

## ANNUAL GENERAL MEETING 2016 MINUTES

**DATE:** Saturday 15<sup>th</sup> October 2016,  
Conference 2016, Hosted by Eastern Suburbs Group  
**VENUE:** South Maroubra Surf Club, Arthur Byrne Reserve,  
18 Marine Parade Maroubra, NSW

### 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:

#### Eastern Suburbs:

Jenni Chivell, Merryl Conn, Brenda Cox, Margaret Fitzgerald – LO, Inga Gray, Cherie Hayes, Stephanie Jacques, Sue Lane, Colleen Mavris, Pamela McCarthy, Colleen McGuigan, Jane Miller, Hedda Mountain, Wendy Myers, Gunborg Neovius, Sue Perkins, Lynne Poleson, Linda Purves, Monique Rueger, Kate Strachan.

#### Illawarra Day:

Trish Copeland – LO, Trish Crimean, Annette De Leon, Anne Doorn, Lyn Hazell, Barbara Lucas, Margaret Patterson, Kathie Pearson, Lynne Savage.

#### Illawarra Evening:

Beverly Shaw – LO, Christine Marks, Suzanne Perram.

#### Independent Members:

Bev Kearney – NT, Jenny Quint

#### The Hills:

Julie Bligh, Rose Cowan, Janet Downer, Valerie Field, Thomasina Fransen, Janice Jones, Kerrie Klaack, Bep Kleiberg, Baiba Liberts, Madeline Menasse – LO, Michele Middendorp, Marlene Morrow, Janette Page, Sue Reed.

#### Visitors/Guests:

Kay Bailey, Maggi Brown, Lynne Champion, Sandra Chiles, Ruth Cust, Lisa Dowdell, Mirren Horsley, Valys Jura, Judy Last, Claude Legueltel, Dianne Mullin, Margie Pym, Joan Robinson, Barbara Wood.

### 2. APOLOGIES:

*Apologies were received from the interstate members.*

Anne Innes - Illawarra Evening, Betty Kitchener - Illawarra Evening, Robyn Foster – Illawarra Evening, Alison Smith - Illawarra Day, Christine Hardy – The Hills, Marie Joseph – Eastern Suburbs, Brenda Clays – Eastern Suburbs, Lorraine Budai – Eastern Suburbs, Helen Jones – Independent.

### 3. MINUTES OF PREVIOUS AGM HELD SATURDAY, 25<sup>TH</sup> OCTOBER 2015

Tabled as read.

**Motion:** That the Minutes of AGM 2015 be confirmed as an accurate account of discussion.

**Moved:** Bev Shaw

**Seconded:** Trish Copeland

**Motion carried.**

### 4. BUSINESS ARISING FROM AGM MINUTES 2015

There was no Business Arising from AGM 2015 minutes. One correction to the name of an attendee was advised.

### 5. CORRESPONDENCE (FROM OCTOBER 2015 TO OCTOBER 2016)

The Secretary read out her Correspondence Report, as correspondence to and from NWR Head Office Administration, UK and NWR Australia and to our members, from the National Committee, relating to the management, events and facilities of the organization.

#### November/December 2015 - IN:

- **22/10/15 - Email received from UK Administration on from Ilana Levine**, the new Website & Publicity Coordinator – News Update regarding the changes on their NWR UK Website;
- **28/10/15 - Email from Ilana Levine on advising us on the use of NWR Logo and NWR Branding guidelines**, requesting that we ensure the NWR Logo colours are correct and up to date so that NWR branding can be consistent across all NWR groups and documents etc;
- **31/10/15 - Marg Patterson received an email from Penelope Whiteley (Speaker / Entertainer UK)**, currently staying in Melbourne and returning to UK March 2016. On googling "Speakers UK" she found NWR in Australia which she didn't know about. Penelope is a speaker in the UK particularly on subjects relating to women 50+. She was offering her services to NWR Aust. if there were any events coming up from Nov. '15 to March '16. I understand that Marg Patterson replied to her. Her website is amazing and full of help and fun: <http://www.penelopewhiteley.com> .
- **UK Administration – Aust. Christmas Blog:** Following a request in late November 2015 from the Website and Publicity Officer, UK, to put together a blog about how Australians celebrate Christmas as a comparison for the UK members to read, Bev Shaw sent a blog, including relevant photos, having no time to request input from others as the timeframe was very tight. Ilana Levine emailed on 9/12/15 to say the blog was finished and she would post it on the UK Website on 20/12/15. Following an error in accessing the UK Website due to a UK security risk, our members didn't get to access the blog until beginning January 2016 so the desired comments from Aust. members was minimal.
- **17/12/15 - UK Administration:** Head Office sent through a PDF copy of the December UK Newsletter for passing on to LOs for our members to access. It is always a very good read and insight into the happenings of NWR in England.

#### November/December 2015 - OUT:

- **NS emailed UK Admin:** Mid December, Bev emailed Christmas greetings to the Head Office staff on behalf of NWR Aust. NC which was enthusiastically received and reciprocated to all our members. A request was also made to ensure the updating of their website to reflect the National Committee for 2016 and that the link to Aust. website showed up-to-date information. This was done.
- **NS responded to NWR UK Admin.** emails as was appropriate.
- **9/12/15 – NS sent out a Christmas greeting from the National Committee to all our members.**
- **Response to Carole Aveley re. new LO:** The NS replied to Carole saying that she would advise the NC members of the change of LO to Rose Ellwood, to be noted at the February NC meeting.

#### January 2016 - IN:

- **Email re. Penelope Whiteley from Glenyse Pianta, Boorondara:** NS received an email on 25/01/16 from Glenyse Pianta, LO Boorondara, Vic. advising the NC that contact has been made with Penelope Whiteley, following Bev's forwarding of contact details, to join 2 members for lunch prior to their February meeting, when Penelope will join the group for a Book night.
- **Email from Brisbane West:** Email received 26/01/16 from Carole Aveley (stepped down as LO), Brisbane West group, advising that they now have a new LO, Rose Ellwood.

#### January 2016 - OUT:

- **Response to Glenyse Pianta re. Penelope Whiteley:** The NS replied to Glenyse's advice on 26/01/16 on meeting with Penelope Whiteley before she returns to the UK in March. A few will meet for lunch prior to Penelope attending their February meeting which is about Books. Very appropriate.
- **Response to Carole Aveley re. new LO:** The NS replied to Carole saying that she would advise the NC members of the change of LO to Rose Ellwood, to be noted at the February NC meeting.

#### February to May 2016 - IN:

- **7/2/16** – Bev Kearney sent an email to all LOs advising that the fees were due and a decision had been made at the Feb. NCM to raise the fees to \$20. Each LO was requested to send an updated list of group members with name, address and contact details as per requirements of incorporation. An Application for Membership form was attached.
- **March 2016** – advice was received from UK head office that a Trustee Vacancy 2016 had arisen and that all NWR members were to be advised. All charities are legally required to have a Board of Trustees to make policy, fulfil responsibilities of governance, uphold the aims of the organisation. This didn't require action from our members.
- **March 2016** – advice was received from UK head office that a Trustee Vacancy 2016 had arisen and that all NWR members were to be advised. All charities are legally required to have a Board of Trustees to make policy, fulfil responsibilities of governance, uphold the aims of the organisation. This didn't require action from our members.
- **22/3/16** – Marg Fitzgerald sent an email to all LOs and NC regarding the use of Dropbox for an e-magazine and how it can be utilised. **NOTE:** The NC then advised Marg Fitzgerald through following correspondence that an e-newsletter was yet to be voted on.
- **2/4/16** – Carole Aveley emailed a letter regarding the details of their proposed mid-year get-together in Qld.
- **21/4/16** – Ilana Levine, UK Administration sent the first of a few emails requesting that NWR Aust. Stick to the branding by using the Logo in the correct position on documents, newsletters etc. (left hand side, top) and gave the correct combination of colour to achieve the aubergine and pink of the NWR logo.

#### February to May 2016 OUT:

- **21/4/16 - The NS responded to UK Admin.** that we did not have a designated office nor a graphic designer or graphic programs on individual computers so could only copy the logo provided and paste it into documents. It was advised that all NWR Aust. documents, promotional information and newsletters will have the correct logo and branding as best we could do so.
- **18/3/16** – Bev Shaw (NS) sent a reminder email to all LOs advising that the NC required their group's votes on whether to stay with the title of Newsletter for the future or change to Magazine, Journal or something else. The votes were required by mid-April for inclusion in the agenda items for the May NCM, where the outcome would be discussed and decided on by the attendees.
- **Throughout the months of March to May the votes were emailed** to the NS giving a clear vote to stay with the title of Newsletter.
- **27/3/16** – the NS sent an email to Margaret Fitzgerald re. her previous invitation to members to join Dropbox as a means to producing an e-magazine. It was advised that Margaret's action item from the Feb. NC minutes was **to investigate how an e-newsletter could be produced** and what online formats could be considered to do so, advising the NC, then to be passed on to LOs and group members for consideration and a vote later in 2016. NC expressed appreciation for Marg's looking into the options but asking that a "hold" be put on members joining Dropbox until a decision was made about e-newsletters or not. LOs were advised of the situation by the NS.

#### June to September 2016 – IN:

- **NWR – UK:** July Correspondence from the Head Office administration regarding upcoming conferences – Nantwich/Audlem region: *Faith in our Future* ...re. mixed religions and multicultural interaction in UK; London conference: *Pursuit of Happiness*... what does it mean to individuals... happiness and success;

- **9/6/16:** An email was received from Robyn Foster, member of the Illawarra Evening group, suggesting an alternative to when the fees for the upcoming year are voted on by NC and that advice be given of the upcoming year's membership fee at the October conference each year to ensure all members are advised and informed of the payment deadline by the Treasurer.
- **9/7/16:** Email was received from Margaret Fitzgerald and the Eastern Suburbs Conference Committee attaching an outline for the day Conference's activities.
- **19/7/16:** Email received from Rose Ellwood LO of the Brisbane West group, advising the name and contact details of a new NWR member to their group, Joy Mathie;
- **15/9/16:** An email was received from Josephine Burt, Chair of NWR Trustees, UK, entitled NWR LETTER TO ALL MEMBERS "thanking all the Local Organisers, Area Organisers and trustees who provide the essential structure of NWR. As we are a charity these are all volunteer roles and without this contribution NWR would cease to exist". She continued: "Our charitable role as stated in our Articles of Association is to 'provide facilities for the leisure-time occupation of female members of the public with the object of improving the conditions of both urban and rural life for them in the interests of social welfare'. Josephine then expressed dismay to learn about groups who don't respond to enquiries from potential new members, say they are full or in other ways discourage new members and that this is not the ethos of NWR ... out of 144 enquiries only 10 ladies had joined a group. In the UK 65% of NWR members are over 65... therefore they are looking at more publicity to ensure NWR continues. She relevantly said: "Let's work together now to ensure that the membership of NWR is maintained and all the public benefit of friendship, stimulating conversation and shared activities is available to a new generation of women when they need it".

#### **June to September 2016 – OUT:**

- **4/6/16:** The NS sent an email to all LOs, cc: NC, regarding the vote on whether to keep the printed version of the Newsletter or to transition to an e-newsletter as from 2017. Attached was the document prepared by Margaret Fitzgerald giving information and choices for producing an e-newsletter as from 2017. The NS requested a response from each group via the LO as to the vote of their members by 18/7/16;
- **VOTES on NEWSLETTER format:** From 4<sup>th</sup> June to 1<sup>st</sup> August, responses were emailed through to the NS re members' preferred newsletter format as from 2017. At that stage the voting was half in favour of E-Newsletter and half in favour of the printed version. The final votes were in favour of E-Newsletter 2017.
- **21/8/16:** The NS sent an email to all LOs advising that she was putting together a newsletter document for 2016 to comply with NWR guidelines and members expressed the desire to have an opportunity to read about what other groups have enjoyed over the past year. Therefore, a request was made to LOs to send an update of activities to be included. The NS also advised that the NCM decided that 2017 would trial the E-Newsletter.
- **23/8/16:** **The NS forwarded an email to all LOs advising of the upcoming resignations of both the National Secretary and the National Treasurer as from the Annual General Meeting on 15<sup>th</sup> October 2016** and requested consideration by members to fill the positions in order to continue the Executive management of NWR Aust. and keep NWR going as the worthwhile and enjoyable organisation it is and aims to be. An attachment for both the NWR Nomination for NC positions form and Positions Vacant Job Descriptions for National Treasurer and National Secretary, was included. A further email was sent advising of the updated Treasurer's role in the Positions Vacant document and my home address for posting nomination forms if the signed copies can't be scanned and emailed, prior to the Conference.
- **28/9/16:** The NS sent the updated Promotional information for NWR Australia to all LOs and the NC. The logos and branding were changed as per request from the UK Administration. Very few changes were made re. the contents, only to bring guidelines into line with any changes re. conferences, newsletter etc.
- **6/10/16:** The NS sent out the Newsletter 2016 to all members for whom email addresses were recorded. The LOs were requested to ensure that each member of their group received this issue or has the ability to read a copy. This newsletter is in the format of a PDF document, as an interim newsletter, prior to the trial of E-Newsletter in 2017.

Bev Shaw  
National Secretary (NS)  
15/10/16

## 6. NATIONAL ORGANISER'S REPORT - (see Attachment 1)

Margaret Patterson read her tabled Report for 2016 to the meeting.

**Motion:** That the National Organiser's Report 2016 be accepted.

**Moved:** Margaret Patterson

**Seconded:** Barbara Lucas

**Motion Carried.**

Further to what Margaret Patterson included in her report, she once again thanked Bev Kearney and Bev Shaw for their contribution to NWR.

## 7. NATIONAL TREASURER'S FINANCIAL REPORT - (see Attachment 2).

The Treasurer read her tabled Report for the Financial Year 1 July 2015 to 30 June 2016

**Motion:** That the Treasurer's Financial Report 2016 be accepted.

**Moved:** Bev Kearney

**Seconded:** Janice Jones

**Motion Carried.**

## 8. ELECTION OF OFFICE BEARERS 2016/2017

**The Returning Officer for the AGM, Pamela McCarthy, Eastern Suburbs group**, informed the meeting that nominations for the Positions of National Organiser and Vice National Organiser had been received in writing, prior to the AGM, as per the Constitution. Following the resignation of Bev Kearney, no nominations for the vacant position of National Treasurer had been received. Following the resignation of Bev Shaw, no nominations for the vacant position of National Secretary had been received.

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

**Nominated:**

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

**Accepted**

**Nominated:**

That Patricia Crimean, Illawarra Day Group is appointed as Vice National Organiser for the incoming term:

**Accepted**

The Returning Officer called for nominations from the floor to fill the vacant position of National Treasurer. **Merril Woods initially nominated herself and Colleen McQuigan, to be named as "join treasurers"**. The Vice National Organiser advised the meeting that there could be only one member named as Treasurer, according to the NWR Aust. Constitution. Discussion from the floor followed suggesting that we could just vote to change that.

Relevant Constitutional items were then read to the members which clearly indicated this could not happen unless a Special General Meeting of the National Committee and members was held to vote on any change to the Constitution re. "joint" office bearer positions. A request was made to Merrill and Colleen to name one person as the Treasurer which would comply with the Constitution but allow them to assist each other with the tasks and attending committee meetings, in the role.

Merril Woods indicated to the meeting that if they couldn't both be named as "joint treasurers" then they were withdrawing their nomination. Colleen McQuigan suggested that a further call for a nominee from the floor be made to give someone else a chance to nominate. This was done but with no result. This position remains vacant.

The Returning Officer called for nominations from the floor to fill the vacant position of National Secretary. There were no nominations for this position, which also remains vacant.

The National Organiser advised the meeting that the positions would remain vacant until the November National Committee meeting and asked that any nominations be forwarded to her prior to or at the November meeting.

## **9. GENERAL BUSINESS**

### **9.1 NWR Aust. Conference 2017**

The National Organiser and LO for Illawarra Day Group, Trish Copeland, advised the meeting that Illawarra Day group would take on the hosting of the 2017 NWR Conference at Kiama. A venue booking had been made at the Sebel Harbourside Kiama. The Conference will be held on the last Saturday in October, being Saturday, 28<sup>th</sup> October, 2017. We await with keen expectation further information in the future months.

### **9.2 NWR Newsletter 2017**

The National Secretary informed the meeting that following a vote in favour of an E-Newsletter, at the last NC meeting in Sydney, the E-Newsletter online publication would be trialed as from 2017. Margaret Fitzgerald confirmed she would take on the role of coordinator of the final product on Google Doc. The NS advised the members that, for this to be successful, an initial editor from each group would need to be nominated to ensure that all articles were set out in the format required (guidelines from Margaret Fitzgerald) and being original individual items, prior to posting articles into Google Docs for final coordination and publication. This will need to be discussed further at the upcoming NC meetings and within groups. Trish Copeland provided feedback from the Illawarra Day ladies that 2016 newsletter was OK to read online. Bev Shaw noted that the PDF newsletter produced this year and emailed to all members is different to what the online publication will be in 2017, which will require a different way of reading online but not difficult to utilise the program online. As is the case with the last three newsletters, Newsletter 2016 will be uploaded to our NWR Aust. Website soon, for reading and/or printing for members who like to keep copies, which is a great record of the events, discussions and evolution over the years, of our NWR groups.

**9.3 Additional item - SPECIAL GENERAL COMMITTEE MEETING –**

Following the discussion from the floor regarding the possibility of the role of National Treasurer being shared by 2 members, Trish Copeland, proposed the holding of an extraordinary meeting to vote on a motion to be put for amending the Constitution to allow “sharing” of office bearer positions of the National Committee.

**Trish Copeland, LO for the Illawarra Day group**, proposed the following motion to reflect the above, **moved by PJ Copeland and seconded by Cherie Hayes**, to be discussed at a **SPECIAL GENERAL COMMITTEE MEETING** at the National Committee meeting to be held on Saturday, 4<sup>th</sup> February 2017.

**“I move we call a Special General Meeting at the NC meeting in February 2017, to change the Constitution to accept “joint holders” of a [National Committee Office Bearer’s] position.**

This motion will be raised and voted on then.

**9.4 Special Thanks**

*The National Committee, on behalf of all the NWR members who attended the Conference at South Maroubra Surf Club, would like to say a big “thank you” to the Eastern Suburbs ladies for hosting a lovely day with inspiring speakers. The day was enjoyed very much by us all and enhanced by the natural beauty of the ocean “at the back door” with plenty of waves to provide back-up to the conference theme.*

**10. Close of Meeting**

**The meeting closed at 1:05 p.m**

NOTE: *The handing over of the NWR Conferences’ ‘Perpetual Tray’, from The Hills group (Conference 2015) to the current 2016 hosts, Eastern Suburbs group, was carried out immediately following the AGM.*

Signed: ..... 20/10/16  
National Organiser



Attachment 1

**National Organiser's Report**  
**October 2016**

Congratulations to all members who have kept the NWR groups up and running. This year has again passed very quickly and I hope many great discussions, debates, excellent speakers and relevant activities have encouraged all to continue into the future.

The 2015 Conference at Pennant Hills was a great success, thanks to the efforts of The Hills Group. Diverse speakers and fun activities all contributed to a thoroughly enjoyable day. Well done! Around the same time, the Queensland groups from Brisbane West and Sunshine Coast had a get together at Bribie Island. This year in July, they met at Ipswich where twenty-two members were present with two speakers and a light hearted musical interlude making the day a memorable one for all who attended.

We again enjoyed the company of Caroline Parsons at a Luncheon organised by Sue Perkins and Merrill Woods. The Travelodge, Wynyard, was the venue and everyone joined in the conversation and the much hilarity that took place. Caroline also joined Eastern Suburbs at one of their Meetings.

The Eastern Suburbs Group has the Conference well in hand. It is to be held at South Maroubra Surf Club on Saturday, 15<sup>th</sup> October with the theme being WAVES – waves of change, brain waves, nature's waves. As always, I'm looking forward to a very interesting day. Hopefully, many members will support the day and catch up with old friends and meet some new ones.

The Half Yearly Luncheon was again at Diethnes, because of a 'hiccup' at the Castlereagh Club. There were seventeen present and as usual, a good time was had by all with lots of interesting conversations and of course, laughter! Not being quite as crowded as the previous year also helped people move around more easily. Next year I hope to have a change of venue, as there have been a number of alternatives suggested.

As nobody was able to co-ordinate the publishing of the Newsletter, Bev Shaw has collected all the LO's reports and the general contact information and put together a smaller version. A big thank you goes to Bev for taking on the extra work to ensure the continuity of the Newsletter.

I would like to take this opportunity to thank the Executive, Trish Crimean, Bev Shaw and Bev Kearney for all their work to keep NWR moving, especially as the two Bevs are not standing again this year. I would like to thank Bev Shaw for all her hard work as National Secretary over the past two years, for giving of her time and expertise to keep NWR alive, especially all the extra bits and pieces. She is remaining as LO for Illawarra Evening group and will continue to participate in NWR activities. Again, a big thank you! Bev Kearney has been a very active member going back quite a number of years. After checking the records, I discovered she has held just about EVERY Executive position (except Secretary) at various times since 1985, as well as being LO for Sutherland on two occasions. Thank you Bev – a magnificent contribution to NWR! Bev is going to stay on as an individual member, but her background knowledge will be sadly missed. I wish both Bevs well in all their new endeavours.

As the rest of the year is going to rush by, enjoy your group activities and have a very healthy, happy and safe Christmas and New Year.

Margaret Patterson



**Attachment 2**  
**National Treasurer's Report**

**NATIONAL WOMEN'S REGISTER (NWR Inc.)**  
**ANNUAL STATEMENT OF INCOME & EXPENSES**  
**1 July 2015 to 30 June 2016**

	Debit	Credit
<b>Balance at 1 July 2015 as per Bank Statement</b>		<b>3,294.99</b>
<b>Income</b>		
Membership Subscriptions		
Brisbane West (1) -2015	15.00	
Brisbane West (7)	140.00	
Sunshine Coast (10)	200.00	
Boroondara (12)	240.00	
Kalamunda (1)	20.00	
Eastern Suburbs (28)	560.00	
Illawarra Day (1) -2015	15.00	
Illawarra Day (24)	480.00	
Illawarra Evening (7)	105.00	
The Hills (20)	400.00	
Members (1) -2015	15.00	
Members (3)	60.00	2,250.00
Mid-year lunch 2015		444.00
Mid-Year Lunch 2016		210.00
Interest		2.51
<b>Total</b>		<b>2,906.51</b>
<b>Expenses</b>		
Mid-year lunch 2015	767.00	
UK NWR Affiliation Fees 2016	61.19	
Draft Fee	32.00	
Conference Tray engraving	44.95	
Printing – Newsletter 2015	1,240.00	
“ - Postage	97.65	
Dept. Fair Trading	54.00	
Webster Hyde Heath Public Liability	406.72	
Website	349.26	
<b>Total</b>	<b>3,052.77</b>	
<b>Balance at 30 June 2016 per Bank Statement</b>		<b>3,148.73</b>