2.15 pm.

Confirmed at the Executive Meeting 1 June 2019



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION  
QUEENSLAND BRANCH**

*supporting and encouraging those involved or interested in Local Government*

Signed \_\_\_\_\_