# ALGWA WA Branch Draft ONE

**Meeting: 3 May 2021**

Held via: Zoom video conference

Present: Karen Wheatland; Laurene Bonza; Brooke O’Donnell; Janelle Sewell; Elizabeth Re

Apologies: Jo Barrett-Lennard; Chontelle Stone; Amanda Lovett

The meeting opened at 7.07 am

**1 Minutes of the previous meeting**

Minutes of the previous meeting of the 22 March 2021 were moved by Cr Re and Seconded by Cr Sewell

Carried, without amendments

**2 Business arising from previous minutes**

2.1 Standing up sub-committee needs a meeting date, as time is running out and we need to allocate the funding to a plan

2.2 Chontelle is sending out programs for the RTO’s for quotes

2.3 Karen is still to send a letter of thanks to Cr Terblanche for her contributions to ALGWAWA over the years

2.4 Karen is still to write a letter of thanks to Cr stone for her work as ALGWAWA past secretary for the couple of years

2.5 Standing up program to continue, need to liaise with Chontelle to move it along”

**2.6 ACTION: Chontelle to organise a Stand up subcommittee meeting date as soon as she can, to get a plan organised**

**2.7 ACTION: Karen to write a letter of thanks to Cr Terblanche for her contributions to ALGWAWA over the years**

**2.8 ACTION: Karen to write a letter of thanks to Cr stone for her work as ALGWAWA past secretary over the last couple of years**

**2.9 ACTION: ALGWAWA short biographies and photos to be submitted to the secretary for the website and the diary**

**2.10 ACTION: Secretary to include on the agenda of the next meeting an item on Social media and online etiquette and guidelines for members to be referred to a subcommittee**

**2.11 ACTION: Access to google drive for board members to be organised between the president, past secretary and current secretary and raised at the next meeting**

**2.12 ACTION: Secretary to include on the next agenda as an item with regard to Register of pass words and access to ALGWAWA information**

**2.13 ACTION: Secretary to include on the next agenda a discussion on the implications of the new Local Government Model code of conduct**

**2.14 ACTION: if anyone has anyone in ALGWAWA they would like to nominate for the 2021 WALGA awards please advise Karen and Chontelle and Jo**

**3 President’s Report**

3.1 Karen has been in discussions with the Women for Election Australia group based in the Eastern States, but due to Covid has been unable to attend meetings in person

3.2 Karen would like support for a welcome pack for new members. Liz mentioned we use to have a welcome pack years ago from ALGWAWA. If people have ideas on what should be in the pack, then please forward through to secretary prior to the next meeting

3.3 Karen has not heard back from the new minister for local government John Carey with regard to a meeting and will follow it up

3.4 Karen did not attend the ALGWA Victoria conference due to Covid, but has asked for the conference material to be forwarded to her

3.5 Karen will send out a meeting request for the She Runs” committee to get together with our Standing up Committee

3.6 Karen has spoken to WALGA about the ALGWAWA breakfast at the 2021 WALGA conference in September, they have agreed to provide a space in the program for ALGWAWA although no date has been set. Liz spoke about the dates are at the beginning of the week now and there are already breakfasts scheduled for all the days of the Conference, Karen will speak to WALGA on the date and advise Liz to liaise event details

3.7 Karen still working on a treasurer and hopefully will have someone organised for the next meeting, preference is for an officer

3.8 Karen is still organising the changes on the signatures of the ALGWA WA bank account details. Liz commented they need to be correct full names in the minutes and so matching the bank account names”

3.9 Karen will check with LGIS and Marianne about the public liability for ALGWAWA members, including no Local government volunteers, when they are carrying out the ALGWAWA duties and when on travels as part of our Standing up program etc.

3.10 Karen would like to see a planning day for ALGWAWA, as we are all busy but we need to follow a plan to stay organised and achieve objectives and she suggested Rockingham and Brooke suggested Kalamunda. Karen asked if anyone could approach their Councils, for a possible free venue and maybe hosting the session, so that our costs are kept to minimum and advise at the next meeting

3.11 Karen has spoken Lord Mayor Basil Zempilas about hosting our standing up program etc. and he said he was happy to support our organisation.

3.12 the Application for the volunteers’ role and aligned membership fees as a request received from the NAARI festival, is still outstanding, until we have a determination with regard to ALGWAWA insurance obligations

**3.13 ACTION: Ideas for what should be included in the ALGWAWA welcome pack to be submitted to the secretary prior to the next meeting**

**3.14 ACTION: Karen to follow up on her meeting with the new minster of Local Government and report back to the meeting on his views of ALGWAWA**

**3.15 ACTION: Karen to send out outlook meeting requests for attendance and times for the subcommittees of Standing up and Mentor Net and She Runs**

**3.16 Karen to liaise with WALGA with regard to suitable time for the ALGWAWA breakfast as part of the WALGA 2021 conference**

**3.17 ACTION: Karen will check with LGIS and Marianne about the public liability insurance for ALGWA WA members and for volunteers**

**3.18 ACTION: ideas and location for the five year planning day of ALGWAWA to be submitted to the secretary at the next meeting**

**3.19 ACTION: membership fees for volunteers to be held over to another meeting after information is provided with regard to insurance liabilities etc.**

4 **Treasurer Report**

4.1 Karen advised no formal treasurer confirmed as yet

4.2 Karen doesn’t know if the name of Teresa Lyons had been added to the bank details but will check and advise at the next meeting

4.3 Although Karen has taken on the role of temporary treasurer, as no formal treasurer has been confirmed, the financials will be tabled in the financial report

**4.4 ACTION: Karen to confirm someone name for the position of ALGWAWA treasurer at the next meeting**

**4.5 ACTION: Karen to check with the bank as to who is the current signatories on the ALGWAWA bank account(s) and advise at the next meeting**

5 **Financial Report**

5.1 Karen advised all the funding grants are in the bank account and we need to progress spending the funding as per our submission within the allotted time frames

5.2 The monies held in the bank account are ………….

5.3 ***ALGWA WA board to approve the following expenditures:***

CanWeb Solutions for website issues $240

Templeman Wells for Website hosting $77

Moved Cr Laurene Bonza Seconded Karen Wheatland- Carried without objection

6 **Correspondence**

6.1 Advice for WALGA with regard to meetings and conference

6.2 Publication information with regard to our women’s diary, which will be at no cost to ALGWAWA, and is part of our promotion material

6.3 ACTION: committee members to send through to Liz some little article / photo about their Council area / issues to be include in the booklet

7 **Subcommittee Reports**

7.1 Events subcommittee - no women or council aligned events were reported by board members or activities by ALGWAWA for this month (probably due to Covid)

7.2 Brooke suggested we ask Michelle Roberts as the first Female speaker in parliament to be a guest speaker at ALGWAWA function and she will liaise with Chontelle to see what she has organised as speakers and report back to the committee

7.3 Janelle moved a motion at her Kalamunda Council for ALGWAWA to use their facilities for a function and are just waiting for the report and will advise tee outcome accordingly

7.4 Liz said it was too late to organise a Mother’s Day event, but maybe we could put this as an event in our plan / diary like IWD day for hosting an event

7.5 Liz said if we are going to do anything in conjunction with parliament as its the 100 year anniversary of the first female in parliament in Australia, namely Edith Cowan

7.6 Karen advised she had spoken to the management at Parliament house about having a potential ALGWAWA function and tour for free onsite

7.7 Liz asked if ALGWAWA was going to hold their AGM at the WALGA conference breakfast in August and if so then we need to notify members within the allotted time frames in accordance with legislation requirements this is to be discussed later

7.8 Standing Up sub-committee – Brooke advised she has had discussions with her Council as to an event and will wait to discuss with Chontelle about discussing her ideas at the subcommittee meeting and check with aligned businesses and local government for no cost events to allow the funding to stretch further

7.9 See 2.6 for action item on organising a meeting

7.10 Mentor Net subcommittee – need for secretary to check what members are actually on this subcommittee to enable a meeting to take place as soon as possible

7.11 Need to have an Expression of Interest form designed for potential participants of this program to align with the mentor and mentees members of ALGWAWA

**7.12 ACTION: ALGWAWA secretary to advise what board members are on the three subcommittees for the next board meeting**

**7.13 ACTION: Karen to liaise with parliament house management on a suitable date for ALGWAWA to host an event and ask if Michelle Roberts could be the guest speaker at that event, which may or may not be the launch of Standing Up campaign and if we could be part of the 100-year celebration of Edith Cowan parliamentary achievement**

**7.14 ACTION: Mentor Net committee members to provide a design for the expression of interest form for Mentor Net program**

**7.15 ACTION: Events committee start planning the agenda / AGM / Speakers / raffles / gifts etc. ALGWAWA breakfast at the WALGA 2021 Conference**

8 **General Business**

8.1 Liz raised the issue as we all get plenty of emails if we could have all meeting requests including the zoom link for meetings, as an outlook calendar electronic meeting request as it would make it easier to find links and dates and times and locations and then the secretary would know wo has accepted the invite to the meeting

8.2 Liz raised the issue of what email address board members preferred to use, as all emails under council tag can be read and are the property of the council under the Records Act

8.3 Liz raised the issue if all correspondence in emails could be prefaced by ALGWAWA in the subject heading as it would be easier to find contents

8.4 Liz advised NCW Australia was having their triennial conference in Canberra on the 24 November and was a good opportunity to talk to people from around Australia

8.5 Karen suggested she writes to Michelle Roberts and congratulate her on her becoming the first female speaker in parliament and maybe congratulate all the women members in parliament for being elected in the WA state election 2021

8.6 Karen, as ALGWAWA representative, asked if the board was interested in the minutes of the ALGWA Australia board meetings, the board thought that was a good idea

8.7 ACTION: Karen writes to Michelle Roberts and congratulate her on her becoming the first female speaker in parliament and a congratulatory letter to all the women members in parliament for being elected in the WA state election 2021

Moved Cr Sewell and Seconded Cr Wheatland- carried without objection

**8.8 ACTION: Karen to forward to the secretary to be included in the minutes of the next available ALGWAWA meeting the minutes of the ALGWA Australia board meetings**

**8.9 ACTION: Secretary to advise board members of all meeting date requests including the zoom link through electronic outlook calendar meeting request**

9 **Meeting Closed**

Meeting closed at 8.05 am

Next Meeting via zoom potentially Tuesday 8 June 2021, at 7 am to be confirmed