



NRWC Board Meeting – All Directors

Minutes

Notice was given that the National Rural Women's Coalition Ltd
 Director's Meeting
 29th November 2023 from 11:30 am (NSW)
 Zoom

Business

Meeting opened at: 11:32am Welcome – President Cr Jan Clifford

Acknowledgement of Country – *Please join me today to acknowledge the Traditional custodians of the land on which we stand, pay respect to Elders, past, present and future, particularly women, and recognise their continuing connection and contribution to this land, these waters, the skies and our communities.*

- Attendance – Cr Jan Clifford / Dr Melanie Bournnell / Karen Holder / Natalie Sommerville / Wendy Hick / Jo Stewart -Ratray (In 11:52am/ Out 12:58pm) Jacqueline Brotherton (out 12:16pm / In 12:23pm)/ Nicole O'Reilly
- Apologies –
- Observers- Nil
- Secretariat – Keli McDonald / Gay Quelch

1. Congratulations and welcome to the Directors

In-line with the NRWC Constitution dated 27th July 2020, section 10.6 we formally welcome the following new Independent Directors to the NRWC Board.

Jo Stewart Ratray
Wendy Hick
Dr Melanie Bournnell

President to welcome and introduced Independent Directors to all Directors. President advises the Directors that the Member Organisations have endorsed the full voting rights of Independent Directors as other Directors at Director General Meetings.

President to ask each of the new Independent Director to introduce themselves – 2-3 minutes.

2. Election of Office Bearers

In-line with the NRWC Constitution dated 27th July 2020, section 7.2.4 *'Should any of the positions of Vice President, Secretary or Treasurer not be filled by Member Organisation Directors at an AGM, such position(s) may be filled by Non-Member Stakeholder directors being elected at a general meeting'*

From the Independent Directors I call for nomination for the position of:

| Position | Nominee | Moved | Seconded |
|----------------|--------------------|-----------------|---------------------|
| Vice President | Jo Stewart Rattray | Nicole O'Reilly | Natalie Sommerville |
| | | | |
| | | | |

3. Minutes

Minutes of last General Meeting of the Board held the 10th September 2023 - **Appendix 1**

Motion "Minutes from the General Meeting of the Board held on 10th September 2023 be accepted"

Moved: Nicole O'Reilly

Seconded: Jacqueline Brotherton

4. Actions from the Minutes

Appendix 2

As per Action sheet

5. Correspondence

Appendix 3

- Women For Election – Engagement of Services
Keli McDonald explains as per attached MOU

Any questions on any of the correspondence?

NIL

6. Finance Report

Appendix 4

Finance Report Tabled - Keli McDonald explains monthly Financial Report and Management Letter

Motion. "The Finance Report be accepted"

Moved: Jo Stewart-Rattray

Seconded: Wendy Hick

Carried

7. General Reports

Appendix 5

7.1 CEO's Report - read as attached.

Report Provided

7.2 Company Secretary Report

7.3 Social Media - Keil McDonald explains social media report and number. CRT winding back / Face Book numbers down due to FB becoming more commercial with advertisements more than social media / LinkedIn being the more popular

Report provided

To be Noted: No President report due to change of President.
New President to provide moving forward

Any Other Reports?

- Long-term Insights Briefing report on, *How might artificial intelligence (AI) affect the trustworthiness of public service delivery?* [Long-term Insights Briefings | PM&C \(pmc.gov.au\)](#). – tabled.

8. 2023-2024 Appointments

8.1 Forming of Committees:

Please nominate your interest to participate in one of these committees. Report back to the Board each meeting

Governance Committee – Updates the NRWC Policy & Procedures that are then endorsed by the Board - Meets quarterly - Chaired by the Company Secretary plus 1-2 additional Directors

Natalie Sommerville / DR Melanie Bournell

Noted that need to look into the impacts and influences AI technologies – Especially Zoom

Finance & Risk Committee – Has budget oversight - Meets Monthly – Chaired by the Treasurer plus 1-2 additional Directors.

Jo Stewart-Rattray / Jan Clifford

Rural Regional and Remote Communication Coalition – meets virtually every 1-2 months for 60-90minutes, advocates for better communications in RRR Australia 1, Wendy Hick is the current RRRCC Chair - 1 Director

[Jo Stewart-Ratray](#)

Australian Gender Equality Council – 1 Director

[Keli to attend AGM / Dr Melanie Bournell](#)

Young Rural Regional & Remote Advocacy Panel – NRWC Volunteer group of women aged 18-30 advocating on projects. All Directors will attend one meeting.

[Recruiting](#)

Rural, Regional, Remote Older Women’s - NRWC Volunteer group of women aged 55+ advocating on projects All Directors will attend one meeting.

[All Director interested.](#)

CSW68 Working Committee – Assists with the focus areas of the NRWC’s international advocacy. Meetings from December through to April requires quick turn arounds – often less than 12 hours - J Stewart Ratray & Jacqueline Brotherton – any other interested Directors?

[Note: President happy for any Directors to join committees](#)

8.2 Bank Signatories for NRWC 2023-2024

Endorsement of Bank Signatories (CBA):

| Current Signatories | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
|---------------------|--------------------|-------------------|-------------------|-----------------------|-------------------------------------|
| President | Leonie Noble | Leonie Noble | Leonie Noble | Leonie Noble | Jan Clifford |
| Vice President | Rechelle Leahy | Sarah Parker | Sarah Parker | Jo Stewart Ratray | Jo Stewart Ratray |
| Treasurer | Jo Stewart Ratray | Jo Stewart Ratray | Jo Stewart Ratray | Jacqueline Brotherton | Jacqueline Brotherton |
| Director | Katherine Isbister | Rechelle Leahy | n/a | | Natalie Sommerville |
| CEO | Keli McDonald | Keli McDonald | Keli McDonald | Keli McDonald | Keli McDonald |

8.3 Endorsement of Debit Card Holders (Bendigo):

| Current Signatories | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
|----------------------------|--------------------|--------------------|--------------------|------------------------------------|-----------------------|
| President | Leonie Noble | Leonie Noble | Leonie Noble | Leonie Noble | Jan Clifford |
| Treasurer (Signature Only) | Jo Stewart Rattray | Jo Stewart Rattray | Jo Stewart Rattray | Vice President -Jo Stewart Rattray | Jacqueline Brotherton |
| Vice President | | | | | Jo Stewart-Rattray |
| CEO | Keli McDonald | Keli McDonald | Keli McDonald | Keli McDonald | Keli McDonald |

Motion: The NRWC Board endorses the above nominations as signatories on the NRWC accounts

Moved: Dr Melanie Boursnell Second: Nicole O'Reilly

8.4 Access to MYOB to be given to: (Currently Treasurer & CEO)

8.5 NRWC telephone: Currently held by CEO/Administration Officer

Motion. "Items 8.2, 8.3, 8.4 & 8.5 are agreed by the Board"

Moved: Jo Stewart-Rattray Seconded: Jacqueline Brotherton

Carried

9 Date for next Director's Board Meeting

Do we want to set Board Meeting for the next 6-12 months?

Suggestion:

6 meetings of the full Board

ACTION: Keli to send out dates. Avoid School holidays Jan – cannot do Wednesday, Directors to send through inability.

The NRWC traditionally does not meet in January.

10 Any other Business

Any other business.

10.1 Setting Director Orientation Date & Times.

10.2 NRWC Ambassador Role Discussion – Jan Clifford

MOTION: Create an Ambassador Role for the NRWC and create a draft procedure and duties list based on the information below to be represented to the Board?.

Moved : Jan Clifford

Second: Jo Stewart Rattray

- Cannot be appointed retrospectively.
- Stipend – Same as Board.
- Travel Expenses and Reimbursement – all airfares and accommodation must be booked through the office; other expenses must be authorised.
- All bookings for the Ambassador must go through the CEO
- Terms of Appointment – 12 months with reappointment option
- Only two (Maximum) concurrent ambassadors
- What service is required to offer an ambassadorship? Must have held executive office of 6 years
- How to keep the Ambassador UpToDate on current positions of the NRWC
- To be a part of the NRWC Policy & Procedures Manual
- Need Director ID
- Must have current Police and Bankruptcy check
- Must have current Working with Children certificate
- Observer at Board Meeting

Discussion:

Provides additional HR resource to the NRWC

Reflection on Constitutional Change verse's Policy Position

Keeps wisdom.

Need expected duties

Not created for Leonie specifically

Helpful to have responsibilities & duties - have clear for both parties.

ACTION: Governance Committee to work on duty and contract document.

Meeting Closed

Time: 1:06pm (NSW)