

<p>ALGWA- NSW</p> <p>Executive Committee Meeting</p>
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DRAFT MINUTES
29 November 2008

Hosted by Canterbury Council

Item No.	Minutes	Action By	When
1	<p>Welcome</p> <ul style="list-style-type: none"> ▶ Meeting commenced at 10.30.am with City Vice Fadwa Kebbe in the Chair 		
2	<p>Attendees</p> <p>Cr Fadwa Kebbe, Cr Denise Wilton, Julie Griffiths, Cr Karen Mc Keown, Norma Thomas, Cr Jennifer Lecky, Cr Barbara Newton, Cr Fiona Rossiter, Bev Spearpoint Cr Jackie Greenow & Darriea Turley (via teleconference)</p>		
3	<p>Apologies</p> <p>Christine Jeffreys, Susan Page, Cr Gwen Griffen, Joyce Wheatley,</p> <p><i>Moved – Jackie Greenow</i></p> <p><i>Seconded – Norma Thomas</i></p>		
4	<p>Confirmation of Minutes</p> <p>Meeting held Queanbeyan Council, 26 July 2008 That the minutes from Queanbeyan meeting be endorsed.</p> <p><i>Moved: Fiona Rossiter</i> <i>Seconded: Karen MCKeown</i></p>		
5	<p>Matters Arising from minutes</p>		
5.1	<p>List of actions circulated with minutes, outstanding items:</p>		
	All exec to forward Julie interesting items for Web	All	Ongoing
	Business Insurance signatories need changing	JL	Paid
	Norma to supply Denise with story template	NT	Outstanding
	Denise to liaise with Zara Greyspence re her story	DW	Completed
	Treasurer to purchase external HD	JL	Completed
	Governance Committee review conference contract	Governance	To be faxed

Item No.	Minutes	Action By	When
	Treasurers role protocols	JL	to Sec
	Information from Dept of Fair Trading regarding deferred AGM and acceptance of audited report		Completed
	Updated member list is needed with life member contact details – to Pres & Sec		Outstanding
	Proposal acceptance & Letter of appreciation to go to Ian Cave		Completed
	President to provide report on actions since last meeting		Completed
	All workgroups to send Sec updated plan		Completed
	Conference: guidelines to be reviewed asap		Completed
	Meg at LGA to be contacted re contract		Completed
	Exec to confirm mtgs with host councils		Completed
	Contact Jesse Street Library re archiving		Completed
	Letter to congratulate new GM of Newcastle		Completed
	Letter of thanks to Orange Council for the preparation of the presentation folders		Completed
	Send out Ministers Stakeholder Action Plan to all Exec		Completed
	<i>Moved: Norma Thomas</i> <i>Seconded: Jackie Greenow</i>		
6	Presidents Report		
6.1	Presidents report tabled and circulated. Report to be circulated with the minutes of this meeting	Sec	
	<i>Moved: Jackie Greenow</i> <i>Seconded: Julie Griffiths</i>		
7	National Board Report		
7.1	National Board Delegate Darriea spoke to her report which was tabled and circulated. Report to be circulated with the minutes of this meeting	Sec	
	<i>Moved: Darriea Turley</i> <i>Seconded: Norma Thomas</i>		
	Motion: That ALGWA NSW Branch supports Ms Darriea Turley as our nominee for the position of President of the National Board of ALGWA.		
	<i>Moved: Julie Griffiths</i> <i>Seconded: Jackie Greenow</i> Passed unanimously		

8**Treasurers Report**

- 8.1** Treasurers report tabled an to be circulated with minutes Sec
- Moved: Jennifer Lecky*
Seconded: Norma Thomas

9 Correspondence Out

- Letter of thanks to Orange for presentation folders
- Letter of congratulations to GM at Newcastle Council
- Letter to all NSW city councils inviting expressions of interest for 2011 conference

9.1 Correspondence In Nil**10. Meeting adjourned into sub groups for work on action plans****Meeting reconvened and reported back on plans**

- 10.1** Newsletter: Is awaiting Presidents report Denise to add
Darriea to liaise further with Denise
Discussion on amending to 3 times a year
November a pre conference newsletter, then March & July
- 10.2** Constitution: JG to email
FR
Ongoing
Timetable requirements for constitutional change discussed.
Julie to email soft copy to Fiona. It will take a couple of weeks to amend. The amended version to be reviewed by exec at Feb meeting. It needs to be sent to members the next day.
Fiona has completed a lot of work with council officer on proposed constitutional amendments.
- 10.3** Membership:
Re-evaluating goals, following up leads on buddy system
Congratulations letter to inform all councillors of ALGWA
Identify who of our members have not been re-elected to maintain contact
Discussed the need for a hard copy register of all members to be held by Secretary
- 10.4** Conference Report: Women in Leadership - the Roadmap Feedback to Queanbeyan
JG & Sec
Julie & Karen attended a conference meeting in Queanbeyan on 17th Oct. The agenda & program was outlined. Discussion on timing for AGM, hot spots and voting.
New Exec meeting to begin at 8am on Sunday
This feedback to be given to council organisers at next meeting is 5th Dec in Queanbeyan

11	General Business		
11.1	Change of next meeting date it was suggested by a number of exec that we need to meet again earlier than our scheduled meeting. It was identified that the weekend of the 14 th Feb was suitable. <i>Moved:</i> Darriea Turley <i>Seconded:</i> Norma Thomas	Secretary to confirm with Parkes Council	asap
11.2	Register of all correspondence to be established and held by centrally by Secretary. Secretary to log the mail then forward to the executive member responsible.	Sec	
11.3	Suggestion that we do a visual presentation of ALGWA photos for the next conference. All those who have photos to save to disc for Bev.	Bev	
11.4	Brochures we need a new run for 1000 we have 2 quotes with the best being \$512 on recycled paper. There needs to be some minor updating of address details	JG to arrange	
11.5	Letter of thank you to LGA for supporting Chris Jeffreys to the Broken Hill conference.	Sec	
11.6	Letter of appreciation to Canterbury Council for hosting meeting.	Sec	
11.7	Letter of congratulations to Queanbeyan on the conference work undertaken	Sec	
	Meeting closed 3.45 p.m.		
12	Next Meeting		
	14 & 15 Feb 09 -- Parkes		

Action Item Log

Item	Action Item Description	Listed Date	Due Date	Status	RO
A1	All exec to forward Julie interesting items for Web			Ongoing	
A2	Updated member list is needed with life member contact details – to Pres & Sec			outstanding	JL
A3	Treasurers role protocols			Re send	JL
A4	All hard copy reports tabled at meeting to be circulated with minutes				Sec
A5	Newsletter finalised				DL & DT
A6	Constitution soft copy emailed to Fiona				JG
A7	Conference Feedback to Queanbeyan				JG & Sec
A8	Confirm Feb meeting date with Parkes				Sec
A9	Register of Correspondence to be set up				Sec
A10	ALGWA Photos for presentation to Bev				ALL
A11	Amended Brochures				JG
A12	Letter of thank you to LGA				Sec
A13	Letter of appreciation to Canterbury Council				Sec
A14	Letter of congratulations to Queanbeyan				Sec
A15					
A16					
A17					
A18					
A19					