

**ALGWA- NSW**  
**Executive Committee Meeting**

**MINUTES**  
**22 March 2009**

Hosted by Queanbeyan Council

Item No.	Minutes	Action By	When
1	<b>Welcome</b>  ▶ Meeting commenced at 10 am with Cr Karen McKeown in the Chair		
2	<b>Attendees</b>  Cr. Karen McKeown, Cr. Fiona Rossiter, Cr Tina Reynolds, Bev Spearpoint, Helen Cooper, Cr. Jackie Greenow, Cr. Jennifer Lecky, Cr. Vicki Scott, Darriea Turley,  Also in attendance: Colleen McKee		
3	<b>Apologies</b>  Cr. Fadwa Kebbe, Denise Wilton, Christine Jeffreys  <i>Moved – Darriea Turley</i> <i>Seconded – Julie Griffiths</i>		
4	<b>President's Report</b>  The President announced the establishment and membership of the following sub-committees.  <b>Conference Committee</b>  Cr Julie Griffiths – Chairperson Chris Jeffreys Cr Tina  <b>Newsletter Committee</b>  Cr Denise Wilton – Chairperson Darriea Turley  <b>Archives Committee</b>  Cr Jennifer Lecky – Chairperson Helen Cooper Fadwa Kebbe		

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5	<p><b>Confirmation of Minutes</b> Meeting held Parkes Shire Council, 14 February 2009 That the minutes from Parkes 2009 meeting as circulated be endorsed.</p> <p><i>Moved – Darriea Turley</i></p> <p><i>Seconded – Julie Griffith</i></p>		
5.1	<p><b>Matters Arising from minutes</b></p> <p>Action Log as appears below contains the action items from the last meeting and all actions completed except where identified as ongoing.</p> <p><i>Moved - Jackie Greenow</i> <i>Seconded - Denise Wilton</i></p>		
6	<p><b>Correspondence Report</b></p> <p>The following correspondence was tabled:</p> <p>Correspondence In:</p> <ul style="list-style-type: none"> <li>• Nomination for President, ALGWA National Board received from Darriea Turley</li> <li>• Letter from Hon Barbara Perry in response to our participation in the Minister’s Awards for Women in Local Government</li> <li>• Letter from LGMA advising update on progress with Women in Local Government 2010</li> <li>• Letter of apology from Lynette Zeto, Kyogle – non attendance at Conference</li> <li>• Letter from Kayle Way re 2010 Women in Local Government</li> </ul> <p>Correspondence Out:</p> <ul style="list-style-type: none"> <li>• Letter to Mrs Comerford</li> <li>• Invitation to Genia McCaffery to attend Conference</li> </ul>	Sec	
7	<p><b>Conference Report</b></p> <p>Letters of appreciation and congratulations to be sent to Queanbeyan Council, speakers and sponsors regarding the 2009 ALGWA State Conference</p> <p>MOVED Darriea Turley SECONDED Fiona Rossiter that Cr. McKeown receive reimbursement for the cost of flowers and</p>	Sec	Treas

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	<p>chocolates which were purchased as gifts to Queanbeyan Council staff.</p> <p>The President to obtain a report from Marg Nichols on the Conference, including list of attendees, access to speakers' presentations.</p> <p>Darriea Turley and Julie Griffiths left the meeting at 10.55 am</p> <p>Other matters discussed in relation to the Conference included:</p> <ul style="list-style-type: none"> <li>• Introductions of those seated on the stage needed to be made at the AGM.</li> <li>• Confusion over who is eligible to vote on motions at AGM – President to clarify</li> <li>• Voting facilities</li> <li>• New Committee members normally introduced at the formal dinner on Saturday night</li> <li>• A person be nominated to be in charge of application book dedicated to receiving new applications at the Conference</li> </ul>	Pres	
<b>8</b>	<b>National Board Report</b>		
	<p>National Board Delegate Darriea Turley spoke to her report.</p> <p>Darriea Turley reported on the 2010 Women in Local Government Steering Committee – a calendar of events is being put together</p>		
<b>9</b>	<b>General Business</b>		
<b>9.1</b>	<b>GENERAL BUSINESS</b>		
	Profile of all members to appear on the ALGWA web site – new members to provide a profile. Cr. McKeown will contact Nicole for her profile.	All	
<b>9.2</b>	Cr. McKeown suggested creating an Assistant Secretary position – to be responsible for Minutes, Agenda and Action Items. Tina volunteered to take up this position. Appropriate changes to be made to the links on the web page and this will be reviewed at the next Executive Committee meeting.	Sec	
<b>9.3</b>			
<b>9.4</b>	Letters to be sent to Councils for the Executive Committee members seeking support in their role on the Committee.	Sec	
<b>9.5</b>	Letter to be sent to Norma Thomas thanking her for the contribution she has made to ALGWA	Sec	
<b>9.6</b>	Changes to Membership Application Form to include BSB details, update to 'postal address' and remove the words 'Tax Invoice'.		

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9.7	Jennifer Lecky left the meeting at 10.57 am		
9.8	Julie Griffiths advised that 2000 new brochures had been received – still awaiting invoice.		
9.9	Bev Spearpoint requested an updated list of members to be available at the next meeting so that the membership book can be completed.	Treas	
9.10	The President informed the Committee that the Constitution as amended at this AGM had to be approved by the Department of Fair Trading before being placed on the web site.		
	Vicki Scott left the meeting at 11.09 am		
9.11	The President reminded the Committee that the National Conference will be held in Adelaide on 15 – 17 April 2009.		
10	<p><b>Meeting closed 11.20am</b></p> <p>The next Executive Meeting will be held in May at Moree, the venue for the next Conference. Cr. McKeown will email all Executive members the exact date of this meeting as well as a timetable for future meetings.</p>	President	

## Action Item Log

Item	Action Item Description	Listed Date	Due Date	Status	RO
A1	All exec to forward Julie interesting items for Web			Ongoing	ALL
A2	ALGWA Photos for presentation to Bev			ongoing	ALL
A3	All hard copy reports tabled at meeting to be circulated with minutes				Sec
A4	Letter to Mrs Comerford re her 2006 cheque with a request to re-issue – Letter has been sent – no response received @ 22 March 2009				Sec
A5	Letter to Byron Bay Council to advise the executives actions re Anudhi Wentworth – Letter sent – no response received @ 22 March 2009				Sec
A6	Bev to send working version of letter to Sec				Bev
A8	Letters of appreciation and congratulations to be sent to Queanbeyan Council, speakers and sponsors regarding the 2009 ALGWA State Conference				Sec
A9	Letters to be sent to Councils for the Executive Committee members seeking support in their role on the Committee.				Sec
A10	Changes to Membership Application Form to include BSB details, update to 'postal address' and remove the words 'Tax Invoice'				Julie
A11	Cr. McKeown will contact Nicole for her profile.				Pres
A12	Cr. McKeown to receive reimbursement for the cost of flowers and chocolates which were purchased as gifts to Queanbeyan Council staff.				Treas
A13	Cr. McKeown to obtain a report from Marg Nichols on the Conference, including list of attendees, access to speakers' presentations				Pres
A14	Cr. McKeown will email all Executive members the exact date of this meeting as well as a timetable for future meetings.				Pres

