

**AUSTRALIAN LOCAL GOVERNMENT WOMEN’S ASSOCIATION INC. – VICTORIAN BRANCH.**

**Patron: The Honourable Linda Dessau, AC**

**Governor of Victoria**

**MINUTES OF ANNUAL GENERAL MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN’S ASSOCIATION, VICTORIA BRANCH, HELD ON 31ST MAY 2017   
AT MELBOURNE TOWN HALL.**

**Present**: Barbara Abley AM, Priscilla Pescott OAM, Helen Coleman, Helen Harris OAM, Felicity Frederico, Jennifer Yang; Councillors Coral Ross, Raylene Carr, Kim Le Cerf, Susanne Newton, Wendy Buck, Annie Goble, Jenny O’Connor, Susan Rennie, Karen Sherry, Fiona Stevens and Samantha Dunn MP.

President Helen Coleman opened the meeting at 4.10pm and welcomed all.

**Apologies**: **Committee:** Councillors Marg Attley, Jill Parker. **Life Members:** Pat Brown OAM, Pam McLeod, Jeanette Powell, Pam Robinson OAM. **MPs:** Minister Natalie Hutchins, Danielle Green, Colleen Hartland, Wendy Lovell. **State Government:** Graeme Emonson, Director Local Government Department. **Members:** CouncillorsSteph Amir, Mary Delahunty, Margaret Esakoff, Jackie Fristacky, Nora Lamont, Heather Marcus, Cathy Oke,

Susan Riley, Rhonda Sanderson, Andrea Surace, Sandra Wilson and Ruth McGowan, Sue Marstaeller,

**Previous Minutes**:

The Minutes of the previous Annual General Meeting of 7 April 2016 were circulated via email in advance and were moved Barbara Abley, seconded Wendy Buck and carried.

**Business Arising:**   
The State Conference will be at Warrnambool on 13-15th October. The elected secretary, Meghan Hopper has formally resigned from the position, having not been able to undertake secretarial duties. This matter was referred to General Business.

**President’s Report:** The President read her report, which is attached, and moved that it be accepted. This was seconded by Felicity Frederico and carried.

**Treasurer’s Report:** Helen Harris spoke to her report, which was circulated via email in advance. She pointed out that the financial statements concluded in December 2016, and a number of expenses have been incurred since then, mainly to do with the Grant account, which will have a balance of perhaps only $2,000-3,000 by the end of June. The committee will seek a further grant to continue the mentoring programme for the rest of the four year electoral cycle. If unsuccessful, it will be dependent on our own funds to maintain it further, unless additional funding can be found elsewhere.

The full yearly cost of paying for the position of Executive Officer would only become evident at 30 June 2017. We also now employ a book keeper to prepare and distribute the renewal invoices, maintain a database of members in an Excel spreadsheet, and prepare the annual statements. The Treasurer’s Report was moved Helen Harris, seconded Misha Coleman and carried.

**Honorariums:** While it was agreed at the last AGM that the Honorariums be increased to $1,000 for both President and Secretary, we have effectively had no volunteer fulfilling the secretary’s position. It was moved Coral Ross, seconded Jennifer Yang, that no Honorarium be paid to the secretary for the year 2016-2017 and that the President’s Honorarium be $1,000. Carried.

**Determination of Annual Membership Fees;** The Executive recommend no increase to fees this year, pending the result of the Business Case that is being undertaken.

**General Business:**

*Expressions of Interest* for 2018 State Conference in Metro area. We will be distributing an *Expressions of Interest* document in the next few weeks, hopefully with a view to being able to announce the host at this year’s state Conference.

Discussion of Secretary role. The President reported that as Meghan Hopper was unable to take on the role of Secretary, the committee decided to approach Helen Harris to take up the newly created position of Executive Officer, at a salary of $50 an hour. This would be combined with the Treasurer’s role she was already doing. Helen accepted this offer and has fulfilled this role since July 2016. Having paid administrative staff is something this organization has been talking about for a long time, and we have regularly sought government funding for this, going back to the 1970s. We are awaiting the result of the Business Plan being formulated by students at Swinburne University Business School, to see how this can become a permanent fixture. It was moved Wendy Buck, seconded Susan Rennie that we appoint Helen Harris to fill the vacant secretary position by serving as Executive Officer and Public Officer for a further 12 months, at the agreed salary of $50 an hour. Carried. [Helen Harris abstained from the vote.]

The President also reported that, while we altered the composition of the committee slightly at the last AGM, we are yet to correct the Constitution, pending the result of the Business Plan, as every alteration incurs a fee.

**Any other business** **for which due notice has been received**. NIL

Misha Coleman publicly thanked the office bearers for their efforts over the past year, and the President formally closed the meeting at 4.45pm.