

## Minutes

**Committee:** *Karen Holder (Treasurer), Jan Clifford OAM (NRWC President), Wendy Hick (Company Secretary)*

**Date:** **Wednesday 11<sup>th</sup> December 2024**  
**Time:** **1pm (NSW/VIC)**  
**Mode:** **ZOOM**

- 1. Welcome & Open:** delayed opening of meeting due to technical issues. Meeting opened at 1.21pm by Karen Holder
- 2. Present:** Karen Holder, Wendy Hick  
**Present Secretariat:** Keli McDonald and Jess Davis (KOMSS)
- 3. Apologies:** Jan Clifford (conflicting meeting)
- 4. Declaration of Conflict of Interest:** Keli – payment to KOMSS as part of CEDAW work completed and contract negotiations.

### 5. Minutes from the Previous Meeting

Minutes from July 2024 meeting to be approved.  
Minutes from September 2024 meeting to be approved  
Minutes from November 2024 meeting to be approved.

Please note July and September minutes not approved previously due to no quorum.

All Minutes tabled and moved as bulk, acknowledging two different committees as cross over due to AGM and change in committee members.

Moved: *Karen Holder*                      *Second: Wendy Hick*                      *Accepted: All*

### 6. Business/Actions from the previous meeting

KOMSS Service Contract – expired on 30<sup>th</sup> June 2024 and formal update of contract has not been finalised. Discussion has only been verbally including a meeting with Jo Stewart-Rattray 12 June 2024, 2:30pm to discuss changes.

*Keli – in progress. Hope to have finalised by January.*

Banking Signature Updates – Verbal Update to be provided by Jess.

Keli advised all funds are under a two-signatory release. First release in most circumstances will be Keli, with second release to be any authorised signatures once written approval provided by Treasurer.

*Shall complete CommBiz login whilst in Adelaide as face to face. Keli shall login as administrator then hand over to Jess to work with signatories on any updates that need to occur.  
Karen also offered a local CBA contact if needed.*

### 7. Finance Report:

November Report 2024 Finance Papers Tabled and accepted.

*This finance reports reflects final expenditure for the variation of contract OfW.  
Women's Leadership and Development grant funding.*

*Keli – gave detailed description of the Balance sheet.*

*Trade Debtors – \$12,000 to be rolled into NRWC Mgt account as part of been the CEDAW*

*Trade Creditors - \$16,400 is for KOMSS and \$12,000 to NRWC.*

*Accrued Expenses – Graphic Designer, Business cards, Auditor for 2025.*

*Profit and Loss – overspend of OFW – Women's Leadership & Development Grant reflects the utilisation of whole of grant funds. Please note the Auditor's report indicating underspend funds as at 30 June 2024 of \$7164 – page 13*

*It is noted that OFW grant funds can be rolled over from year to year within the grant period but must be spent by the completion of the grant period.*

*Bangkok costs – OfW agreed to \$7,400 and expenses came in under at \$6,097.43.*

*OfW CEDAW Contract \$100,000excl. to produce the NWA's CEDAW Shadow Report, this included a project manage element for the NRWC as the lead Alliance of \$20K. this has been allocated - NRWC had Mgt fee of \$16,000 (ex GST) and Project Mgt Fee to KOMSS of \$4,000 (ex GST) – representing a 16% management fee to the NRWC management funds. As part of the contract an additional \$12K was provided to the NRWC to provide information for the consolidated report.*

*Moved: Karen Holder*

*Second: Wendy Hick*

*Accepted: All*

## **8. Risk:**

- a. NRWC Insurance – volunteers, public liability and directors' insurance. – is now an all-in-one policy for community groups. Held with AON.
- b. Sights KOMSS insurance, workers comp, public liability and professional indemnity (attached).
- c. ToR volunteer group (attached document)

a.

*Jess has reached out to broker Monday 9<sup>th</sup> December to get a comparative quote. Need to have answers before break for Christmas on 20<sup>th</sup> December 2024 so renewal can be paid with AON if necessary.*

*AON – discussed if employee fraud, dishonesty is required - will this reduce our premium?*

**ACTION** – Jess to arrange phone tele-meeting with AON broker to discuss what should and should not be included, meeting to include a minimum of two NRWC representatives and one must be a Director of NRWC.

**ACTION** – Jess to provide Karen with NRWC Certificate of Currency once renewal completed.

b.

*KOMSS insurance provided and explained - KOMSS has its own Public Liability as per the OFW contract – Kels Country Pty Ltd = Kels Office & Management Services = KOMSS . This led to a discussion on any NRWC insurance needs that may or may not be required based on NRWC only using contractors. Discussion to be revisited once meeting with AON has been completed.*

c.

*ToR was provided as part of the Risk Assessment required by this group*

## **9. General Business:**

*Cinta Insights and The National Rural Women's Coalition (George Glubb) – sent out via email in early September. Attached for reference.*

**ACTION:** Keli to reach out to NZ Rural Women's group \ to get a better feel for how program works. Research and report back before any formal decisions made.

Draft update on strategic planning workshop costs (attached)  
Meridith agreed to be facilitator. Shall cost approx. \$3,000

Strategic Planning Meeting in Adelaide - Circa \$30,000. Any substantial variance need to advised to Finance Committee

Suggestion that we could consider the 2026 virtual session as Strat Plan would need reviewing not renewing.  
4 flying in on Thursday so governance can meet Friday along with actioning bank signatures and CommBiz.

Finance committee accepts \$9 per person over the current policy amount of \$50 for Saturday night dinner group booking at Concubine (Chinese restaurant)

## **10. Any Other Business**

*International Work*

*Discussion on the processes for International Engagement under the new Working for Women Contract*

*International Engagement involvement to be discussed at the Strategic Planning session. At this stage NRWC is working with YRRRAP as an advocacy project on issues impacting young RRR women within the framework of the BfPA (Beijing Platform for Action)*

*Any other work undertaken will need to be completed as Pro Bono till the Strategic Planning session of the Board.*

## **11. Next Meeting: 8<sup>th</sup> January 2025 (every second Wednesday of the month at 1pm (AEST))**

No meeting on 8 January – however Finance Report to be provided to committee before board meeting to be held in January 2025

Plan for working lunch meeting on **Friday 17<sup>th</sup> January 2025** in Adelaide in Jan Clifford's suite.

## **12. Close: 2.39pm**