

VIEW (Voice, Interests and Education of Women) Clubs of Australia
GPO Box 10500
Sydney NSW 2001

**National Minutes
and
Information from National Council**

February 2015

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Summary of Decisions at National Council Meeting February 2015

Area of Work	Decision, Policy and/or Procedure	Agenda Reference
Opening	National Council accepted, with regret , the resignations of Diane Daly - North and Western Metropolitan Melbourne & North and Western Country (VC), Maggy Hickey - The Sunshine and Fraser Coast (QB) and Dawn Sage - Lower Mid North Coast of NSW and Inland (NK).	1.0
Opening	National Council unanimously ratified the following appointments to National Council for 2015: Jan Roberts - Canberra and surrounding areas (AA) Kathie Diskin - NSW Northern Rivers (NJ) Sunnie Watts - North and Western Metropolitan Melbourne & North and Western Country (VC) Barbara Hyslop - New England and North Central NSW (NI) and Liz Doorey - Lower Mid North Coast of NSW and Inland (NK)	1.0
Community Partnerships	Blue Illusion Styling Workshops and shopping day will be held on Thursday 12 March from 12.30pm.	5.5
Resolutions	Four motions selected to go forward as Resolutions to Convention 2015.	5.6
Zone Councillor Nominations for 2015	National Council unanimously ratified the appointment of the following Zone Councillors for 2015: June Weise - AA01; Beryl Pike - NI01; Cathy Campbell - NJ01; Rosie McDermott - NJ02; Chris Manger - NK01. National Council accepted , with regret, the resignation of Lise Smith as Zone Councillor for Zone NF02.	8.4
Code of Conduct	National Council unanimously agreed not to change the VIEW Code of Conduct and retain the current wording "avoiding rude and aggressive behaviour" in the Welcome to VIEW booklet and in the column next to the VIEW Code of Conduct.	8.6
Attendance of Partners at Club Inaugural	National Council unanimously agreed to an invitation being extended to husbands/partners of inaugural members to attend their club's inaugural meeting, if they wish	8.7

MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Sunday 1 February 2015
The Holiday Inn, Sydney Airport

National Executive Present

National Vice Presidents Sue Field, Lyn Gerstenberg and June Greentree

National Councillors Present

Robyn Bursill - NSW South Coast Berry to Eden (NG), **Mary Daly** - South Eastern Metropolitan Melbourne to the Mornington Peninsula & Gippsland (VB), **Kathie Diskin** - NSW Northern Rivers (NJ), **Liz Doorey** - Lower Mid North Coast of NSW and Inland (NK), **Barbara Hyslop** - New England and North Central NSW (NI), **Marian Kingham** - Sydney North Shore & Northern Beaches (NC), **Laura O'Brien**, Upper Mid North Coast of NSW and Inland (NM), **Jan Roberts** - Canberra and surrounding areas (AA), **Marjorie Schultz** - Metropolitan Adelaide and Surrounds including Sunraysia (SA), **Lola Shaw** - NSW Central Coast, North to Lake Macquarie (NF), **Toni Thomas** - Blue Mountains, Lithgow, Richmond/Windsor & St Mary's (NN), **Gloria Walter** - Sydney South West (NE), **Sunnie Watts** - North and Western Metropolitan Melbourne & North and Western Country (VC), **Gwen Wilton** - Macarthur, Southern Highlands & Illawarra region including Wollongong (NB), **Jennie Wynd** - Central & Eastern Metropolitan Melbourne (VA)

Caretaker National Councillors - Not Present

Lyndsay Basford/Jean Clarke - Gold Coast, Darling Downs and Brisbane (QA), **Madge Doust** - Central and Southern Sydney (ND), **Cynthia Guyenette** - Riverina, MIA, Snowy Mountain Foothills (NL)

Apologies

National President **Robin Perros** and National Councillor **Beverley Giglio** - Upper and Lower Hunter & Port Stephens (NA)

National Office Staff Present

VIEW National Manager Maryanne Maher
Administration Coordinator Linda Custer
Operations Coordinator Olga Shkuropatova

Guests Present

Marcelle Craner, Coaching and Mentoring Specialist, 2M4Ward
Past National Vice President Susan Groenhout

Minute Secretary - Past National Vice President Jillian Smith

1. OPENING

National Vice President Sue Field welcomed all present and began the meeting by acknowledging the traditional owners and custodians of the land. Sue then opened the meeting with the VIEW Pledge.

Sue advised that National President Robin Perros had been ill and was unable to attend this National Council meeting and wished her a speedy recovery.

National Council **accepted, with regret**, the resignations of **Diane Daly** - North and Western Metropolitan Melbourne & North and Western Country (VC), **Maggy Hickey** - The Sunshine and Fraser Coast (QB) and **Dawn Sage** - Lower Mid North Coast of NSW and Inland (NK).

Sue thanked Diane Daly, Maggy Hickey and Dawn Sage for their contributions as National Councillors during 2014

Sue also thanked Caretaker National Councillors Margaret Gooch and Glenda Noble for their contributions as Caretaker National Councillors during 2014.

Sue welcomed new National Councillors for 2015 to the meeting.

Jan Roberts - Canberra and surrounding areas (AA)

Kathie Diskin - NSW Northern Rivers (NJ)

Sunnie Watts - North and Western Metropolitan Melbourne & North and Western Country (VC)

Barbara Hyslop - New England and North Central NSW (NI) and

Liz Doorey - Lower Mid North Coast of NSW and Inland (NK)

National Council unanimously **ratified** the above appointments to National Council for 2015:

2. MINUTES AND BUSINESS ARISING

Minutes - National Council **ratified** the minutes of the October 2014 meeting:

Moved Gwen Wilton, **seconded** Toni Thomas.

Business Arising - Business arising from previous minutes was dealt with during the meeting under the appropriate Agenda Item.

3. CORRESPONDENCE IN/OUT

Sue Field tabled the correspondence received and sent out since October 2014. She noted that Get Well and Sympathy cards had been sent to members and Clubs. She also noted that a number of invitations to Birthday celebrations and International Women's Day events had been received and responded to.

4. REPORTS

4.1 2015 Decade Birthdays – Update re Executive Attendance

June Greentree provided a list of Decade Birthdays to be celebrated during 2015 and reported that where possible the Executive would attend 20th Birthday celebrations, if invited.

4.2 2015 Area Gala Functions and Zone Conferences

June Greentree commented that the VIEW Executive were delighted with the increase in Area Gala Functions and Zone Conferences last year, with each Area holding either a Gala or a Zone Conference, or a combined event. She reiterated that Area and Zone functions are a great way for members to communicate with one another, learn new skills and develop new friendships and encouraged all areas to share information and connect with each other.

These events are also a great way to promote VIEW. By inviting non VIEW women to Gala/Zone conferences an opportunity arises to show them how VIEW connects with local communities by supporting the work of The Smith Family.

Zone Conferences are also an important part of the VIEW calendar as they educate and support VIEW members who step up and take on leadership roles giving them valuable skills and confidence to promote and talk about the work VIEW does in the community.

In 2015 the following Area Gala Functions will be held:

Area	Date
AA	29 May 2015
VB	18 June 2015
NA	25 July 2015
SA	31 July 2015
NN	6 August 2015

In 2015 the following Zone Conferences will be held:

Zone	Date
NJ02	17 April 2015
NL01/02	18 April 2015
VC03	18 April 2015
NH02	23 April 2015
VC01/02	2 May 2015
NK02	2 May 2015
NN01	21 May 2015
NG02	22 May 2015
VA01/02/03	4 June 2015
QB02	29 July 2015

National and Zone Councillors are asked to provide dates of planned Area Gala Functions and Zone Conferences to June Greentree.

June reminded National Council that the National President's theme 2014-15 is "*Connecting Women, Inspiring Futures*" and that Area Galas and Zone Conferences are all about connecting women.

4.3 **Learning for Life Liaison**

Sue Field thanked all clubs who sent cards and gifts to their sponsored student/s for birthdays and/or Christmas during the past year.

She noted that the students really do appreciate hearing from clubs and definitely appreciated these generous gifts. She noted that students may not always send an acknowledgement or a thank you to the club. Sue asked members not to judge a student's inaction as a sign of disrespect or lack of appreciation.

Increase in Learning for Life Sponsorship

Sue reminded all clubs that increased LFL sponsorships come into effect from 1 January 2015. The new cost of sponsorships, by student education level, is outlined below.

Level	Current Sponsorship per annum	Change per Annum as at 1 January 2015	Increase of \$\$ Per annum
School	\$516	\$576	\$60
Senior Secondary	\$768	\$828	\$60
Tertiary (shared)	\$1,000	\$1,128	\$128
Tertiary (full)	\$3,000	\$3,300	\$300

Sue reminded clubs who sponsor students in secondary school that they may not know until the end of February or March whether or not their student is continuing on to tertiary education, as the student may be waiting to hear from University or TAFE to find out if they have been accepted into their chosen course. If clubs have not heard from The Smith Family Supporter Care Team by the end of March and wish to know they should contact them for information on 1800 633 622.

4.4 Letters and meetings with MPs

Sue Field reminded National Councillors to continue to introduce themselves and meet with their local, State and Federal Members of Parliament.

VIEW Clubs are encouraged to seek MPs assistance to increase awareness and membership by promoting and profiling VIEW to other prospective members in the community.

In June 2015 a progress report will be tabled at the National Council meeting.

5. SUB-COMMITTEES/WORKING GROUPS

5.1 VIEW Engaging with the Community

June Greentree reported that throughout 2014, VIEW members continued to volunteer their time in a number of ways.

June acknowledged that the Executive, National and Zone Councillors and Past Senior Office Bearers also volunteer many hours of their time in the operations and smooth running of VIEW Clubs, attending National Council meetings, presenting at Area Galas and Zone Conferences, International Women's Day events, attending decade birthdays, meeting local MPs, numerous teleconferences, and substantial email communications. These are only some of the ways that dedicated office bearers continue to volunteer their time.

Volunteering in the Name of VIEW – Community Focus.

Throughout 2014 VIEW members volunteered in their communities promoting VIEW Clubs by:

- Holding VIEW information stalls/booths in local communities, including Seniors Week Expos
- Volunteering at nursing homes, hospices, hospitals
- Holding a "Walk with VIEW" in many areas
- Hosting Bunnings BBQs fundraisers
- Attending and holding fashion parades at various venues including the annual Blue Illusions Styling workshops
- Holding car boot sales, information stalls at community markets, and garage sales to raise funds for The Smith Family

There has been an increased involvement of VIEW members in Christmas Wrapping at various Shopping Malls: Erina Fair Erina, Stockland at Nowra, Sapphire Market Place in Bega, Springwood Shopping Centre, Stockland Ballarat and Stafford City, Mt Ommaney and Centro Springwood Shopping Centres in Brisbane. Christmas Wrapping by VIEW members raised \$24,500.

Call to community for volunteering assistance:

The Smith Family is facing a major shortfall of volunteers from corporate and community avenues, meaning school students could miss out on access to online mentoring, reading and Learning Club (homework club) programs. The support of VIEW Clubs is sought and members are encouraged to talk to their friends, family and networks as to how they might be able to support The Smith Family programs.

VIEW members' volunteering opportunities:

Learning Club tutor roles -direct support of students in *Learning for Life* communities; ideal for members with flexible work arrangements;

s2s Volunteer Supervisor roles - direct phone contact with students after-school hours; this is a more administrative role than mentoring, supporting the young people involved in this reading program.

Promotion by VIEW members of volunteer opportunities

iTrack mentoring – Maryanne Maher explained that iTrack is an online mentoring program. Volunteers with experience of a professional working environment – be it a trade or an office worker – are sought, to pair with students in Years 9 to 11 from disadvantaged communities across the country. With the shortfall in volunteers for this program, up to 500 high school students could miss out on access to a mentoring program which aims to address the disparity in educational achievement between students from disadvantaged backgrounds and their more affluent peers.

For all three volunteering opportunities (s2s, Learning Clubs and iTrack), interested volunteers can apply via the TSF website volunteering page or can phone 1300 397 730. Promotional flyers (with links to the website registration page) are available from National Councillors.

Acknowledgment of VIEW Clubs' Volunteering contribution

Clubs were asked to continue to report details of member volunteering hours so that VIEW Clubs and The Smith Family can continue to acknowledge the valuable contribution of all VIEW members, and share the information about the impact VIEW Clubs are having in their local communities.

5.2 Communications and Public Relations***Between the Lines* electronic Newsletter**

Sue Field advised that the e-newsletter from the National Executive was issued in November 2014. The next edition would be available for distribution in May 2015.

VIEW Magazine "VIEW Matters"

Maryanne Maher advised that National Office has commenced the production of VIEW Matters April 2015 edition. National Councillors and Zone Councillors are encouraged to contact their clubs to provide details of any members who received Australia Day Awards and other Honors, as well as reports of other noteworthy events. Articles should be submitted along with a high resolution photograph to view@thesmithfamily.com.au.

5.3 Development

New Clubs

Plenty Valley VIC - Lyn Gerstenberg advised that the "Plenty Valley" Inaugural (Zone VA01) will be held on Wednesday 25 March in South Morang in Victoria.

Prospect SA - Lyn Gerstenberg advised that the Prospect Inaugural (Zone SA02) meeting is to be held in May.

Lyn congratulated the Development Team in South Australia noting that Prospect makes the third club established in South Australia in three years.

Prospective Clubs

Dingley VIC - Lyn Gerstenberg advised that, following the closure of Dingley VIEW Club, an interest meeting is to be held on 3 February with the possibility of opening a morning tea club in Dingley, Victoria (Zone VB02).

Woollahra NSW - Woollahra Development Team have held an initial meeting and an Interest meeting will be held on Wednesday 25 February at Gadens Community Café at 10.30am (corner of Queen Street and Edgecliffe Road, Woollahra). Flyers have been distributed and all members are encouraged to invite friends and colleagues who may be interested in joining a VIEW Club in this area (Zone ND02).

Launceston TAS - The Launceston Development Team including the General Manager of The Smith Family in Tasmania and Hobart VIEW Club members had an initial teleconference on 20 January and are aiming an initial Interest meeting in June 2015. Members are asked to pass on any details of friends, relatives, colleagues who may be interested in the development of this club to contact Robin Perros.

Sister Clubs

Lyn Gerstenberg advised that there have been no new partnerships formed since the last National Council Meeting. She noted that Sister Clubs are another way of sharing ideas with other clubs and members. She encouraged members to consider forming a sister club with a club in another State or one close by, enabling visits for special events.

Club Closures

Lyn Gerstenberg advised that the following clubs had closed since the October National Council meeting -

Cooroy (Zone QB02)	11 November 2014
Rosebud (Zone VB01)	20 November 2014
South West Rocks Day (Zone NK02)	24 November 2014
Burleigh Heads Evening (Zone QA01)	9 December 2014
Manly (Zone NC01/02)	17 December 2014
Dingley (Zone VB02)	17 December 2014
Wilston Evening (Zone QA02)	20 December 2014
Cumberland Evening (Zone NE01)	20 December 2014

Lyn noted that often the reason for club closure is age related and inability to gain new members. Many members in the closed clubs have continued their membership by joining other nearby clubs.

Lyn reiterated that it is essential that all VIEW members put every effort into the development of clubs and recruiting new members. Development teams of local women in Zones, focussing on new areas for potential club development, is important to keep VIEW membership growing. The Club Development Guide to assist Development Teams is currently under review.

Club Maintenance Plan

Lyn reminded National Council that a Club Maintenance Plan was introduced for discussion at the October National Council meeting as a way of monitoring the overall health of clubs. The Future of VIEW Working Group reviewed and developed the plan as a guide including solutions to possible problems. Lyn stressed that National Councillors should aim to develop the health of all clubs in their Area, especially those struggling with potential closure. They were provided with a plan to assist them with this.

5.4 Community Partnerships

Maryanne Maher spoke to a report circulated prior to the meeting which provided updates on National Promotions as follows –

Blue Illusion

Blue Illusion will be holding a Styling Workshop and national shopping day with 10% of the proceeds to be donated to The Smith Family on **Thursday 12 March 2015**. See Item 5.5 (Promoting Our Brand)

People's Choice Credit Union (PCCU) Community Lottery

VIEW Clubs will again be participating in the PCCU's Community Lottery. We are waiting on our allocation from PCCU. Those clubs that missed out last year will receive first allocation. Interested Clubs should notify National Office as soon as possible, of the number of books required. Where possible, National Office will respond to these requests. The books will be mailed to clubs in May.

Sue Field encouraged clubs to return unsold books of tickets to their Zone Councillor or National Office as early as possible, so that they could be reallocated to other clubs.

5.5 Promoting our Brand

Sue Field spoke to a paper circulated prior to the meeting, noting that the New Year is the appropriate time to actively start promoting VIEW and its upcoming events. She encouraged all clubs to send the media releases for major events to their local media outlets.

International Women's Day – Many events are scheduled around the country as well as in Sydney, Melbourne and Brisbane. This is a great opportunity to invite non VIEW women to come along, enjoy the company of likeminded women, learn about VIEW and what we do, and have the opportunity to hear exceptional guest speakers including first hand experiences from *Learning for Life* students. Media releases prior to, and after the event, also assist in promoting who we are and what we do.

Due to the continued success of significant State events the following have been organised:

- Sydney - NSW Parliament House, The Stranger's Dining room Thursday 5 March. Guest speakers: The Hon. Shelley Hancock MLC, The Hon. Pru Goward, Minister for Women
- Melbourne -Kooyong Lawn Tennis Club for Thursday 5 March - Guest speaker Dr Sally Cockburn
- Brisbane - the Pullman- Mercure. High Tea with a panel of women 7 March
- Clubs in NSW/ACT, VIC and QLD have been forwarded a Save the Date for their respective events and are encouraged to attend these IWD events.

Blue Illusion - Styling Workshops and shopping day

Blue Illusion Styling Workshops and shopping day will be held on **Thursday 12 March** from 12.30pm. Each person attending will receive: a goodie bag; refreshments; and a fashion parade with 10% of the proceeds on the day going to support The Smith Family. Members are asked to inform as many VIEW members, friends, family, colleagues about this event and encourage them to attend.

Blue Illusion will be mailing formal invitations to members including a \$25 gift voucher (to be used in the store on the day) to the Secretary of each VIEW Club for distribution to all members.

Blue Illusion is encouraging VIEW members to speak briefly about VIEW and promote our organisation prior to the beginning of the Styling Workshops. Some bullet points for VIEW members to use as a reference guide have been sent to clubs with the Blue Illusion Save the Date in January Mail out to clubs and are also available from National and Zone Councillors. If VIEW brochures are required to hand out on the day Clubs should contact National Office.

Galas and Zone Conferences as mentioned previously (see Item 4.2) are also a great way to promote VIEW to others in the community.

Local Festivals - It was **noted** that 'Fishers Ghost' and 'Light up Camden' events will be held in the Illawarra and are a great way to promote the VIEW organisation.

Walk with VIEW - It was also **noted** that this event is gaining momentum and many Zones and Areas are actively promoting VIEW by walking through their local communities or along coastal walking tracks, some handing out brochures along the way and others holding sausage sizzles at the end as a fundraiser.

Social Media - It was **noted** that this is another way to promote VIEW out into the community. Clubs were encouraged to utilise Facebook or Twitter to talk about what club members are doing and how much they enjoy being a member of VIEW.

5.6 Resolutions

Report from Sub-Committee

Lyn Gerstenberg spoke to a report circulated prior to the meeting noting that -our resolutions do make a difference in Australian society.

- Resolutions and their debate is a major component of VIEW - our 'Voice' is the way we bring about change in Australian society

- The goal of any VIEW resolution is to bring to the attention of bodies, be they government or public, matters that concern the women of VIEW.

VIEW members are encouraged to be involved by contributing to the research of a chosen resolution and then debating the resolution at club level or invite local students to participate in debating the issues.

Lyn advised that there was good response from Clubs with thirty-five motions received for review and discussion by the National Council. Resolution voting slips will be forwarded to clubs with a reminder that the final tally form is to be returned to National Office.

Selection of Resolutions for Debate at Convention 2015

Susan Groenhout facilitated the selection process of issues which had been put forward by the membership for debate at Convention 2015.

National Council was reminded to consider the following criteria when selecting the successful motions –

- Does it further the cause of VIEW – does it speak to the vision and mission (**women creating and leading a more inclusive Australian society**)?
- Are the issues current and of interest to the broader community?
- Is the issue of national significance and worthy of national debate?

It was noted that the resolutions chosen should reflect the voice of VIEW and provide the organisation with a powerful mandate stating the thoughts of the majority of members on certain issues.

The following is a summary of the 35 motions considered by National Council:

No	Motion	No	Motion
1	Advertising of Gambling and Alcohol (Social)	19	Licences for Cyclists (Road Safety)
2	Affordable Housing for Women (Women)	20	Medical use of Marijuana (Health)
3	Childhood Obesity (Children/Health)	21	Funding for Motor Neurone Research (Health)
4	Children's Speech (Children/Education)	22	Opening Hours of Licensed Premises (Social)
5	Courtesy and Respect in Schools (Social)	23	Funding for Paralympians (Sport)
6	Disadvantaged Women and Children (Women/Children)	24	PE in Schools (Children/Sport)
7	Disability Pension (Social)	25	Pedestrian Walk Times (Road Safety)
8	Domestic Violence (Women/Children)	26	Mixed –sex Hospital Wards (Health)
9	Domestic Violence (Women/ children)	27	School Code of Ethics (Children/Education)
10	Education for Aboriginal Girls (Education)	28	School Curriculum (Education)
11	Funding for Lymphoedema (Health)	29	Special Needs Facility (Social)

12	Funding for Science and Medical Research (Health)	30	Sugar Content in Food (Health)
13	Gambling Advertising (Social)	31	Support for Grandparents (Children)
14	Headlights in Rain (Road Safety)	32	Towing Trailers (Road Safety)
15	Financial Assistance for Country Patients (Health)	33	Train Bridges (Safety)
16	ID for Alzheimer Sufferers (Social)	34	Truth in Sentencing (Justice)
17	Implementation of STEMM Program (Education)	35	Uniform Regulations for Tradesmen (Economic)
18	Funding for Irlen Syndrome (Health)		

After some discussion, the following four motions were selected to go forward as Resolutions for debate at Convention 2015 –

Childhood Obesity

1. That VIEW Clubs of Australia urge the Federal Government to address the problem of obesity, particularly among young children, through a comprehensive national education strategy which focuses on a back-to-basics practical approach.

Domestic Violence

2. That VIEW Clubs of Australia urge that more funding be made available to create a centralised data distribution centre and find more effective ways to combat the incidence of domestic and family violence.

(If domestic violence is going to be treated with the seriousness it deserves it needs to be treated as a whole of Government issue.)

Education for Aboriginal girls

3. That State and Federal Governments look at improving educational outcomes of Aboriginal and Torres Strait Island young people in partnership with community and philanthropic organisations with particular emphasis on Aboriginal girls to assist in closing the gap in educational performance between Aboriginal and other Australian young people.

Sugar Content in Food

4. That VIEW Clubs of Australia calls on State and Federal Governments to recognise the health impact of high sugar content in processed foods and to regulate the “added sugar” content of these products.

Susan thanked National Council for participating in this process. She noted that, as usual, Clubs would receive letters shortly about the result and voting process. All members are entitled to submit an individual vote.

Lyn encouraged clubs to actively debate resolutions at club level and perhaps invite schools to visit clubs and debate the issues raised.

Sue Field thanked Susan for facilitating the resolutions session at the National Council meeting.

5.7 External Relations

Maryanne Maher updated National Council on economic Security4Women (eS4W). VIEW Clubs of Australia is a member of eS4W, which is one of five national alliances of women's organisations funded by the Australian Government, through the Office for Women in the Department of Prime Minister and Cabinet. eS4W is committed to achieving lifelong economic wellbeing for all Australian women. It has a broad range of members representing views of employers and employees united in the belief that economic wellbeing and financial security are essential for all women.

eS4W is currently focused on:

- Gender equity in the workplace
- Women into non-traditional industries and occupations
- Collaborative Projects with National Women's Alliances
- Membership
- External stakeholders

Maryanne took National Council through an eS4W presentation. If any members would like any further information please contact National Office.

LEARNING AND DEVELOPMENT

Marcelle Craner, Coaching and Mentoring Specialist, 2M4Ward, provided a session on mentoring, team building strategies and presentation skills.

6. WORKING GROUPS

6.1 Future of VIEW Working Group (FoV WG)

Maryanne Maher noted that following the surveying of 150 club Presidents or Secretaries, interim reports were submitted to National Council in June and October 2014 and an FAQ was distributed to all clubs in November 2014, providing information relating to four key areas – Membership; Promotion, Advocacy/Volunteering and Fundraising.

National Council **noted** that due to the valuable information gained throughout the year from the surveys and the benefits of connecting with Club Presidents and Secretaries, the FoV WG will continue to survey all remaining clubs in 2015 and report further to National Council.

6.2 History

Sue Field spoke to a paper circulated prior to the meeting. National/Zone Councillors are reminded that details pertaining to Club Inaugural and Closure Meetings are vital to the ongoing history records, and are urged to ensure that these records are supplied to the Working Group.

In order to assist in the archiving of history the following may be of assistance when clubs close:

- i. Club Charters – to be sent to National Office. These will be scanned and stored digitally by the History Group
- ii. Committee ribbons – can be disposed of.
- iii. Committee badges – to be returned to National Office
- iv. Unused stationery – current stationery, keep for own use or distribute among other clubs. Out of date stationery, recycle as notepads.
- v. Club memorabilia – send to National Office where it will be held until collected.
- vi. Photos – sort through them – keep any significant events, decade birthdays, special functions, inaugurals and closures, new

committees. Remove from album if possible; place in an envelope and send to NO. Photo albums containing normal day-to-day functions are not being archived as it is impossible to record everything.

- vii. If a VIEW member is able to scan any photos and place them on a CD this would be of immense assistance.
- viii. History Closure form to be sent to view.historymatters@gmail.com
- ix. Club financial papers should not be sent to the History Working Group

Clubs are reminded that if they have requests for historical details of VIEW Clubs of Australia that the Working Group can be contacted via email.

The History Newsletter will be produced in 2015. Member contributions are always welcome so if members have a story about VIEW and would like it published they should contact the Working Group.

6.3 Website Development Project

Lyn Gerstenberg advised that the VIEW Website Sub-Committee has commenced initial work to draft the contents of each page and sub-page, while the refreshed VIEW Website is being designed by Isobar. This work will continue through March this year.

Lyn noted that the updated, refreshed and more user-friendly Website should be running towards the end of 2015.

6.4 National Convention 2015

Maryanne Maher provided an update on National Convention 2015 noting that registration is well under way with places selling fast.

For more information about VIEW National Convention please see the VIEW website or contact your National Councillor.

All members who have not previously attended National Convention are encouraged to attend and enjoy the experience. Members are reminded that Convention will be held 11-13 September 2015 at Novotel Northbeach, Wollongong.

Spaces are limited so book early to avoid disappointment.

7. EVENTS

Sue Field reiterated that Development is high on the agenda for 2015. With this in mind, the National Vice Presidents are facilitating Development meetings in Areas NI, NJ and NL during March. Presidents, Secretaries and Delegates will be invited to these meetings to coordinate ideas for both existing clubs and new clubs.

8. GENERAL BUSINESS

8.1 VIEW National Office Update

Maryanne Maher spoke to a paper circulated prior to the meeting which covered the following items:

Toy & Book Appeal

In 2014 VIEW Clubs Toy & Book appeal donations totalled \$62,978.00. This was \$4,278 above donations in 2013 of \$58,000.

The Smith Family Christmas Appeal

The Smith Family Christmas Appeal aimed to raise \$3.9m by the end of January but only reached 85% (approx. \$3.2m) of their goal. To provide the maximum help, please make sure that your club and/or National/Zone accounts are not holding money surplus to immediate needs. These immediate funds will help to provide 9,700 disadvantaged students with the extra learning support they need to make the most of their education.

New Treasurers Guide

To assist Club Treasurers with book keeping and cheque processing a detailed Treasurer's guide has been developed based on the club finance section of the Club handbook. This was sent to all Club Treasurers in January 2015. Treasurers should ensure they are familiar with the contents and contact National Office with any questions.

Xmas Sale – VIEW Merchandise

Following a number of requests from clubs, National Office will send to clubs in August, the Xmas Merchandise flyer, to enable Christmas Card orders and deliveries to be facilitated through October/November.

New VIEW Merchandise

National Office will be introducing new VIEW merchandise in the form of a pocket sized glass Nailfile at International Women's Day events. Clubs will have received a flyer in the January mailout. National Councillors once again will handle orders for these items. Any interested members should advise their Club Secretary who will in turn advise the National Councillor of numbers required. The Nailfile will cost \$5.00.

Media Release

The first media release for the year "*VIEW CLUBS CELEBRATES 55 YEARS OF COMMUNITY SERVICE*". Was sent to all clubs and is also available from National Office.

Club Handbook 2015

The Club Handbook has been updated and contains a number of changes. The updated 2015 version is available on the view.org.au website. Changes to note are:

Page 20 Process for resolutions

Page 36 Petty Cash from \$50 to \$100 and Petty Cash Recording Form

Page 37 External raffle tickets to be requested from National Office, not National/Zone Councillors and left over tickets to be retained by clubs for future use.

Page 40 Combined Election/AGM agenda

Page 31 Club Finances – preference for Westpac Bank when opening account

Page 38 Treasurer's checklist not required with Audit checklist

Page 39 Ordering from National Office – orders to be received at least 3 days prior to mailout.

Response from National Office

If assistance is required from National Office please call 1800 805 366 and leave a detailed message with contact details or email view@thesmithfamily.com.au. We endeavour to answer all members' enquiries within 24 hours.

With increased workloads, calls are not always able to be answered immediately by National Office. Leaving a detailed message or sending an email will allow National Office to provide answers to queries.

Face-to-Face Fundraising by The Smith Family

Maryanne Maher advised that an FAQ has been sent to all Clubs about The Smith Family Face-to-Face fundraising. She explained that Face-to-Face is

a fundraising technique focused on recruiting new supporters. The fundraisers will be assigned to various locations (either on-the-street, door-to-door, business-to-business or at event sites such as shopping centres and train stations) in VIC, NSW, SA and QLD. If members have any concerns about fundraising teams please contact The Smith Family supporter care line on 1800 633 622.

8.2 National Office Mailout Dates for 2015

National Office has set out mailout dates for 2015.

22 January	19 February	19 March
23 April	21 May	18 June
23 July	20 August	No mailout September
22 October	19 November	

8.3 National Council *Learning for Life* Student

Marian Kingham provided an update on the National Council's *Learning for Life* student.

8.4 Zone Councillor Nominations for 2015

National Council unanimously **ratified** the appointment of the following Zone Councillors for 2015.

Zone	Zone Councillor
AA01	June Weise
NI01	Beryl Pike
NJ01	Cathy Campbell
NJ02	Rosie McDermott
NK01	Chris Manger
QA02	Suzanne Schulz

National Council **accepted**, with regret, the resignation of Lise Smith as Zone Councillor for Zone NF02.

8.5 Election of VIEW National Executive for 2016-2017

Sue Field outlined the process for the election of a VIEW National Executive for 2016-2017. Papers were distributed to National Councillors.

Sue explained that only those National Councillors who are currently in their second year are eligible to stand for National Executive. She encouraged all eligible National Councillors to consider these positions. Nominations close at 4.30 pm on Friday 8 May 2015.

8.6 Code of Conduct

Lyn Gerstenberg reminded National Council that at the October 2014 National Council an FAQ was raised:

"Could the wording "rude and aggressive behaviour" in the Code of Conduct be deleted or replaced with "treating each other in a civil and respectful manner" or similar?"

Lyn advised that the wording in question is **not** in the VIEW Code of Conduct but does appear on page 6 of the Welcome to VIEW booklet given to all new members. In the column next to the Code of Conduct headed "VIEW Members are required to: It is the third bullet point under this heading: *"Support the "fun and friendship" purpose of VIEW – demonstrating courtesy and avoiding rude and aggressive behaviour."*

Lyn provided examples of women behaving badly in clubs and advised that the Executive did not think that inclusion of the words "rude and aggressive behaviour" was out of place.

After a brief discussion, Lyn Gerstenberg **moved** that National Council agree not to change the VIEW Code of Conduct and retain the current wording "avoiding rude and aggressive behaviour" in the Welcome to VIEW booklet and in the column next to the VIEW Code of Conduct.

Seconded by Gwen Wilton

Carried unanimously.

8.7 Attendance of Partners at Club Inaugural

Maryanne Maher spoke to a paper circulated prior to the meeting, noting that VIEW is a women's organisation, but on special occasions husbands and partners may be invited to attend certain events. VIEW has always valued the support received from partners, eg, Bunnings barbeques, helping out with raffles. Men are not permitted to attend Club meetings.

Maryanne noted that for the Inaugural meeting of a new VIEW Club, invitations are sent to local Members of Parliament, the Local Mayor, members of the local Lions Club, and other Clubs in the vicinity, as well as to The Smith Family representatives. Some of those invitees may include men.

Maryanne noted that the paper suggested if the inaugural members wish, an invitation to the Club's inaugural event, may be extended to their partners. However, if the venue has limited seating, priority should be given to VIEW members representing other VIEW Clubs in the area, as supporters of the new Club.

After a brief discussion Sue Field **moved** that National Council agree to an invitation being extended to husbands/partners of inaugural members to attend their club's inaugural meeting, if they wish.

Seconded by Marian Kingham

Carried unanimously.

8.8 Utilising Skills of Past Senior Office Bearers (PSOBs)

Sue Field spoke to a paper circulated prior to the meeting noting that some National Councillors may miss being involved or feel redundant when their two-year tenure has been completed.

Sue noted that, in September 2013, PNVP Jillian Smith was appointed by National Council as PSOB Coordinator to re-engage with PSOBs.

As PSOB Coordinator, Jillian ensures PSOBs are regularly provided with VIEW information such as National Minutes, upcoming national events and other electronic communications such as Between the Lines, Friday Facts, History Newsletter, etc.

Sue reminded National Councillors that PSOBs are a valued resource and able to chair election/AGM meetings especially when they are already attending their Club meeting as a member i.e. no reimbursement/claims involved (provided the PSOB does not hold a Committee position in that Club).

National and Zone Councillors are reminded to:

- Be aware of PSOBs in their Areas and be in regular contact with them (contact PNVP Jillian Smith for the contact details of PSOBs in their Areas), and
- Invite PSOB/s to chair upcoming election/AGM meetings – if they are willing and will be attending their own club meetings.

VIEW is keen to keep PNCs engaged in the interests of VIEW and The Smith Family following their tenure. Last year some current National Councillors and PSOBs gave presentations about VIEW and its work with The Smith Family, to several external organisations: Lions, Probus, at a corporate event and at a citizen ceremony.

Sue suggested the establishment of a VIEW Speakers Bureau in NSW would be an opportunity to promote VIEW and attract new members to VIEW Clubs as well as inform members of the public about The Smith Family and its work in local communities. PNCs and PSOBs with their knowledge, skills and experience at presenting key VIEW and TSF messages would be well placed to be members of the Speakers Bureau.

A Speakers Bureau would:

- Continue to increase the profile of VIEW and what we do (volunteer, support, fundraise, promote, connect with other women etc.) and TSF in the community
- Attract new members to VIEW,
- Be in line with the Executive encouraging all VIEW members to become VIEW Ambassadors.

Sue recommended that a Speakers Bureau coordination group be appointed to investigate, establish and maintain a VIEW Speakers Bureau.

National Councillors interested in being part of a Speakers Bureau coordination group should contact Maryanne Maher. Further investigations will take place and a decision will be made at the June National Council meeting.

8.9 VIEW Patron

Maryanne Maher advised that several names had been suggested by Clubs and members. Clubs and members are encouraged to keep sending in names up to 30 April for National Council to review. National Council will then review these names and choose a short list.

8.10 National Councillor Presentation

National Councillors were provided with updated presentations. Maryanne Maher advised that these presentations are updated twice a year and have been tailored to each Area to ensure they provide relevant and up to date information for members. She encouraged National Councillors to present this information when visiting clubs.

Dates of Next Meetings

National Executive – 12 March (Teleconference), 9 April (Teleconference), 7 May (Teleconference) and 13 June (Face to Face)

National Council – Sunday 14 June 2015