



## **MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH HELD VIA TELECONFERENCE ON THURSDAY, 4 OCTOBER 2018 COMMENCING AT 8.15 AM**

Meeting commenced 8.15 am

It was moved Cr Jan Clifford, seconded Ms Pierina Dalle Cort that Cr Daphne McDonald assume the chair in the absence of Ms Rebecca Hersant.

### **1. ATTENDANCE**

Cr Daphne McDonald (Acting Chairperson), Ms Sam Hall, Ms Pierina Dalle Cort, Ms Karen Murray, Ms Jilinda Lee and Cr Jan Clifford

### **2. APOLOGIES**

Ms Rebecca Hersant and Mrs Nikki Te Wano

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

**Motion:** *That the minutes of the Extraordinary Meeting held on 23 July 2018 be adopted.*

Moved: Ms Pierina Dalle Cort

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 Jan Clifford

Carried

### **6. PRESIDENT'S UPDATE**

Due to Ms Rebecca Hersant being unable to attend the teleconference, no president's update was provided.

### **7. TREASURER'S UPDATE**

#### **7.1. FINANCIAL STATEMENTS**

**Motion:** *That the financial statements be noted.*

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried



**7.2. FLYING MINUTE - PAYMENT CONFERENCE COSTS**

**7.3. FLYING MINUTE - PAYMENT OF PROMOTIONAL MERCHANDISE - DELEGATE GIFTS**

**7.4. FLYING MINUTE - TERM DEPOSIT RENEWAL BENDIGO BANK**

**7.5. FLYING MINUTE - PAYMENT OF SERVICES TO UPDATE ALGWA QUEENSLAND BRANCH WEBSITE**

**7.6. FLYING MINUTE - PAYMENT OF AUDITING FEES**

**7.7. FLYING MINUTE - PRESIDENT'S ATTENDANCE AT ALGWA BOARD MEETING AND ALGA CONFERENCE**

**7.8. PAYMENT OF MISCELLANEOUS EXPENSES**

- Motion:**
1. That the Flying Minutes Items 7.2 to 7.7 as detailed in the agenda be endorsed.
  2. That the following expenses be approved for payment:
    - (a) Nikki Te Wano - \$233.25 being reimbursement for payment of the ALGWA Qld Website Premium cPanel Hosting 1 year renewal.
    - (b) Karen Murray - \$74.30 being reimbursement for Vision 6 Subscription from December 2017 to September 2018.
    - (c) Karen Murray - \$79.95 being reimbursement for flowers for the conference organisers.
    - (d) Karen Murray - \$30.00 being reimbursement for chocolates for gifts for conference panel participants.
    - (e) Karen Murray - \$55.35 being reimbursement for annual return to Office of Fair Trade.

Moved: Ms Pierina Dalle Cort

Seconded: Ms Jilinda Lee

Carried

At this stage of the meeting, the time being 8.25am, Ms Samantha Hall joined the teleconference.

**8. ZONE REPORTS**

Zone 1 - Ms Jilinda Lee

Jilinda advised she was in the process of creating a contact spreadsheet via Council areas. She further advised she will catch up with Abigail for a handover of any projects and ideas she had been working on. Jilinda asked if there was any marketing material available to send out an introduction to Zone 1. She also indicated that she would like to focus on a membership drive for women in local government, particularly in senior positions.

**ACTION:** Karen to forward marketing material to the Management Committee.

General discussion took place in relation to reviewing the boundary alignments for Zones. It was agreed this matter be discussed at the upcoming workshop.



Zone 2 - Cr Jan Clifford

Jan advised that she had not yet sent out any formal correspondence to Zone 2 members although has personally spoken with a number of people. Was waiting until a newsletter was issued following conference and will then send out an introduction letter.

Zone 4 - Cr Daphne McDonald

Daphne advised she was waiting for the information from the conference to be uploaded to the website prior to contacting members.

**9. NOMINATIONS FOR ZONE 3 REPRESENTATIVE**

It was

**Motion:** That all Zone 3 paid members of ALGWA Qld Branch be invited to submit nominations to become the Zone 3 Representative.

Moved: Cr Jan Clifford

Seconded: Ms Pierina Dalle Cort

Carried

**10. CONFLICT OF INTEREST POLICY**

**Motion:** That the Conflict of Interest Policy attached to the agenda be adopted.

Moved: Cr Jan Clifford

Seconded: Ms Jilinda Lee

Carried

**11. COMMITTEE STRATEGIC PLANNING SESSION**

It was agreed that a face-to-face workshop be convened in the near future to review the previous outcomes from the strategic workshop held in January 2018 and to plan for the future.

**ACTION:** Karen to liaise with members and arrange a workshop in Brisbane.

**12. ALGWA STATE CONFERENCE**

**12.1. Survey to Delegates from Conference**

Karen provided an overview of the survey responses so far with feedback being very positive.

**ACTION:** Karen to compile feedback and send to members.

**12.2. Topics from Conference that we Need to Continue to Focus on**

Include in discussion for workshop.

**13. QUARTERLY SESSIONS AND VALUE ADD**

Deferred to next meeting.



**14. 2019 STATE CONFERENCE AND 2019 NATIONAL ALGWA CONFERENCE**

Will be hosted by New South Wales and held at Blacktown from 16-17 May 2019. Include for discussion at workshop to consider timing of events.

**15. GENERAL BUSINESS**

**15.1. Contacting members**

Daphne advised she had commenced connecting with members.

**15.2. List of Members and Councillors**

**ACTION:** Karen to send out the list of all female councillors.

**16. NEXT MEETING**

To be advised.

**17. CLOSE**

Meeting closed 9.07 am.

Confirmed at the Executive Meeting held XXX 2018

Signed \_\_\_\_\_