



## **MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH HELD VIA TELECONFERENCE ON TUESDAY, 28 MAY 2019 COMMENCING AT 5.32 PM**

Meeting commenced 5.32 pm

Councillor Judy Peters (Chairperson) opened the meeting by reminding members of the confidentiality and integrity of information discussed at the meeting.

### **1. ATTENDANCE**

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

### **2. APOLOGIES**

Cr Jo McNally, Mrs Nikki Te Wano

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

**Motion:** *That the minutes of the Management Committee Meeting held on 2 March 2019 be adopted.*

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried

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

An invoice was sent to Hinchinbrook Shire Council requesting payment for the conference proceedings on 21 May 2019. Payment to be followed up in 2-3 weeks if not received before then.

An updated action sheet is attached to these minutes.

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

#### **6.1. FINANCIAL STATEMENTS**

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

Moved: Ms Pierina Dalle Cort

Seconded: Mrs Sam Hall

Carried



## **6.2. FLYING MINUTE - PAYMENT OF PULL UP BANNER**

*That reimbursement of \$209.00 to Jilinda Lee for the cost of a pull-up banner from Allsigns Print and Design for the Australian Local Government Women's Association Queensland Branch be approved.*

**Motion:** That the flying minute in relation to the pull up banner be ratified.

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried

## **6.3. FLYING MINUTE - TERM DEPOSIT**

*That the Treasurer be authorised to close the term deposit in the amount of \$20,583.13 and deposit the funds into the ALGWA Queensland Branch everyday banking account.*

**Motion:** That the flying minute in relation to the term deposit be ratified with the following amendment:

That all monies with the exception of \$5,000 be retained in the term deposit. That the Treasurer be authorised to place \$5,000 from the term deposit into the Cheque account.

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried

## **6.4. FLYING MINUTE - PAYMENT FOR GRAPHIC DESIGN WORK FOR BANNER**

*That the Treasurer be authorised to pay Leticia Moran Creative the total amount of \$200 being for graphic design work for an Australian Local Government Association (Queensland Branch) pull-up banner.*

**Motion:** That the flying minute in relation to the payment for graphic design work for the banner be ratified.

Moved: Ms Pierina Dalle Cort

Seconded: Mrs Sam Hall

Carried

## **6.5. PAYMENT OF EXPENSES**

**Motion:** That the following payments be authorised:

- (a) Karen Murray - payment for flowers for Management Committee member and monthly fee for Vision6 - \$113.00 and \$52.01 (Total \$132.01)

Moved: Cr Jan Clifford

Seconded: Ms Pierina Dalle Cort

Carried

## **7. ZONE REPORTS**

### **7.1. ZONE 1 - JILINDA LEE**

Jilinda advised that May was a busy month personally with limited ALGWA commitments. There was over 120 delegates for each of the Australian Women's Leadership Forums held in Cairns and Townsville. The Cairns Forum only had one other ALGWA member attending. The new member at Cairns Regional Council is willing to be an ambassador for ALGWA.



Jilinda indicated that she may be able to meet with Councillors in Cairns next month. Townsville City Council filled 4 tables at the Townsville event. One common questions received from people asking about ALGWA is 'do we do anything to support women who want to step up into council - how do we learn more about being a councillor?' Jilinda advised her response was that she would take this feedback to ALGWA.

Jilinda emphasised the need to have a brochure which could be handed out at events. A new member has joined from Tablelands Regional Council. Jilinda indicated that she is hoping to meet with her in the next few weeks.

Jilinda asked whether members are asked why the join and perhaps this would be a good way to gather feedback about ALGWA.

Discussion took place on how ALGWA has previously assisted members and women wanting to become candidates. ALGWA has previously mentor intending candidates and the Department of Local Government has provided workshops which ALGWA partnered with.

## **7.2. ZONE 2 - CR JAN CLIFFORD**

Jan advised that Mackay is still keen to host an event for ALGWA. Whitsunday Regional Council has become a corporate member. Jan attended the National Conference held in Blacktown, NSW. All email and information about the AICD course has been forwarded on.

## **8. MEMBERSHIP**

**Motion:** That the Membership Register be noted and new membership be accepted.

Moved: Cr Jan Clifford

Seconded: Ms Jilinda Lee

Carried

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

Karen and Judy participated in a teleconference meeting with Craig and Pamela from the Department on 9 May 2019 to discuss increasing interest and participation in the Governance Essentials in Local Government Course. At the time of the meeting, only 3 applications had been received. An email was also sent to our male members asking them to forward onto their contacts. The website has been updated with the relevant details.

Letters were sent to all female ALGWA members providing details of the course and also including an application form. Emails were also sent to all female councillors in Queensland and Queensland local governments.

Judy personally sent out 67 letters and email to her contacts in local government and received 15 acknowledgements and thank you messages for sending the information. Zone Representatives indicated they had no received any feedback.

Jan received only one response from a member who was focussing on running for Senate and therefore not applying.



Jilinda suggested that a survey be sent to members following the course to ask why they did/did not apply for the scholarship.

Anne advised that she had forwarded the email onto other female councillors as well as the CEO and Finance Manager who forwarded onto other female managers.

Discussion took place on ensuring that the subject line in emails was relevant and caught reader's attention.

**ACTION:** Zone Representatives to continue to send information to members and encourage them to apply.

## **10. LEADERSHIP FORUM**

Karen advised that the deposit has been paid to Capri on Fraser.

Jilinda offered to provide a workshop for the forum which could be tailored to meet the theme and common thread of the forum. Ideas included resilience, managing bullying and harassment, positive response and the way to handle yourself.

Judy advised that she had approached LGIS to provide a speaker for the event to speak on ensuring your superannuation was relevant and working for you.

Discussion took place about the theme for the forum and the importance of having a clear direction for the event.

Other ideas for speakers included the Integrity Commissioner as well as inviting Greg Hallam, Hon Di Farmer and the Department of Local Government, Racing and Multicultural Affairs to speak.

All agreed that the social event should be held on Thursday evening with a 2 course meal and 2 hour drink package.

It was agreed that a date claimer be sent out as soon as possible. Ideas for organisations to approach for sponsorship included Gadens, CBP, Telstra and the Department of Local Government, Racing and Multicultural Affairs.

**ACTION:** All ideas for a theme for the forum to be sent through to Karen by Monday, 3 June 2019.

Sam to follow up with Greg Meek to see if he is available to MC the forum.

Judy to arrange for gifts for speakers.

Jilinda to speak with the Australian Institute of Management about possible future collaborating or sponsorship opportunities.

Karen to follow up with Capri on Fraser to arrange the social event on Thursday night, 1 August 2019.



## **11. PROMOTION OF ALGWA**

It was agreed that the brochure for ALGWA was a priority.

**ACTION:** Karen and Nikki to draft a design and get quotes for final design. Karen to follow up with Anne for a contact for graphic design work.

## **12. GENERAL BUSINESS**

### **12.1. 2019 NATIONAL ALGWA CONFERENCE**

Jan advised she attended the conference along with Judy. Concerns raised included no transportation provided and the cost for a taxi was \$230; there were a lot of local speakers and although they were interested the program was drawn out and construction was being undertaken at the venue making it hard to move around and noisy.

All positions were filled at the AGM as was previously advised in the notice sent out by the National Board. Concern was expressed that meeting process was not followed at the AGM as Standing Orders were suspended to allow a motion to be moved to not hold conferences at venues with poker machines or who are owned by poker machine businesses. The motion put indicated that a search of the ASX should be undertaken to ensure this does not happen in the future.

The next National Board meeting will be held in Canberra in July as part of the ALGA National General Assembly. ALGWA will again host a breakfast as part of this event on the Monday morning.

Judy commended the ALGWA Queensland Branch Management Committee for their professionalism.

Discussion took place on asking the National Board to pay for the Queensland Delegate to attend the next National Board meeting in Canberra given the cost of travelling from Whitsunday and the fact the Board pays for other members to attend.

At this stage of the meeting, the time being 6.40 pm, Sam left the meeting.

### **12.2. RENEWAL OF MEMBERSHIPS**

It was discussed that membership renewals will need to be issued immediately.

## **6. NEXT MEETING**

It was agreed that a teleconference be arranged prior to the Forum to finalise arrangements. The next fact-to-face meeting will be held as part of the Forum on 1-2 August 2019.

## **7. CLOSE**

Meeting closed 6.49 pm.

Confirmed at the Executive Meeting held XXX 2019

Signed \_\_\_\_\_