



NRWC Finance and Risk Committee

Minutes

Finance Committee Meeting
10th March 2025

ZOOM – 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 –
- Attendance – Karen Holder & Jan Clifford OAM
- Absent –
- Apologies – Wendy Hick (attending CSW)
- Secretariat – Keli McDonald
- Declaration of Conflict of Interest – Nil

1. Review and Approve Previous Minutes

Minutes of the last Finance Committee Meeting held 12th February 2025 - **Appendix 1**

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

Moved:

Seconded:

Minutes to be moved to the next meeting for passing.

2. Actions from the Previous Meeting

Banking Signature Updates (10.3.2025)

BENDIGO: Karen Holder and Jan Clifford are now both signatories. *Card has been posted and received by Karen (Feb 2025) Jan Clifford's card was incorrect and another one has been ordered by her branch.*

COMMBIZ: *Karen and Jan are now both authorized users on accounts (Feb 2025) Karen is active and is now releasing payments. Jan and Keli to arrange a time for Jan to go through the process of releasing funds*

ACTION - Investigate other banking options

- *Commbank (Netbank) (01.2025) – does not meet NRWC’s needs for two signatory releases from different locations.*
- *Bendigo Bank (02.2025) –*
 - *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*
- *Westpac (20.02.2025)*
 - *Local branch staff were not able to provide much advice so research performed online.*
 - *Each director to be identified at a branch. Then have a joint virtual meeting with a Westpac representative, who identifies each director again, helps choose the accounts and walk through the banking process.*
 - *Two signature releases are available*
 - *Bank Fees – free if chose online only account*
- *NAB (20.02.2025)*
 - *NAB Requires authorities to be identified at a branch*
 - *Bank fees - free if chose online only account, \$10 per month for unlimited transactions, and \$3 for over the counter transactions if chose online only account option.*
 - *Two signature release options with either token or security code to mobile devices and up to \$100,000 per day limit. Have 24hrs to release once payment loaded.*
 - *If existing NAB customer can have separate Internet Banking Login for Business Accounts so not getting mixed up between business and personal.*
- *Decision to stay with Commbiz at this time*

Cinta Insights (11.2024)

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*

ACTION – Keli share pre- budget submission that was provided to OFW 31st Jan 2025 with directors

3. Finance Report

Appendix 2

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

Moved: Karen Holder

Second: Jan Clifford OAM

Carried

Discussion:

Community Hub has a differing funding amount to NRWC for the period ending 30/11/2024 that is being worked through. Keli is using figures from the Auditors Report. AT this point funding has not been signed off for the last grant – this does not impact current funding.

4. Risk

4.1 Any risks identified – as part of the ‘Working for Women grant work-plan areas of risk needed to be identified.

We have identified two areas of risk and how to mitigate the risks. These have been accepted by the OFW.

Risk and Issues Management		
Risk or Issue	Likelihood	How will the risk be managed
Key Personnel absence	Low	<ul style="list-style-type: none"> CEO ensures Board is fully and constantly updated with Grant activities Administration Officer has strong processes in place Policy and Comms contracts are flexible and adaptable to provide NRWC to manage timeframes and multiple conflicting tasks
Maintaining momentum with volunteer groups	Medium	<ul style="list-style-type: none"> Provide research support as needed Provide interesting speakers on topic to continue engagement Seek feedback from participants to increase agency

5. General Business

5.1 The Finance Committee had a demonstration of the new ‘Working for Women’ Grant reporting spreadsheet developed to measure expenses against funding budget over the time of the budget. This report has the ability to show details or an overview depending on the Director’s preference. The Report will be provided to the Finance committee Monthly once the Budget has been approved by OFW and will also be provided to the Board each meeting.

5.2 Women for Election – Shared MOU and payment plan with Finance Committee. Keli to attend meeting in Sydney – 1 July 2025.

5.3 YRRRAP – Parallel event to be held on March 13 – cost of event was expensed in previous grant. The preparatory and deliver work is completed under the YRRRAP project – Working for Women Grant as the YRRRAP are discussing domestic issues and solutions. The next YRRRAP program will concentrate on access to contraception information. This project is in collaboration with NATSIWA

6. Any Other Business

7. Next Meeting

14th April 2025 (every second Monday of the month at 1pm (AEST))

12th May 2025

10th June 2025 (Tuesday due to Kings Birthday)

14th July 2025 – please note this is the day before board meeting to be held on 15th July at 12 noon

11th August 2025

8th September 2025

13th October 2025

10th November 2025

8th December 2025

8. Meeting Closed

Meeting closed 2:05pm

APPENDIX 1

Minutes from Finance Meeting held February 2025



NRWC Finance and Risk Committee

Minutes

Finance Committee Meeting
12th 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 25th and 26th March).

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

6. Any Other Business

7. Next Meeting

12th 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 2

Finance Report February 2025