

Minutes

Committee: *Jacqueline Brotherton (Treasurer), Jo Stewart-Ratray (Vic President),
Jan Clifford OAM (NRWC President)*

Date: Tuesday 9th July 2024
Time: 1pm (NSW/VIC), 12:30pm (SA),
Mode: ZOOM

1. Welcome & Open: Meeting opened by Jacqueline at 1:05pm
Keli introduced Jess Davis

2. Present: *Jacqueline Brotherton Chair, Jo Stewart-Ratray,*

3. Present Secretariat: Keli McDonald & Jess Davis (KOMSS)

4. Apologies: NIL

5. Absent: Jan Clifford (apology received via text 1.1pm)

6. Declaration of Conflict of Interest:

Keli will have a conflict at Item 9

7. Minutes from the Previous Meeting

Attached

Keli went through the MINUTES

No changes

8. Business/Actions from the previous meeting

As per attached Action sheet

9. Finance Report:

May Report 2024 Finance Papers Circulated

June Report 2024 Finance Papers Tabled

Accepted: Jacqueline Brotherton

Second: Jo Stewart Ratray

Discussion: Keli & Jacqueline to work closely to ensure all funds spent by 30/11/2024, need to be careful to spend GST funds

Discussion: PM&C Survey completed Yesterday

Action: *Keli to send email to all Directors regarding the Strat Planning Stipend Payments*

10. Risk:

11. General Business:

Auditor Update

Three auditors interested in our work, Keli to provide information on quotes to Finance Committee

First quote is \$4500 including Financial Statements

Need to be someone NRWC is happy to work with

Jacqueline confirms availability to be on interview with any auditors

Fixed price quotes

Budget July to November 2024

Have received July to Nov 2024 milestone payment. OFW Report due 15/7.

Delegation to Canberra will be our largest expenses – Accommodation over \$6k plus airfares/meals/taxi

Grant Applications

CIT Sports Grant \$1mil (200K NRWC)– announcement in August 2024

NWA's Grant 1.83mil (1.83mil NRWC) – announced August 2024

Annual Report update 2023-2024

*Keli to send out reminders to Member Orgs, Executive and Independent Directors for return of info
Jo has offered to write the CSW report*

KOMSS Services Contract

Contract expired 30 June 2024

Contract discussion has been held with Jo Stewart Rattray prior to 30th June

Updated Contract to be provided to Jo

12. Any Other Business

Confidentiality note at each Board meeting & Strat Planning,

Annual Confidentiality Agreement to be signed by all Directors,

Keli to check the Constitution regarding Directors absence from meetings

Per Diem rate to USA to be set up \$100 US and reviewed as necessary.

13. Next Meeting:

August Finance Meeting – July Finance Report to be circulated

Date: 10 September 2024 - August Finance Report

Time: 1:00pm (NSW/VIC), 12:30pm (SA) 12:00pm (QLD)

14. Close: Jo Stewart Rattray left 1:45pm

Meeting Closed 2:05pm