



## NRWC General Meeting of Directors – All Directors

### Minute

**Notice was given that the National Rural Women's Coalition Ltd  
 Directors General Meeting  
 will be held Monday 14<sup>th</sup> October 2024  
 Zoom  
 11:45 noon AEDT (ACT/NSW/VIC) 10:45am (QLD) 11.15am (SA), 10:15 (NT)**

### Business

- Meeting opened at 11.48am
- Open & Welcome – Jan Clifford (OAM)
- Acknowledgement of Country – Natalie Sommerville
- Attendance – Jan Clifford (OAM), Nicole O'Reilly, Natalie Sommerville, Karen Holder, Dr Skye Charry, Wendy Hick, Jacqueline Brotherton (arrived at 11.55am)
- Apologies – NIL
- Absences - NIL
- Secretariat - Keli McDonald & Jess Davis

### 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.

Name – Wendy Hick

Name – Dr Sky Charry

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 27<sup>th</sup> 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	Jacqueline Brotherton	Jan Clifford	Nicole O'Reilly
Company Secretary	Wendy Hick	Jan Clifford	Nicole O'Reilly

Voted in at AGM of Member Organisation  
 President – Jan Clifford  
 Treasurer – Karen Holder

Voted at General Meeting of Directors  
 Vice President – Jacqueline Brotherton  
 Company Secretary – Wendy Hick

### 3. Minutes

#### Appendix 1

Minutes of last General Meeting of the Board held the 9<sup>th</sup> September 2024 –

Motion *"Minutes from the General Meeting of the Board held on 9<sup>th</sup> September 2024 be accepted"*

Moved: Jan Clifford

Seconded: Nicole O'Reilly

An amendment made to remove Dr Mel as an apology as she attended the meeting.

#### Actions from the Minutes

- **Work plan** – emerging issue round table. What does this look like for NRWC? Ideas were discussed at meeting and Keli to flesh something out and bring it back to board. Jan has requested if any other ideas please email through to Keli.

### 4. Correspondence

#### Appendix 2

#### For Note:

- Lodging of NFP status
- Invitation to OFW 50 year Celebration

#### Any questions on any of the correspondence?

Keli shall follow up Jan's invitation to OFW 50 yr celebration

### 5. Finance Report

**Attached as separate document**

**Finance Report Tabled**

*Motion. "The Finance Report be accepted"*

**Moved:** Jacqueline Brotherton

**Seconded:** Wendy Hick

**Carried**

Keli ran through the report due to Jacqueline having connectivity issues

## 6. General Reports - Appendix 3

### 6.1 Member Organisations Updates – verbal report from each member org on the focus areas or activities of their member org. – All Member Orgs

Nicole O'Reilly (NRHA) – conference in Perth recently, 800 attendees, successful, Rural Health Commissioner Dr Jenny May and Rural Health Minister in attendance, local and national representatives. Continued underspend \$6.5bill in rural health areas compared to metro areas, launched election rural health strategy, national health agreement reforms, AGM held and changing board, Nicole has stepped down from role as chair and Heather Keighley is new Chair.

Natalie Sommerville (AWiA) – 30<sup>th</sup> celebration conference held in Albury, over 200 women attended, memorable and impactful event held in Albury, carving out project to focus on getting more rural women on boards, Natalie is stepping down as president of AWiA, vice president, Cressida Kain, is very keen to step up to president and has also expressed interest to be on NRWC board. Trying to get organization on track to have a paid CEO/EO very soon. Natalie thanked board for efforts.

Karen Holder (WISA) – AGM and bi-annual seafood conference in Hobart recently, which featured very successful Power up Breakfast. Board did not change and Karen still holds current position.

Jan Clifford (ALGWA) – Board meeting held early October. Busy times with local government elections, committed/working to getting more women in local and federal leadership roles, re-appointed position with NRWC, bullying still an issue for women in board positions.

Jacqueline Brotherton (TWAL) – going to email report through.

Jacqueline left meeting at 12.18pm

### 6.2 Independent Directors – raise any RRR women's issues

Wendy and Skye both had nothing to raise

### 6.3 CEO Report – Tabled

### 6.4 Social Media – Tabled

### 6.5 Rural, Regional and Remote Communication Coalition (RRRCC) – Wendy Hick

RRRCC – productive meeting recently. Touched base with all member orgs. to get update and make sure

still on track with current issues raised.

Put forward platform heading into election period.

3G shutdown still hot topic.

Number of people purchasing new phones from overseas, need to make sure shall accept 4G, as this is been flagged as a current technical issue. Can complete a text check to make sure compatible.

Telstra gave an update on congestion, spectrum and black spots. Keep getting messages out about regional tec hub.

Faulty reporting fatigue has been seen in some areas. Reminder to use the regional help tec hub.

Nat asked Wendy if report/collection information when services go down during emergency situations and natural disasters. Wendy confirmed they do. Wendy asked Nat to provide specific information and is going to discuss further offline.

## 6.6 Submissions - Forced Marriages - Tabled

Jan is going to get friend from Salvos to come and talk at upcoming meeting. Just come back from overseas conference where child slavery and selling of organs was discussed.

### Any Other Reports?

Moved: Jan Clifford

Seconded: Nicole O'Reilly

## 7 2024 – 2025 Appointments

### 7.4 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

Company Secretary – Wendy Hick

CEO – Keli McDonald

President – Jan Clifford

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

Treasurer – Karen Holder

Company Secretary – Wendy Hick

Ambassador – Jo Stewart-Rattray

CEO – Keli McDonald

President – 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

Chair + Independent Director – Wendy Hick

President – Jan Clifford

Ambassador – Jo Stewart-Rattray

**Australian Gender Equality Council – 1 Director**

Independent Director – Skye Charry

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



*Motion: The NRWC Board endorses the above nominations as holders of a debit card”  
A second card be requested for President Jan Clifford*

Moved: Natalie Sommerville

Second: Wendy Hick

#### **7.4 Access to MYOB to be given to: (currently Treasurer & CEO)**

Treasurer – Karen Holder

CEO – Keli McDonald

#### **7.5 NRWC Phone: (currently held by CEO/Administration Office)**

*Motion: Items 7.4 and 7.5 are agreed by the Board”*

Moved: Nicole O’Reilly

Second: Natalie Sommerville

## **8 Set General Meetings of the Board – next Twelve months**

e.g. Third Tuesday at noon, every second month

Day

Time

Frequency

Nicole O’Reilly – no to Monday morning and Friday mornings

Skye – Friday afternoons are a no

Jan Clifford – no to Wednesday

Third week of month as finance meet second week

Meeting to be held in November and January and then go bi-monthly

Tuesday 26<sup>th</sup> November 2pm AEST, 1pm QLD,

## **9 Any other Business**

Wendy Hick – question of funding and where to from here.

Also suggested maybe having partnership and funding sub committee

Keli advised - OFW shall inform us by the end of October is successful funding.

Were not successful in “play sport” grant.

If not re-funded KOMSS contract ceases.

Have \$10,000 aside to help wrap up projects and hold \$100,000 in own funds.

If not renewed all acquittals must be finalized by March 2025 by KOMSS.

Wendy flagged look at funding options outside OFW, capacity building, discuss in early 2025.

Board to think about options for outside funding options.

Meeting in early November 2024 to touch base about forward plan.

Monday 4<sup>th</sup> November at 3.30pm AEST, 2.30pm QLD,

New Director Orientation – meeting to be set with Wendy, Skye and new nomination from AWiA

Wendy – seeking job description for Company Secretary. Keli shall take Wendy verbally through this. ASIC registration to be done within 28 days and policy and procedures to be kept in top of.

Natalie wanted to thank Dr Mel for her time on the governance committee.

Nicole – Katherine Services – have not heard anything yet through networks. May not be closing but thinking due to lack of staff may not be always staffed.

## **10 Meeting Closed**

Time: 1.08pm

# APPENDIX 1



## NRWC General Meeting of Directors – All Directors

### Agenda

Notice was given that the National Rural Women's Coalition Ltd

Directors General Meeting

will be held Monday 9<sup>th</sup> September 2024

Zoom

4pm AEDT (ACT/NSW/QLD/VIC), 3:30pm SA

**Invited:** Jan Clifford OAM, Karen Holder, Jacqueline Brotherton, Wendy Hick, Jo Stewart Rattray, Nat Sommerville, Nicole O'Reilly, Dr Mel Boursnell.

### Business

- Open & Welcome – Cr Jan Clifford OAM – 4:02.pm
- Acknowledgement of Country - Cr Jan Clifford OAM
- Attendance – Jan Clifford, Karen Holder, Nicole O'Reilly, Wendy Hick, Jacqueline Brotherton (poor internet connection), Jo Stewart Rattray (joined at 4.09pm)
- Apologies – Nat Sommerville,
- Absences
- Secretariat - Keli McDonald & Jess Davis

### 1. Minutes

#### Appendix 1

Motion "Minutes from the General Meeting of the Board held on 11 August 2024 be accepted"

Moved: Melanie Boursnell

Seconded: Jan Clifford

Carried: Passed by all

### 2. Actions from the Minutes

#### Appendix 2

See Attachment – As per Action Sheet

Action plan has had a lot of work done to it.

Moved: Melanie Boursnell

Seconded: Nicole O'Reilly

Carried: Passed by all

**No additional actions**

### 3. Correspondence

#### Appendix 3

#### Any questions on any of the correspondence?

Melanie – Where are we at with application on Sports Grant?

Keli - Have not heard anything yet and no announcements made yet. There is also currently lots of chatter around alliances and funding moving forward.

Keli - Dr Mel attending meeting on behalf NRWC on 11<sup>th</sup> Sept in Sydney on Forced Marriages

Motion *"Correspondence is accepted"*

Moved: Melanie Boursnell

Seconded: Jan Clifford

Carried: Passed by all

### 11 Finance Report

#### Appendix 4

Treasurer to discuss engagement of new Auditor

Finance Report tabled by Treasurer Jacqueline Brotherton. This was unable to occur due to poor internet connection so Keli below update

- Finance meeting is going to be held tomorrow 10<sup>th</sup> September
- Auditor has been engaged, initial meeting went for an 1hr, portal has been set-up, auditor wanted to understand process, seeking proof of payments, deep dive into contracts with OFW , site all bank statements
- OFW Budget V's Actual – update provided for July and August 2024. Shall be provided as part of monthly finance report moving forward for next few months

Motion *"The Finance Report be accepted"*

Moved: Jacqueline Brotherton

Seconded: \*\*

## 12 General Reports

### Appendix 5

#### 12.3 Member Organisations Reports – Verbal – update from each Member Organisation on current advocacy focus areas

NRHA Nicole O'Reilly – National Conference to be held in Perth next week. AGM to be held at the end of September. Stepping down as chair and off board for NHA. NRHA Constitution has being changed recently. Parliamentarian of Health – meet with politicians. Success with Community IMOP Grant (Innovative models of care) Membership base has grown to over 55 members.

ALGWA Jan Clifford – AGM to be held shortly, some states in election mode (NSW, WA and maybe TAS), most effort put into program for election of women, setting up mentorships.

WiSA Karen Holder – AGM 10<sup>th</sup> Sept in Hobart as part of larger conference. Power Up Breakfast is sold out. Looking forward next big plan is strategic plan and communications

AWIA – apology

TWAL – connectivity issues so no report

#### 12.4 President's Report – Verbal

Canberra Delegation 12-13 August – thank you to Keli for organising.  
AgriFutures National Rural Women's Awards – 20 August – outstanding recipient

Thank you to Independent Directors – Thank you to all for input and insights

Special acknowledgement of Jo Stewart Rattrays six years of service to the NRWC – been through thick and thin, held many positions, work with young women outstanding through mentoring and writing programs, Jo has been a wonderful backtop to Jan

Announce Jo and Leonie shall be ambassadors for NRWC

*MOTION The inaugural invitation of Ambassador to the National Rural Women's Coalition be made to Leonie Noble and Jo Stewart Rattray. The terms of the offer to be within the NRWC Ambassador policy. This offer reflects the dedication and understanding of the national Rural Women's Coalition that these to women possess.*

**Moved:** Jan Clifford OAM

**Second:** Melanie Bournsnell

Carried: Passed by all – support from all board members “Unanimous”

#### 12.5 Governance Committee Report – Natalie Sommerville

Natalie not present so no report

## **12.6 CEO Report – Keli McDonald - Verbal**

Last week we did breastfeed chat with four rural women and very successful. Keli felt outreaching worked better in this instance as once people asked, they were willing to help.

Also working on Beijing +30 review – currently on weekly meetings. NRWC contributed 3 different elements – food security, water security, women in emergency and disaster preparation. First draft should be presented in next few weeks and Keli shall share with directors when can.

Have applied to attend a meeting in Bangkok, unsure spending/grant shall allow this moving forward. Keli feels this would be a great opportunity and place where voice can be heard.

CEDAW also bubbling away in back ground. Over word count so working on this.

Few people coming into YRRRAP and networks growing.

Canberra was busy. Did get some pushback but handled it well. Different personalities helped connect with politicians better. Meeting with OFW was good and good to meet new team members. Afternoon tea with alliances was fruitful.

CBA – are progressing this. Are not allowed to record the webinar. Need 6 weeks lead time so pushed back launch start.

Action plan – policies and procedures – add this as a sub attachment to meeting moving forward and can show working through these regularly

## **12.7 Social Media –**

- Circulated with papers

Have upped our game in August. Followers increased.

Largest comment/likes etc. - Canberra – solar farm at Wellington – conversation starter and this exploded.

Independent Director Add – drawing people to website and having a look around.

## **12.8 Rural Regional and Remote Communication Coalition (RRRCC) – Wendy Hick**

The group has put in expression of interest in – TIO Taskforce and was successful.

Need a better system in RRR for access

ACMA and NBN Future planning.

Looking forward to having a meeting soon to consolidate information.

Spread word on Regional Tech Hub – Wendy asked could we promote on socials platform.

Transition to 4G now pushed back to End of October.

## **Any Other Reports?**

## 13 Date for next Director's Board Meeting

6.1 The next meeting will be the AGM, 14 October 2024 11am ACT - Member Orgs

Time required is 11-2 pm to consider all three meetings

## 14 Any other Business

### Any other business?

Reminder for any outstanding report to be in ASAP – all going to Graphic Designer on Wednesday

AGM – invited all current independent directors and all member orgs to AGM.

Melanie – has a meeting from 1pm – 3pm on 14<sup>th</sup> Oct.

Keli to clarify meeting times for AGM etc. in advance. Noting daylight savings.

**Work plan** – emerging issue round table. What does this look like for NRWC?

- Melanie – concerned about infrastructure, technology and accessibility. Can we dovetail this in with health. Shifting services online is only ok if have sustainable internet connections.
- Wendy – main topic of health but I would not want it to take away from overarching topic and then have subsets so nothing takes away from something else.
- Nicole – think about an election strategy. Play on “emerging” Digital health space. Maybe find a speaker from this area.

Nicole O'Reilly 4:45 PM

Northern Australian Regional Digital Health Collaborative  
<https://nardhc.org/>

The Northern Australian Regional Digital Health Collaborative (NARDHC) is supported by the Australian Government Department of Education under the Strategic University Reform Fund (SURF). We are a partnership between six lead organisations from the health, science, technology, and academics sectors.

↓ Jump to the li

- Jan – affordable housing, domestic violence, comms, health

Keli to flesh something out and bring it back to board.

Jan has requested if any other ideas please email through to Keli

Jo left the call at 4.46pm

## **15 Meeting Closed**

Time 5.06pm

# Appendix 2

submitted 11/9/24

received  
4/8/24



Australian Government  
Australian Taxation Office



**NATIONAL RURAL WOMEN'S COALITION LIMITED**<sup>018</sup>  
11 SUITE 10  
201-203 CONADILLY ST  
GUNNEDAH NSW 2380

**Our reference:** 8012298041266  
**Client ID:** 14 151 707 158

9 August 2024

## Lodge your NFP self-review return

- > Update your address, associates and authorised contact details
- > Keep this letter as you may need to quote our reference number

To whom it may concern,

Your not-for-profit (NFP) organisation has an annual reporting requirement to notify us of its eligibility for an income tax exemption, by lodging an annual NFP self review return.

Your NFP self-review return for the 2023-24 income year is available for lodgment now, using Online services for business. Your tax agent can also lodge on your behalf.

### When to lodge

The NFP self-review return is due on 31 October. To help NFPs who can't lodge by this date, we're allowing additional time to lodge up until **31 March 2025**. You don't need to contact us to request this additional time, and we won't apply penalties if your lodgment is received by this date.

This time gives you the opportunity to update your organisation's ABN details so you can access online services.

### Steps you need to take

- > Review your organisation's address, associates and authorised contacts. If you need to update your details, including advising of a new associate, go to [ato.gov.au/NFPnotifyofchanges](https://ato.gov.au/NFPnotifyofchanges)
- > Ensure an associate of your NFP has a myGovID, or that they set one up if they don't already have one.
- > Ask your associate to link their myGovID to your organisation's ABN in Relationship Authorisation Manager, so you can lodge your return in online services.
- > Use the self-review return guide to check your organisation's eligibility to self-assess income tax exemption.

### NEED HELP?

Visit our website to get started and find out about:

- > income tax exemptions and why you need to lodge an annual NFP self-review return at [ato.gov.au/NFPtaxexempt](https://ato.gov.au/NFPtaxexempt)
- > accessing online services with MyGovID and RAM at [ato.gov.au/onlineservices](https://ato.gov.au/onlineservices)
- > how to prepare an NFP self-review return at [ato.gov.au/NFPselfreviewguide](https://ato.gov.au/NFPselfreviewguide)

Keep up with the latest tax and super information by subscribing to our monthly newsletter at [ato.gov.au/NFPnews](https://ato.gov.au/NFPnews)

### FIND OUT MORE

You can find more information about our commitments to you and what we ask of you at [ato.gov.au/atocharter](https://ato.gov.au/atocharter)



Australian Government  
Australian Taxation Office

**Name** NATIONAL RURAL  
WOMEN'S COALITION  
LIMITED

**ABN** 14 151 707 158

## 2023-24 NFP self-review return

<b>Lodgment due date</b>	31 Mar 2025
<b>Self-assessed outcome</b>	Income tax exempt

**This NFP self-review return has not been submitted**  
Go to ATO Online services to submit this return by the lodgment due date.

## Organisation details

### Contact details

<b>Name</b>	Keli McDonald
<b>Email</b>	ceo@nrwcc.com.au
<b>Mobile phone</b>	0455844101
<b>Business hours phone</b>	02 67426831

### Additional details

<b>What was the estimated annual gross revenue for the organisation?</b>	Medium - Over \$150,000 to \$3,000,000
--	--

## Income tax exemption eligibility

<b>Choose a category that best reflects the main purpose of the organisation</b>	Community service
<b>Does the organisation have and follow clauses in its governing documents that prohibit the distribution of income or assets to members, while it is operating and winding up?</b>	Yes
<b>Does the organisation exist, operate and incur its expenditure entirely in Australia?</b>	No
<b>Does the organisation incur expenditure and pursue objectives principally in Australia?</b>	Yes
<b>Does the organisation have any charitable purposes?</b>	Unsure



Australian Government  
Australian Taxation Office

**Name** NATIONAL RURAL  
WOMEN'S COALITION  
LIMITED

**ABN** 14 151 707 158

## 2023-24 NFP self-review return

<b>ATO receipt ID</b>	2410992907569
<b>Lodgment</b>	Original
<b>Date submitted</b>	11/09/2024
<b>Self-assessed outcome</b>	Income tax exempt

### Organisation details

#### Contact details

<b>Name</b>	Keli McDonald
<b>Email</b>	ceo@nrwcc.com.au
<b>Mobile phone</b>	0455844101
<b>Business hours phone</b>	02 67426831

#### Additional details

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<b>Does the organisation incur expenditure and pursue objectives principally in Australia?</b>	Yes
<b>Does the organisation have any charitable purposes?</b>	Unsure

### Acknowledgement of income exempt status

<b>I acknowledge that, as a self-assessed income tax exempt organisation, the organisation does not have any taxable income or net income and has no tax payable.</b>	Yes
<b>I confirm the organisation does not have any tax offset refunds to claim for this income year.</b>	Yes

#### This means the organisation:

> Has met its NFP self-review return obligations for the 2023-24 income year.

> Must lodge an NFP self-review return in future years, unless its circumstances change and it is no longer income tax exempt.

# Appendix 3

## Social Media Report

2024 - 2025

updated 01/10/2024

Facebook							
Information coming from BUFFER - under "Posts"							
	Followers	Comments	Posts	Post Reach	Shares	Reactions	New Followers
July	18276	4	10	5772	10	90	3
August	18300	114	105	70498	209	965	35
September	18291	34	64	22404	68	372	6

Twitter						
Information coming from BUFFER - overview TAB						
	Followers	Tweets	Impressions	Engagements	Likes	New Followers
July	2774	0	0	0	0	-3
August	2768	4	791	16	6	-6
September	2761	6	628	17	10	-8

Instagram							
Information coming from BUFFER - all from overview TAB							
	Followers	Total Posts	Likes	Impressions	Reach	New Followers	Comments
July	786	3	5	260	213	5	0
August	788	30	74	2643	1802	3	2
September	803	15	50	1634	849	14	4

LinkedIn						
Information coming from logging into LinkedIn profile						
	Followers	Post Impressions	Profile Views - 90 day	Search Appearances - weekly	Posts	Comments
July	1176	0	38	12	0	0
August						

Have lost connection to LinkedIn

Mailchimp Subscribers List Results							
Information coming from Mailchimp data (login) Analytics TAB - marketing dashboard and audience							
	Total Contacts	Total Email Subscribers	Unsubscribed Contacts	Total Sends	Open Rate	Click Rate	Unsubscribe Rate from a delivered email
July	2977	2350	627	0	0	0	0
August	2977	2350	627 (no change to July)	0	0	0	0
Sept	2946	2305	641	2350	54%	0.73%	0.41%

Website Reports - Key Metrics					
Information comes from Google Analytics Page - on the home page you can chose below options and change the date to reflect correct period.					
	Total Users - per month	Of Month users No. NEW users	Sessions (visit to website)	Page Views (no. of times page loaded or reloaded)	Bounce Rate (% of sessions with no engagement)
July	192	169	266	523	50.00%
August	663	648	836	1300	53.90%
September	422	382	650	1800	50.80%