



Australia Incorporated

ANNUAL GENERAL MEETING 2015

MINUTES

Saturday 24th October 2015
Pennant Hills Bowling Club
52 Yarrara Road
PENNANT HILLS New South Wales

Meeting opened at 1.15 pm

Margaret Patterson, the National Organiser opened the meeting and thanked The Hills Group ladies for organizing and hosting the Conference this year and declared the meeting open.

1. Attendance (51)

Eastern Suburbs: (13)

Margaret Fitzgerald - LO, Merryl Conn, Brenda Cox, Marie Joseph, Cherie Hayes, Sue Lane, Pamela McCarthy, Colleen McGuigan, Jane Miller, Sue Perkins; Kate Strachan; Patricia Walters, Merrill Woods.

Illawarra Day: (9)

Trish Copeland –LO, Leanne Beattie, Trish Crimean, Annette DeLeon, Lyn Hazell, Barbara Lucas, Gwendolin Lucas, Margaret Patterson, Kathie Pearson.

Illawarra Evening: (6)

Beverly Shaw –LO, Robyn Foster, Anne Innes, Gwen Lucas, Christine Marks, Suzanne Perram.

Independent Members: (3)

Bev Kearney, Helen Jones, Jenny Quint.

The Hills: (11)

Janet Downer, Bep Kleiberg, Baiba Liberts, Michele Middendorp, Ruth Allen, Lorraine Budai, Valerie Field, Thomasina Fransen, Janice Jones, Madeleine Menasse, Janette Page.

Visitors/Guests: (9)

Joan Robinson, Lorraine Atkins, Kate Chauncy, Beverly Dunstone, Trish Farmer, Julie Jones, Yvette Middendorp, Jan Williamson,
Kate Chauncy – Guest Speaker

2. Apologies

The Hills: Marlene Murrows - LO

Illawarra Day: Alison Smith

Illawarra Evening: Betty Kitchener

COMBINED GROUP APOLOGIES:

Queensland: Sunshine Coast Morning Group, Caloundra Morning Group, Brisbane West Group.

Victoria: Boroondara Group

Western Australia: Kalamunda Group



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3. Minutes of previous AGM held 25th October 2014

Bev Shaw, National Secretary stated that, having ensured that the 2014 AGM Minutes had been emailed to all LOs 2 weeks prior to the AGM, to allow members to refresh themselves with the contents, she didn't feel it necessary to read the minutes to the members.

Motion: That the Minutes of AGM 2014 be confirmed as an accurate account.

Moved: Bev Shaw

Seconded: Trish Copeland

Motion carried.

4. Business Arising from AGM meeting 2014

There was no Business Arising from AGM 2014 minutes.

5. Correspondence (see Attachment 1)

The Secretary read out her Correspondence Report, highlighting correspondence between NWR Head Office Administration, UK and NWR Australia, along with updates on our Website, groups' information, interaction and management, which is attached.

6. National Organiser's Report (see Attachment 2)

Margaret Patterson read her Report for 2015 to the meeting.

Motion: That the National Organiser's Report 2015 be accepted.

Moved: Margaret Patterson

Seconded: Barbara Lucas

Motion Carried.

7. National Treasurer's Report (see Attachment 3).

The Treasurer read her Report for the Financial Year 1 July 2014 to 30 June 2015

Motion: That the Treasurer's Report be accepted.

Moved: Bev Kearney

Seconded: Lyn Hazell

Motion Carried.

8. Election of Office Bearers 2013/2014

The Returning Officer for the AGM, Robyn Foster, Illawarra Evening group, informed the meeting that nominations for the Positions of National Organiser, National Secretary and National Treasurer had been received in writing, prior to the AGM, as per the Constitution. Following the resignation of Alison Smith from the National Committee, no nominations for the vacant position of Vice-National Organiser had been received.

Robyn advised the meeting that the position of Public Officer continues to be filled by Bev Kearney. This is not an elected position but one that is done by appointment of the National Committee and the position remains until there is a change in the circumstances of the appointed officer to carry out the role, according to Fair Trading regulations.

Robyn chaired the Election of Officers and declared all NWR Australia National Committee positions vacant. The election and re-election of positions proceeded as follows:

Nomination:

That Margaret Patterson, Illawarra Day Group is appointed as National Organiser for the incoming term:

Accepted



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Nomination:

That Bev Kearney, Independent Member is appointed as National Treasurer and Public Officer for the incoming term.

Accepted

Nomination:

That Beverly Shaw, Illawarra Evening Group is appointed as National Secretary for the incoming term.

Accepted

The Returning Officer called for nominations from the floor to fill the vacant position of Vice-National Organiser. **Trish Crimean nominated for the position.** As there were no other nominations, Trish was voted in as Vice-National Organiser.

Nomination:

That Trish Crimean, Illawarra Day Group is appointed as Vice-National Organiser for the incoming term.

Accepted

9. General Business

9.1 NWR Aust. Conference 2016

The Secretary informed the meeting that following emailed requests to all groups, during the past weeks, there were no offers prior to the AGM to host the conference in 2016. A request was made to the LOs present to take the possibility back to their groups and consider this. **At this point, Margaret Fitzgerald, LO for the Eastern Suburbs Group, stood to inform the meeting that her group would like to host the NWR Conference 2016.** This was well received from the members attending. Updates will be received as from the February 2016 NC meeting.

9.2 NWR Newsletter 2016

The Secretary informed the meeting that following emailed requests to consider production of the Newsletter 2016, no response had been forthcoming. This will be followed up at the upcoming NC meeting to encourage taking on this motivating task. NWR members have indicated in the past that they wish the magazine to continue as a welcome part of promoting NWR and linking the groups.

***A note from the producer of Newsletter 2015:** (Bev Shaw) would like to make the point that the newsletter this year was an enjoyable task and my motivation was putting together something that was just about us, the NWR members, both here and in the UK. The Newsletters truly help to link our members and groups together as we read about what others are talking about, activities undertaken and events enjoyed together along the way. Thank you all for giving me the "meat" to make the product.*

There were no other General Business items for discussion. One point of interest was raised re. naming of the annual newsletter which will be placed as an item in General Business of the 7th November 2015 National Committee meeting to be held in Dapto.

9.3 Special Thanks

The National Committee, on behalf of all the NWR members who attended last Saturday's Conference at Pennant Hills Bowling Club, would like to give a hearty "thanks" to The Hills ladies for hosting a lovely day with inspiring speakers, which was enjoyed very much by us all.

10. Close of Meeting

The Meeting closed at 1:50p.m

Signed: 29/10/15
National Organiser, Margaret Patterson



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Attachment 1

CORRESPONDENCE REPORT for period November 2014 to October 2015

I am noting the items appropriate to the AGM from our Head Office in the UK and across our Australian groups via the National Committee. All incoming and outgoing correspondence is filed in the NWR Aust. National Committee folder, whilst the Annual General Meeting Minutes and relevant documentation, from previous years to current day are in a separate file along with the Constitution, Document of Affiliation and Conference Guidelines. These files are held by the National Secretary.

CORRESPONDENCE from HEAD OFFICE, UK:

- February 2015 – TRUSTEE VACANCY 2015: *Advice that all charities are legally required to have a Board of Trustees to make policy decisions and monitor progress, to fulfil the responsibilities associated with governance and to act as employers of the staff members and uphold the aims and objectives of the organisation.* To comply with the Memorandum & Articles of Association, an election of 2 positions becoming vacant, to the Board of Trustees would be held. Legally a notice of Nominations had to be forwarded to all NWR LOs to inform their members but the ability to be able to vote at the UK AGM and availability to meet with other Trustees 4 to 5 times per year was, of course, a restriction to overseas members. The result of the election of trustees was announced on the NWR UK Website.
- July 2015 – STAFF CHANGES in Head Office Administration: Our NC was informed that the new NWR Website & Publicity Coordinator, Ilana Levine would be filling in for 12 months while Kath Latham went on maternity leave. Ilana would be responsible for the UK Website, social media and the production of their NWR Magazine. Their Business Manager, Kathryn Buckham, would be handing over to Natalie Punter who would be known as National Organiser, from August this year. On behalf of NWR Australia I sent an email from us all wishing the outgoing and incoming staff all the best for what the coming year or so would bring.
- July 30th – ILANA LEVINE, Website & Publicity Coordinator, sent a message to ALL NWR members, which was forwarded on to our NC, stating her goals for 12 months as: ENSURING the website reflects the interests of all our members and encouraging all of us to send in ideas and thoughts to achieve this. Ideally Ilana would like to refresh their homepage with slider photos, updated regularly along with blog posts and thought-provoking stories from our groups. Bev (I) responded to her with welcome from Australian members and the hope that we could all link more closely through our websites and sharing of what is happening on our home fronts. Ilana responded that she hopes to communicate more often with us here in Oz to strengthen the NWR connection.
- August 2015 – NWR SHORT STORY COMPETITION: The winning entries were announced at the UK Conference 2015 in Glasgow. This information along with the Judges' report was forwarded on to me and I passed this on to the 4 Australian members who entered the competition just to show what we could put into writing about the theme: FREEDOM. The information about the competition was passed on to all our LOs early in the year to give an opportunity to enter, knowing that the prize was out of our reach unless we were able to fly to Glasgow to accept it. Read all about it in our Newsletter 2015!
- September 2015 – CONTACT EMAIL was received from Kathryn Buckham stating that she was aware that Mary Dodkins, as Business Mgr. used to keep in touch with Aust. groups regularly and had agreed to continue to do so but ongoing health problems have prevented that. Kathryn apologised that she had not continued to do so, due to staff shortages and a lengthy process of new UK Website development and being without a Website and Publicity Coordinator from Feb. to Oct. this year. I returned an email wishing Kathryn the best for her future and also giving our best wishes to the new administration ladies as they continue (as we do) to promote NWR as a most worthwhile organisation.
- UK SEPTEMBER NEWS UPDATE: In brief... this newsletter outlined **Themes 2016 (100 yrs. since Einstein's $E=mc^2$ and development of things we use every day, since then)"It's all relative". UK 2016 Conference @ Uni. of Sussex, Brighton.** Theme: "*Relatively Speaking*". **Magazine** coming up in November. **Publicity & Growth** – Idea to use extra copies of the UK Magazine as a marketing and publicity "tool" in the community, to increase numbers and revitalise the organisation. **Regional Events** – organising NWR regional events in 2016. **Website and Data Protection** - UK website is updated regularly and being developed into an interactive space for us all. A reminder of our login details will be sent out again and a request that we avoid sharing members' personal details by removing them from emails and programs forwarded to enquirers outside the group. **This has prompted the NS to contact Natalie at the UK Administration to advise**



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that not many of the Australian members received their login details during the long process of their updating the website and forwarding these on to NS here.

AUSTRALIAN CORRESPONDENCE 2015

- **POSSIBLE MERIMBULA GROUP:** In February this year contact was made again with Therese Smith who had indicated a hope to establish a group in Merimbula, had received all the relevant documentation from Trish Crimean in 2014 and this was followed up with Bev answering more questions about the process of setting up a group. Further contact was made in May when I emailed best wishes from the NC for their first actual meeting and forwarded information about the upcoming NWR conference and encouraged that perhaps a couple of ladies attend to establish contact face-to-face with other members. The problem for the Merimbula ladies is that they are quite young and have young children – so the process is still being assessed as to membership. **The NS will send Therese Smith a copy of the Newsletter 2015.**
- **WEBSITE MANAGEMENT and MEMBERSHIP INFORMATION:** In November 2014 Treasurer & Public Officer, Bev Kearney, ensured that the NWR Australia promotional material was posted on the NWR Aust. website by Margaret Fitzgerald. Also in November Bev Kearney forwarded an email to all members re. the Membership Fees, due date (end March '15) and members' details to be sent to her when the fees were forwarded.
- **MID-YEAR LUNCHEON 2015:** National Organiser, Margaret Patterson, sent out details in March of the upcoming luncheon at Diethnes Restaurant in Sydney on 4/7/15 along with the payment form. The NS forwarded on to all LOs for those members who would be able to attend and for general information of others.
- **CONFERENCE 2015:** Marlene Murrows, LO The Hills Group, kept the NC updated in March on how the planning for the conference was proceeding and the establishment of the conference committee and venue, following the advice to NC of Treasurer and signatories. 29/5/15 an email was received from Marlene with attachments of Conference Flyer and also the Registration Form. The NS forwarded these on to the LOs for distribution to members. 27/08/15 a final conference flyer was forwarded to all LOs from Marlene giving more details regarding the conference speakers etc.
- **NEWSLETTER 2015:** 31/7/15 Bev Shaw, coordinator, sent out a request to all LOs for an update on their May reports for NC meeting, on what had been experienced with their groups from then, final date being early September. This was to add interest to the content of the newsletter, which had been decided at the NC meeting, would be strictly about NWR happenings both here and in UK. I received some very good content which you will read about in your Newsletters when collected here at the conference.
- **AGM AGENDA & POINTS OF INTEREST:** The NS sent out emails on 27/09/15 to all members via the LOs re. the following items: **1. Following Alison Smith's advice that she will not stand as Vice-NO for 2015/16**, Nomination Forms were sent out to encourage members to consider filling this position or any other NC member positions they might like to nominate for **(no response)**. **2. To consider hosting the 2016 NWR conference** so that it could be announced at the AGM **(no response)**. 8/10/15 an email was sent to LOs asking for any specific items for the AGM agenda and as there were none, the NS sent out the AGM Agenda along with reminders for consideration: Conference 2016 and nomination for the NC position of Vice-NO.

Bev Shaw
NWR Australia National Secretary



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Attachment 2

NATIONAL ORGANISER'S REPORT - 2015

This year has continued with all groups discussing diverse topics, being delighted and inspired by guest speakers and by participation in a variety of activities to keep 'the grey matter' stimulated and horizons broadened.

The May meeting seemed to come around very quickly with the news that maybe a group will be established on the South Coast at Merimbula. Theresa Smith, who has had connections to NWR UK, was sent all the information including Bev Shaw's contact details. Hopefully, the group goes ahead.

Again we had visitors from UK. Caroline Parsons came to the February meeting in Sydney and Jenny Hornsey joined the Illawarra Day group meeting when the topic was "What country/area would you like to live in for a year?" She contributed in the form of a poem which you can read in one of the Day group's report in the Newsletter. It is always great to catch up with overseas members.

The Hills group ladies have the Conference plans in hand and hope all will be there to make it a huge success. It is always fabulous to meet new members and to reconnect with those you already know.

This year's Half Yearly Luncheon was again popular, with greater numbers than previous years. We were also very pleased to welcome Glenyse Pianta from Boroondara, Victoria. It was the first time for quite a few years that personal contact has been re-established with the group in Victoria. I hope we can keep the visits going. Glenyse has also extended an invitation to any NWR members visiting Melbourne, to contact her and have a chat, a laugh and a coffee.

There has been a couple of changes in UK administration. Llana Levine is the NWR Website & Publicity Co-ordinator for twelve months and Natalie Punter is the new Business Manager.

The Newsletter has been put together this year by Bev Shaw. Thank you Bev for taking on the extra workload. I'm sure everyone appreciates your efforts ! Also I would like to thank the members of the Executive, Alison Smith Vice NO, Bev Shaw Nat. Sec., Bev Kearney Nat. Treas. & Public Officer and all the LO's, who have made it possible for NWR to function. Margaret Fitzgerald too, for her excellent work with the Website. She ran an interesting workshop at Dapto recently, which enabled a number of us to see how information can be added and updated on the site.

Enjoy the rest of the year's discussions, keep up the laughter and have a safe, healthy and happy Christmas & New Year.

Margaret Patterson
National Organiser



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Attachment 3

**NATIONAL WOMEN'S REGISTER (NWR Inc.)
ANNUAL STATEMENT OF INCOME & EXPENSES
1 July 2014 to 30 June 2015**

	Debit	Credit
Balance at 1 July 2014 as per Bank Statement		3404.54
Income		
Membership Subscriptions		
Brisbane West (7)	195.00	
Sunshine Coast (11)	165.00	
Caloundra Morning (3x½yr)	22.50	
Boroondara (12)	180.00	
Kalamunda (4)	60.00	
Eastern Suburbs (29)	435.00	
Illawarra Day (23)	345.00	
Illawarra Evening (10)	105.00	
The Hills (20)	300.00	
Members (1)	15.00	1822.50
Mid-year lunch 2014		261.00
Mid-Year Lunch 2015		355.00
2105 NWR Conference reimbursement – venue		1543.00
Interest		5.06
	Total	3986.56
Expenses		
Mid-year lunch 2014	559.00	
UK NWR Affiliation Fees 2015	60.94	
Draft Fee	25.00	
2013 NWR Conference - reimbursement	160.00	
2014 NWR Conference - reimbursement	64.00	
2015 NWR Conference - float	1000.00	
Brisbane West Refund	90.00	
Printing - Newsletter	1528.00	
“ - Postage	60.55	
Dep't Fair Trading	53.00	
Webster Hyde Heath Public Liability	395.72	
Website	99.90	
	Total	4096.11
Balance at 30 June 2015 per Bank Statement		3294.99