

UNCONFIRMED MINUTES

Of The

AUSTRALIAN LOCAL GOVERNMENT WOMENS ASSOCIATION N.S.W. EXECUTIVE MEETING

Held on Saturday 30 May 2008 at Mosman

PRESENT

President Cr. Christine Jeffreys – Shellharbour Council
Secretary Cr Karen McKeown – Penrith City Council
Vice President ~ City Cr. Fadwa Kebbe – Canterbury City Council

Other Executive Members

Cr. Jackie Greenow – Penrith City Council
Julie Griffiths - USU
Bev Spearpoint – Penrith City Council
Cr. Norma Thomas - Richmond Valley Council
Darriea Turley – Broken Hill
Cr Denise Wilton - Mosman Municipal Council

IN ATTENDANCE

Helen Cooper (Penrith City Council) and Zara Greyspence ALGWA Life Member

1. WELCOME

The President, Cr Christine Jeffreys, welcomed members and opened the meeting at 9.35 am.

2. APOLOGIES

1.05.08 RESOLVED on the **MOTION** of Darriea Turley, Seconded Cr. Norma Thomas that apologies be received from Cr. Fiona Rossiter, Cr. Barbara Newton, Cr. Joyce Wheatley, Cr. Susan Page, Cr. Gwen Griffith.

3. CONFIRMATION OF MINUTES

2.05.08 RESOLVED on the **MOTION** of Cr Norma Thomas, Seconded Darriea Turley That the minutes of the Rockdale Executive Meeting be accepted.

MATTERS ARISING FROM MINUTES

National Board Delegate Darriea Turley reported that the following motions were adopted at the National Board meeting.

Motion 1:

That the Affiliation fee for 2007/2008 be set at \$20.00 per member per Branch.

Motion 2:

That each Branch covers the travel and accommodation costs of their delegate to attend face to face meetings.

Motion 3:

That the Immediate Past President of the National Board should be an ex-officio member and will be entitled to attend the meetings but will have no voting rights.

Darria reported on April National AGM

Accreditation

Coalition: 14 June: Agenda from Darria who is on organising committee for summit.

Email motion to Darria to take to Summit end of June.

03.05.08 **RESOLVED** on the **MOTION** of Darria Turley Seconded Cr Jackie Greenow.

Chris:

Report & evaluation from Rockdale received – good media coverage.

Previous decision to form 2 sub-committees to be reconsidered. It is proposed to form smaller groups; protocols, constitution throughout year to be prepared in advance. Have a legal committee to check through. Configure website / installation / membership etc and strategy and tasks. Maybe these groups of three etc need to be mentored.

Bev could liaise with a councillor from another Council to look at membership.

Chris suggested someone to should liaise with Zara to write down her history.

Norma said she is doing one now and this could be used as a template.

4. PRESIDENT'S REPORT

- Denise has a President's report (get copy)

Letter re State – Chris Delegate and alternate representative Karen. State Minister LG working Group

04.05.08 **RESOLVED** on the **MOTION** of Cr Chris Jeffreys seconded Cr. Jackie Greenow that the Presidents report be accepted.

5. TREASURERS REPORT

- **See attached**

Outstanding: \$13,566 - Karrin - Conference

\$ 198 - Website

\$ 330 - Boscoe Accounts ????

\$ 2,515 - Rock ??

05.05.08 **RESOLVED** on the **MOTION** of Cr Chris Jeffreys seconded Cr. Jackie Greenow that the Presidents report be accepted.

Report on Rockdale Conference

- Report

CONFERENCE:

Pay \$13,566 to Karrin (conference organiser) for running conference.
Printing expenses - \$313.
Moree has not yet paid – discussion on protocols for payment, \$2,513 outstanding.
Congratulate Moree on being awarded next conference. \$17,199 conference profit.
Jennifer said invoices were available. Paid Monica Attard.

Darriea suggested every second conference is should be held within the Sydney area.

Sponsors and Members Equity good sponsorship – not enough exposure - they were not happy.

Karrin had sent email assuring everyone they would get good exposure, but this did not happen. Julie has organised link on website for 12 months.

6. CORRESPONDENCE

06.05.08 **RESOLVED** on the **MOTION** of Cr Chris Jeffreys seconded Cr. Jackie Greenow that the Presidents report be accepted.

7. GENERAL BUSINESS

Bev Spearpoint requested all email addresses / preferred phone contact details. Secretary to circulate a list.

ELECTRONIC BANKING:

Four signatures to be available – two required for signature.

07.05.08 **RESOLVED** on the **MOTION** of Darriea Turley seconded Cr. Jackie Greenow.

Julie: Advised there had been a hiccup with website. TPG had Joyce's name as contact. Should be one moderator only.

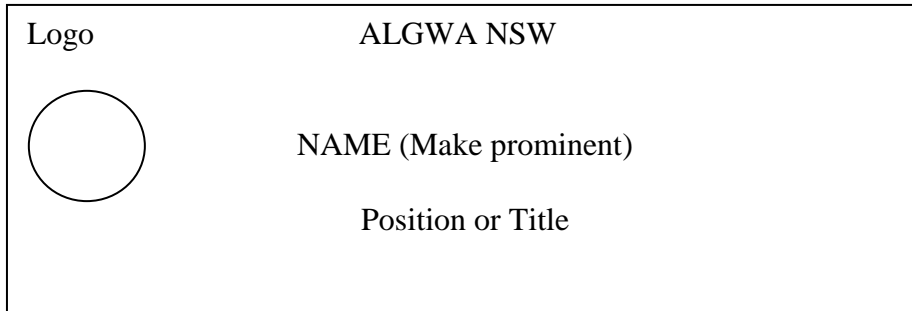
Julie asked for two profile paragraphs from each Executive member to be sent to julie.griffiths@usu.org.au to update the website immediately. Also forward any relevant Council information.

08.05.08 **RESOLVED** on the **MOTION** of Cr. Jackie Greenow seconded Bev Spearpoint that all members send information to Julie for the website.

BADGES:

Jennifer will organise for more badges to be made in the style of Penrith's Councillors and Norma's badges. Magnetic badge with name and committee.
Colour: yellow background. ALGWA logo on side. Jackie will advise Jennifer where Penrith gets theirs done.

Moved Denise, seconded Jackie.



09.05.08 **RESOLVED** on the **MOTION** of Cr Denise Wilton seconded Cr. Jackie Greenow that the actions be endorsed.

Jackie raised returning officer
Allocation of time
Voting place inappropriate
To be raised with conference group

Chris advised the presentations would be hosted on website

Survey Monkey can be a tool to use for survey but would be 6 months down the track.
Jennifer raised the issue of business insurance. Joyce is the signatory and this needs to be changed.

Check to see if there is better coverage, email each other using the value \$760

10.05.08 **RESOLVED** on the **MOTION** of Cr Jennifer Lecky seconded Cr. Jackie Greenow.

Sub-Committee roles
Ideally sub-committees should have 4 people

- See notes p7.

Treasurer and Secretary to purchase external hard drives to store ALGWA information to the value of \$200.

11.05.08 **RESOLVED** on the **MOTION** of Cr. Jackie Greenow Seconded Darriea Turley.

Work on organisation of conference and executive meetings re 1 Rural & 1 City conference.
Liaison with the host councils and sponsors.

Conference protocols should be in place and need to be discussed with host council before signing agreement.

Correspondence:

1. Rockdale report & handover
2. Establish commitment of project mgt, public program
3. web site www.register LGMA
4. \$175 from Kiama council
5. Armidale re membership
6. Susan from pcc re delegates
7. Tamworth host
8. Wyong letter

Chris explained that sponsors were not happy with profile at conference

We need to respond to each council

Julie has a copy of all councils database, to write to notify change of executive details

OUT

Letters sent to all speakers at conference

Special meeting notice & minutes from the Rockdale executive meeting.

Letter of thanks to the Minister for Local Government as per resolution.

Actions from Correspondence:

Fadwa to investigate with Fair Trading to ascertain if we can obtain an extension on AGM

It was noted that Joyce is the Public Officer for ALGWA and is the appropriate person to apply for an extension.

Any requests from councils to host workshops, costs including travel to be met by the council

12.05.08 **RESOLVED** on the **MOTION** of Cr Karen McKeown seconded Cr. Norma Thomas that the correspondence is accepted.

Executive broke into Sub-committees

Each of the Sub- committees to send working details of outcomes to secretary

Jennifer to send Karen the member eligibility status list for voting at AGM

Discussion on Groups: need to be dynamic

Jennifer to write protocols on Treasurer role

Newsletter is a priority; contact LGA re front page.

ALGWA should be doing a story on Zara.

Contract for conference to be supplied to conference committee for review.

NEXT MEETING: 26/27 July at Queanbeyan.

The meeting closed, the time being 4.09 pm.

I certify that these 6 pages are the Unconfirmed Minutes of the Executive Committee Meeting of the Australian Local Government Women's Association (NSW Branch) held on 30 May 2008 at Mosman.

Chairperson

Date