



## NRWC Finance and Risk Committee

### Minutes

Finance Committee Meeting  
12<sup>th</sup> February 2025

**Microsoft Teams – 1pm (AEST) 12 noon (QLD) 12.30pm (SA)**

**Finance Committee: Karen Holder (Treasurer), Cr. Jan Clifford OAM, Wendy Hick, Keli McDonald**

- Welcome & Acknowledgement of Country – Open by Keli McDonald at 1.13pm
- Attendance – Karen Holder and Wendy Hick
- Absent – N/A
- Apologies – Jan Clifford OAM
- Secretariat – Keli McDonald + Jess Davis
- Declaration of Conflict of Interest – N/A

### 1. Review and Approve Previous Minutes

Minutes of the last Finance Committee Meeting held January 2025 - **Appendix 1**

Motion – “Acceptance of the Minutes from the last Finance Committee January 2025.

Moved: Karen Holder

Seconded: Wendy Hick

Carried

### 2. Actions from the Previous Meeting

#### Banking Signature Updates

*BENDIGO: Karen Holder is now a signatory, and a card has been posted to her. We have chased up documentation that Cannonvale needs to send through for Jan Clifford (no action required from Jan)*

*The original account for the NRWC Bendigo account was opened in Kyneton – Victoria*

*COMMBIZ: Karen Holder has been identified, and Keli has authorized her as a signatory. Once Jo completes this step, we can remove Jo and Leonie as signatories.*

*Jan Clifford's identification is currently being updated*

**ACTION** - Investigate other options with a preference with Bendigo bank as a replacement of CommBiz.

*Bendigo requires bank authorities to be identified at a branch*

*Bank fees are either \$15/month for unlimited transactions or \$0.40 to \$1.00 per transaction*

*We have also investigated dropping CommBiz but staying with Commbank – Netbank. This, however, does not meet the NRWC's needs for two signatory release from different locations.*

*Keli has asked Jess to investigate options with NAB and WESTPAC for our next meeting*

#### Insurance

**ACTION** - Question in writing in regard to voluntary insurance

*Covering volunteers, work experience, work for the dole & Centre Link mutual obligation, people carrying out activities on behalf & at the direction of the Insured including direct travel to & from the voluntary activity for accidental injury or death*

Committee agreed this is suffice coverage and answered previous query

#### Cinta Insights

**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.

*No action taken to date*

#### Event Risk Matrix

**ACTION** - Jan Clifford to provide an example

*No action taken to date – would like done by April 2025*

#### Contract Policy and a Register of Contracts & Finance Committee Policy

**ACTION** - Finance Committee to ask the Governance Committee to create a Contract Policy and a Register of Contracts to be provided to the Company Secretary

Finance Committee has been asked to work with the Governance Committee to update the Finance Committee Policy

*Request has been added to the Governance Committee Agenda*

### 3. Finance Report

#### Appendix 2

*Motion: The January 2025 Finance Report has been reviewed and is accepted.*

Moved: Karen Holder

Second: Wendy Hick

*Carried*

## 4. Risk

4.1 Any risks identified

No

## 5. General Business

Keli mentioned that moving forward CEO shall be the secretariat for finance meeting and Jess shall be secretariat for Governance meetings. This is due to sharing resources better and a larger workload.

Keli shared National Women's Alliance Activity Workplan incl. budget – two workplans need to be completed – one by March 2025 and another one by July 2025. Alliances to meet twice a year – once virtually and once in person. (Virtual forum 25<sup>th</sup> and 26<sup>th</sup> March).

**ACTION** – Keli share pre- budget submission that was provided to OFW 31<sup>st</sup> Jan 2025 with directors

## 6. Any Other Business

## 7. Next Meeting

12<sup>th</sup> March 2025 (every second Wednesday of the month at 1pm (AEST))

\*\*This may be adjusted after Keli has spoken with Jan about more suitable day of the week that may suit her for meeting\*\*

**ACTION** – Jess to adjust meetings to Zoom meetings due to technical difficulties with Teams. Keli to reach out to Jan to see if another day of the second week of the month suits her.

## 8. Meeting Closed

Closed: 1.56pm

**APPENDIX 1**

Minutes from Finance Meeting held January 2025



## NRWC Finance and Risk Committee

### Minutes

**Notice has been given that the National Rural Women's Coalition Ltd**

Finance Committee Meeting

17<sup>th</sup> January 2025

**Hotel Indigo – Jan's Suite**

**Finance Committee: Karen Holder (Treasurer), Cr. Jan Clifford OAM, Wendy Hick, Keli McDonald**

**Time: 2pm (SA)**

- Welcome & Acknowledgement of Country - Opened: 2.30pm (SA) by Karen Holder, welcomed us to Kurna Land
- Attendance – Karen Holder (Treasurer), Cr. Jan Clifford OAM, Wendy Hick
- Absent – Nil
- Apologies – Nil
- Secretariat – Keli McDonald
- Declaration of Conflict of Interest - Keli – contract negotiations.

### 1. Review and Approve Previous Minutes

Minutes of the last Finance Committee Meeting held December 2024 - **Appendix 1**

Motion – *“Acceptance of the Minutes from the last Finance Committee Meeting December 2024.*

Moved: Karen Holder

Seconded: Wendy Hick

Carried

### 2. Actions Taken Since Previous Meeting

KOMSS Service Contract – outstanding

***Motion: The KOMSS Contract is endorsed and is to be presented to the NRWC Board***

*Motion: Karen Holder*

*Second Jan Clifford OAM*

*Carried*

Banking Signature Updates – in progress

**Motion: Investigate other options with a preference with Bendigo bank as a replacement of CommBiz.**

Ask the question if Bendigo will suit the needs of the NRWC – with people in multiple locations.

Moved: Jan Clifford      Second: Karen Holder

Insurance –

- Jess arranged phone tele-meeting with AON broker. Karen, Wendy and Keli attended meeting with the decision to remain with AON  
**Question in writing in regards to voluntary insurance**
- Jess provided Karen with NRWC Certificate of Currency

Cinta Insights – not completed

- 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.

### 3. Finance Report

#### Appendix 2

*Motion: The December 2024 Finance Report has been reviewed and is accepted.*

Moved: Karen Holder

Second: Wendy Hick

*Carried*

### 4. Risk

#### 4.1 Event Risk Matrix

Action: Jan Clifford to provide an example

### 5. General Business

### 6. Any Other Business

**Action:** Finance Committee to ask the Governance Committee to create a Contract Policy and A register of contracts to be provided to the Company Secretary

*Look forward to budget*

*Finance Committee has been asked to work with the Governance Committee to update the Finance Committee Policy*

## **7. Next Meeting**

12<sup>th</sup> February 2025 (every second Wednesday of the month at 1pm (AEST))

## **8. Meeting Closed**

Closed: 3.15pm (SA)

**APPENDIX 2**

Finance Report January 2025