

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

**National Minutes
and
Information from National Council**

October 2016

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Summary of Decisions at National Council Meeting October 2016

Area of Work	Decision, Policy and/or Procedure	Agenda Reference
Apologies	National Councillor Lise Smith resigned as National Councillor for Area NF. National Council acknowledged her considerable contribution to VIEW for the past 15 years and hoped that she would continue to be involved in Bateau Bay VIEW Club.	1
Sub-Committees - Resolutions	The final date for submission of Resolutions to National Office is 25 November 2016 .	4.1
Community Partnerships - Blue Illusion Summer Styling Workshop	Blue Illusion Summer Styling workshop and National Fundraising day Thursday 10 November with a percentage of sales on the day going towards The Smith Family. Invitations and \$25 gift vouchers sent to all clubs, also available on view.org.au website.	4.5
General Business – National Office Update	Convention bookings open on Thursday 3 November 2016. All VIEW Clubs have now received two copies of the Registration Pack, Registration Form, Volunteer Form and brochure on Tamworth in the October mailout - details are also available on view.org.au website.	6.1
General Business – Schedule of Dates	National Council unanimously ratified the National Schedule of Dates for 2017.	6.2
General Business – Club Name Changes	Werris Creek Evening VIEW Club (Zone NI01) to become a day club and be known as Werris Creek VIEW Club and Campbelltown Evening VIEW Club (Zone NB02) to become a day club and be known as Campbelltown VIEW Club.	6.3
General Business – Sister Clubs	Administration and maintenance of register of Sister club relationships moved to National Office.	6.4
General Business – National Office Communication to Clubs	National Office will email members via their personal email address of upcoming VIEW activities and events from January 2017. (See item for details.)	6.5

MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Sunday 23 October 2016
The Holiday Inn, Sydney Airport

National Executive Present

National President Gwen Wilton, National Vice Presidents Toni Thomas and Gloria Walter

National Councillors Present

Cecilia Bayliss, Upper Mid North Coast of NSW and Inland (NM), **Patricia Brooks** - South Eastern Metropolitan Melbourne to the Mornington Peninsula & Gippsland (VB), **Barbara Cameron** - The Sunshine and Fraser Coast (QB), **Jeanette Cassidy** - Sydney North Shore & Northern Beaches (NC), **Kathie Diskin** - NSW Northern Rivers (NJ), **Liz Doorey** - Lower Mid North Coast of NSW and Inland (NK), **Ellen Gray** - Central and Southern Sydney (ND), **Barbara Gullotta** - Riverina, MIA, Snowy Mountain Foothills (NL), **Eila Harding** - Metropolitan Adelaide and Surrounds including Sunraysia (SA), **Barbara Hyslop** - New England and North Central NSW (NI), **Pat McRae** - NSW South Coast Berry to Eden (NG), **Lyn Masters** - Brisbane and Surrounds (QA), **Jan Roberts** - Canberra and surrounding areas (AA), **Annette Schlafrig** - Central & Eastern Metropolitan Melbourne (VA), **Annette Thiedeke** - Gold Coast and Darling Downs (QC), **Sunnie Watts**, North and Western Metropolitan Melbourne & North and Western Country (VC), **Yvonne White** - Macarthur, Southern Highlands & Illawarra region including Wollongong (NB)

Guests Present

Anne Hampshire, Head of Research and Advocacy, The Smith Family

National Office Staff Present

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

Minute Secretary - Past National Vice President Jillian Smith

1. OPENING

National President Gwen Wilton began the meeting by acknowledging the traditional owners and custodians of the land. She opened the meeting with the VIEW Pledge. She congratulated National Councillors on their hard work throughout the year, presenting to clubs, organising Area Galas or combined Zone Conferences and other events such as International Women's Day luncheons or Walk with VIEW events and training workshops which have ensured that members are kept up to date with information about VIEW and the ways that VIEW supports the education of disadvantaged Australian children through the work of The Smith Family.

Succession planning:

Gwen noted that, to ensure the future wellbeing of the VIEW organisation, it is vital that Councillors, identify Zone and National Councillors for 2018-19 to succeed them. All Zone and National Councillors should be enthusiastically looking for VIEW members to step up to the Zone and National Councillor roles for 2018-19.

National Executive attending functions:

When the National Executive or National Councillors are invited to attend a Gala, Zone Conference or special event, it is important that the correct protocol is observed. Gwen reminded Councillors that when they are invited to club events they are given an opportunity to speak and at least 10-15 minutes allocated. If possible, a copy of the agenda should be forwarded to them prior to the event.

Zone/National Councillors and Clubs are requested to forward invitations for National Executive to National Office as early in the year as possible. It is not always possible for an Executive representative to attend all events; however, every effort will be made to have one of the Executive at significant events.

Making a Difference Award: July–September 2016

All recipients of the "Making a Difference" Award for July-September have been announced and they and their clubs have been notified of their success. Photos of these successful members are on the VIEW website view.org.au and will be added to the Honour Roll at National Convention 2017.

Apologies: Lise Smith – NSW Central Coast, North to Lake Macquarie (NF)

Gwen Wilton advised that Lise Smith had resigned from her role as National Councillor for Area NF. National Council **acknowledged** her considerable contribution to VIEW for the past 15 years and hoped that she would continue to be an active member of her Bateau Bay VIEW Club, particularly recognising her work in helping to establish Bateau Bay VIEW Club together with her instigation in getting the club involved in IWD celebrations. It was noted that Zone Councillor for NF02 Cherie Crawford, Past National Vice President Christine Newell and Past National Councillor Lola Shaw will be assisting in Area NF until a replacement National Councillor is identified.

2. MINUTES AND BUSINESS ARISING

Minutes - National Council **ratified** the minutes of the June 2016 meeting.

Moved Sunnie Watts, **seconded** Ellen Gray.

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

3. REPORTS

3.1 Executive Update

Gloria Walter reported that during the last four months (July–October) the Executive has attended a number of events - Galas, Zone Conferences, decade birthdays and State visits presenting to members and promoting VIEW at every opportunity.

Sydney Metropolitan area

Throughout the year the Executive endeavoured to visit all clubs in the Sydney Metropolitan basin to meet members, understand the health of the clubs and advise on ways to reinvigorate and increase membership.

There were a total of 36 clubs to be visited and by the end of this year; the Executive will have visited 32, with the remaining 4 to be visited early in 2017.

The Executive reported that some of the Sydney Metro Clubs were the oldest clubs in the VIEW network, yet many of them were vital and thriving but they often faced similar issues:

- Ageing membership and inability to attract new members
- Club Committee stagnant and not inclusive of new members
- Lack of information being passed on by Secretary and/or Delegate to members
- Resistant to change and new ideas.

Suggestions for improving:

1. Clubs are encouraged to proactively promote themselves in the community through local newspapers and media, community notice boards, libraries, local council etc, inform the public about any upcoming VIEW event/activity: Bunnings BBQ, Expos, Christmas Wrapping, Walk with VIEW and continue to personally invite women to come along to their next club meeting or luncheon. Clubs need to constantly engage new members to join VIEW.
2. Club Committees to continue to encourage and invite new members onto the committee – new committee members bring new ideas keeping it fresh. Some Club Committees share dual roles while others rotate the role of President and Secretary.
3. Secretary and/or Delegate or appropriate committee member as well as Zone and National Councillor must inform all members of the information provided by National Office. This also includes good communication and volunteering opportunities with The Smith Family if available.
4. Clubs are encouraged to adopt the use of technology ie email and VIEW website and Facebook as a way to promote their events and to attract new techno-savvy members. Clubs are asked to ensure that the details on their Club webpage are correct and kept up to date. For the addition of news and events or if changes are required please email admin@view.org.au
5. Clubs experiencing difficulties should inform National Councillors/Zone Councillors and advise National Office promptly. Often if early notification is received, solutions can be found to assist, prior to closure.

Information Days

Toni Thomas reported that the Executive had arranged Information Days: in Parramatta for Sydney Metro clubs; Bathurst with the view to re-establishing a club in the area and have planned an information day on the Central Coast (Area NF) on 31 October. She noted that the Executive and The Smith Family representatives had been able to pass on up to date information about programs. Positive feedback has been received from participants.

A second Interest meeting is planned for Bathurst on 24 November – 5pm at The Smith Family offices 89 Rankin Street Bathurst. Members with friends or colleagues who may be interested in attending and finding out more about the development of a VIEW Club in Bathurst should come along. Toni can be contacted at - bobtonithomas1@hotmail.com or 02 4751 7134.

Smith Family Retail Store Visits

The Executive has continued to visit Smith Family Retail stores in the Sydney metropolitan area to ensure they have VIEW promotional material and brochures displayed. Toni encouraged NSW/ACT National Councillors to promote, visit and or donate to their local retail stores. For the location of Smith Family retail stores visit www.thesmithfamily.com.au/get-involved/clothing-recycling-in-the-community

3.2 Learning for Life Liaison

National Council **noted** a report circulated prior to the meeting from PNVP Sue Field.

Sue often receives questions as to why a student is no longer on the program. When club members have built a rapport with their student it is only natural to wonder how they are going and why they are no longer supported by The Smith Family. To qualify for support, families need to satisfy some general eligibility criteria and this was set out in the June 2015 National Minutes. Failure to do this may result in the student being taken off the program.

Sometimes a family's situation changes for the better and they are no longer in need of assistance. Once a student comes off the *Learning for Life* program there is no further contact with them so there is no way of knowing where they are or how they are doing, unless of course the student contacts The Smith Family themselves.

As many *Learning for Life* students will now be sitting for their final school exams we issue a reminder to clubs who may be sponsoring a Year 12 or equivalent student, that they may not know until March or later if their student has been accepted into 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 they wish to know please contact them for information on 1800 633 622. Clubs are thanked for their support and for helping to make VIEW The Smith Family's largest community sponsor of disadvantaged Australian students.

Clubs are reminded that they can stay in touch with their sponsored students through the *My Smith Family* portal. Clubs can view their student/s profile and write to a student, see their club support history, download tax receipts and update address and payment details. Visit www.thesmithfamily.com.au/register

3.3 National Council Learning for Life Student

Jeanette Cassidy provided an update on the National Council's *Learning for Life* student, Isabella.

3.4 Reports on MPs

National Councillors during 2016 have continued to profile VIEW in their communities by making contact with and informing their State and Federal Members of Parliament and Local Council representatives about VIEW Clubs and the work they do supporting the education of disadvantaged Australian children in their community.

- Successes to date have included MPs posting information about their local VIEW Clubs on their Facebook/Website and in Newsletters/Flyers

- VIEW Club contact details placed onto Community Website/Noticeboard; and Directories.
- VIEW Clubs have been invited to host a stall at Local Expo/Community Fair Days
- Other Support local VIEW Clubs received from local MPs include printing/photocopying, stamps, guest speakers, promoting events on their website/newsletters
- VIEW promotional materials available at MPs and local council offices
- Local Councils have encouraged VIEW Clubs to apply for grant funding

National Councillors commented that emailing MPs provided the best response. National Councillors receiving little response to letters were asked to send out email letters in future.

4. SUB-COMMITTEES/WORKING GROUPS

4.1 Resolutions

Toni Thomas spoke to a report circulated prior to the meeting noting that the Resolution Sub-Committee has had a number of teleconferences to discuss the Resolutions process.

The final date for submission of Resolutions to National Office is 25 November 2016. A reminder to clubs was included in the October mailout.

If any assistance is needed with the wording of Resolutions members or clubs should contact the Resolution Sub-Committee - NVP Toni Thomas - bobtonithomas1@hotmail.com

Next Steps: All resolutions received will be collated and presented to National Councillors at the National Council meeting in February 2017.

Three to five Resolutions will be selected as the key resolutions for members to vote on for 2017-18.

In March 2017 all clubs will receive the selected Resolutions and voting procedures including tally sheets for club participation.

Clubs are encouraged to set aside one or two meetings to enable informed discussion or debate and encourage members to vote responsibly on each resolution, preferably with a yes or no vote. Clubs may like to invite other clubs to debate the topics with one another. Some clubs also take the opportunity to invite local school students to practice their debating skills.

Resolutions will be debated on Convention Day 2 'Voice of VIEW' Saturday 16 September 2017. Members are encouraged to attend Convention and use their 'Voice'.

4.2 External Relations

Maryanne Maher spoke to a report circulated at the meeting advising that

The role of the National Women's Alliances is to bring together women's organisations and individuals to identify the issues that affect them and engage with the Australian Government on these issues.

There are five National Women's Alliances (NWA) - two sector-based women's groups and three issues-based women's groups - each with a distinct focus. The sector-based Alliances are:

- **National Rural Women's Coalition** (NRWC), which is the prime voice for rural, regional and remote women's ideas and concerns
- **National Aboriginal and Torres Strait Islander Women's Alliance** (NATSIWA), which brings Aboriginal and Torres Strait Islander women's voices to issues.

The issues-based Alliances are:

- **economic Security4Women** (eS4W), which focuses on the promotion of lifelong economic wellbeing for women
- **Equality Rights Alliance** (ERA), which has a focus on gender equality, women's leadership and women's diversity
- **Australian Women Against Violence Alliance** (AWAVA), which recognises that gender violence, must be addressed by promoting women's empowerment.

The five Alliances represent over 180 women's organisations across Australia. One of the Alliances, NATSIWA, has individual women as members, while two other Alliances, NRWC and AWAVA, enable individual women to contribute by joining networks associated with their Alliances.

VIEW Clubs is a member of **economic Security4Women** (eS4W) and **Equality Rights Alliance** (ERA)

National Women's Alliance Review

The Office of Women and Department of Prime Minister and Cabinet commissioned a report by KPMG "Review of the National Women's Alliances Operating Framework" which was released on 13 October 2016.

In summary there is broad support from within the Alliances, Alliance members and broader stakeholders that the model is generally a good way of representing the views of many diverse groups to Government. The Alliances have funding from the Government up until 2017. Based on this report all the Alliances will be funded for a further three years.

eS4W

On 8 September 2016 eS4W launched its Equal Pay Day Campaign

- issued a Media Release on 8/9/2016 - "The Future of Work"
- issued a Discussion Paper on 8/9/2016 - "eS4W Discussion Paper "The Future of Work" (<https://www.dpmc.gov.au/resource-centre>) - This paper looks at national trends for employment (ie a snapshot of the industrial landscape that women/girls are entering) and how that feeds into the gender pay gap.
- In collaboration with member organisation, BPW Australia produced a video on "Work of the Future Valuing Women" - <https://www.youtube.com/watch?v=h1iYXAgYeyc> - employers and employees speak about their workforce/workforce participation and how they view the future of work in their own industry and what qualities they seek in an employee.

eS4W will be building on this Equal Pay Day Campaign next year.

4.3 VIEW in the Community including Events

Gloria Walter spoke to a report circulated prior to the meeting.

Community Focus

Once again clubs have been busy at many events, promoting VIEW in the community and raising awareness of The Smith Family and also of the work we do.

Functions have included Fashion Parades, Bunnings BBQs, Information stands at local events, Expos, and Anti-Poverty week awareness raising events.

Walk with VIEW

Walk with VIEW events continue to be a popular way to promote VIEW in the community. Reports have been received from the following Areas and clubs who have hosted Walk with VIEW events (July-October), in NSW - Newcastle, Tilligerry, Wollongong, Picton, Engadine, Narooma, Parkes, Tamworth, Coffs Harbour, QLD - Maroochydore, Gold Coast, SA - Hahndorf.

Clubs are reminded that if they are hosting a *Walk with VIEW* and would like a balloon pack, National Office requires 2 months' notice prior to the event.

Other innovative events

Denman Evening, in the upper Hunter area, members manned a booth at the gate of a local Wine and Food Fair – promoting VIEW as well as raising funds to support their students.

Area QB members have packed satchels for local triathlons and marathons and received generous donations for their efforts.

Fabulous Fountain Photo competition – A number of entries have been received from clubs Members and Clubs are encouraged to find a fountain, grab some members and a VIEW umbrella, take a photo and email it to view@thesmithfamily.com.au

Photos will be displayed on the view.org.au website and celebrated at National Convention 2017.

National Council noted that this was another great way to promote VIEW in the Community.

Nominations from Members and Clubs for the **Making a Difference Award** for October-December 2016 are now open.

Volunteering

Many members continue to volunteer their time at School Breakfast clubs and after school Learning Clubs. Some members also participate in the student2student program as supervisors and iTrack mentors.

Members also volunteer in Smith Family State offices, providing administrative assistance. Clubs with members keen to volunteer are asked to contact their local Smith Family office to see if there are any volunteering opportunities in their area.

Clubs are reminded to complete their volunteering hours with The Smith Family and in the community, and forward them to their National

Councillor - through their Zone Councillor - so that accurate records of volunteering can be kept.

4.4 Promoting Our Brand/Speakers Bureau

Gwen Wilton reminded National Council that the goal of the Speakers Bureau is to promote VIEW and The Smith Family in the community to external organisations such as Lions, Rotary, CWA, Zonta, Probus, Chambers of Commerce and business and other professional associations.

Gwen noted that the Speakers Bureau is keen to inform members of these organisations about who we are and what we do. Apart from informing them we are keen to offer an alternative to their members and friends who might want to become involved in our work with The Smith Family supporting children in need.

Initially the Speakers Bureau is being trialled in the Shoalhaven, Illawarra and Central Coast areas.

Organisations in these areas will be approached and offered speakers to attend their meetings. The organisations will be researched prior to attendance to ensure that the speakers target the particular areas of interest.

Each speaker will be equipped with VIEW and The Smith Family, information, marketing collateral, a PowerPoint presentation, and our new VIEW videos.

Any member who has any contact with an organisation in the Shoalhaven, Illawarra, Sydney and Central Coast areas which may be interested to hear from a speaker from the Speakers Bureau, should contact view@thesmithfamily.com.au

It is planned to extend the Speakers Bureau to other States in 2017.

4.5 Community Partnerships

Maryanne Maher updated National Council on the following events.

PCCU

She thanked VIEW Clubs who participated in the 2016 People's Choice Community Lottery. VIEW raised \$19,780 this year.

VIEW Clubs in South Australia were able to sell tickets at the Castle Plaza shopping centre, for a week, where they were lucky to have the First Prize (a car) on display. During this time members were also able to promote VIEW and the work of The Smith Family.

All funds raised through this initiative go towards The Smith Family's student2student reading program, to help young students who are behind in their reading skills.

VIEW Clubs sold three winning tickets – one in QLD and 2 in NSW. Winners are congratulated. National Office would appreciate a photo of the lucky person with their prize to promote PCCU. VIEW looks forward to participating in next year's lottery.

Blue Illusion – National Shopping Day in support of The Smith Family

Clubs received official invitations and a \$25 gift voucher in the September 2016 mailout to the National Shopping Day in support of The Smith Family on **Thursday 10 November**. Members are encouraged to invite their

female friends, family and colleagues to attend the styling workshop, have a glass of bubbles, watch the fashion parade, receive their goodie bag and redeem their \$25 gift voucher at Blue Illusion on this day because a percentage of the proceeds will be donated to The Smith Family Extra invitations and gift vouchers can be downloaded from view.org.au/resources/mailouts.

LEARNING AND DEVELOPMENT

Anne Hampshire, Head of Research and Advocacy, The Smith Family, briefed National Council on the **advocacy work** undertaken between The Smith Family and Federal and State/Territory Governments. Anne reported on achievements at the **Federal** level to date: \$4 million for *Let's Count* which will support 150,000 children over 4 years, Federal Coalition Policy Statement to boost *Learning for Life* program and \$48 million which will provide support over 4 years for 24,000 new students. She also reported on achievements at the **State** level: \$542,000 for *Let's Count* from Victorian government, \$1.6 million to support *Learning for Life* and school hubs from Tasmanian government, \$1.2 million to support young women leaving out of home care to attain tertiary qualification from Queensland government and \$150,000 for mentoring programs from Victorian government.

National Convention pack 2017 launched

Olga Shkuropatova briefed National Council on **National Convention 2017** to be held in Tamworth, NSW **15-17 September 2017**.

Two copies of the National Convention Registration Pack have been sent to all clubs and are available on view.org.au. **Bookings will open on 3 November 2016**.

A Marketing Plan has been developed to promote National Convention to all VIEW members, their friends and other women. A promotional video has been launched and is now available on the VIEW website. Clubs are encouraged to share the National Convention Registration pack and the video with all their members.

5. WORKING GROUPS

5.1 History

National Council **noted** a report circulated prior to the meeting. National Council was reminded that in order to maintain VIEW history records it is important that completed forms relevant to Club Inaugurals or Closures are sent to the History Working Group. The forms should be sent directly to the following email address - view.historymatters@gmail.com thus reducing the workload for staff at National Office.

Clubs are reminded that if they have requests for historical details of VIEW Clubs of Australia or individual club details that the Working Group can be contacted via email view.historymatters@gmail.com. The Working Group endeavours to respond as quickly as possible but at times it does not always have the information requested as there are gaps in the archives available.

History Newsletter - Member contributions are welcome so if they have a story about their time as a member and would like it published please contact the Working Group at the above email address.

5.2 Website and Social Media

National Council **noted** a report circulated prior to the meeting.

Website

Clubs are reminded to check that their contact details on their specific Club Web Page are correct (Phone and Email contact details). A checklist has been sent to all clubs.

They are also reminded to check that details "About" the Club and "When" the club meets are correct. Clubs are asked to send this information to Carleen Maley at admin@view.org.au

Publicity Officers are reminded to submit their Club articles to admin@view.org.au. High-resolution photos can also be sent along with these articles.

Social Media - Facebook

The Social Media and Website Sub-Committee is able to provide support/help to Clubs wishing to set up their own Facebook page. Clubs are encouraged to set up Facebook for the promotion of their Club, post their pictures and advise members of upcoming events.

A "How to Create a Facebook Group" help document has been created and posted to the website under Resources (view.org.au/resources).

Zone and National Councillors

Zone and National Councillors who have added their Conferences and Galas to the State News and Events on the VIEW website were thanked.

The Social Media and Website Sub-Committee is always ready to help with queries. Queries should be emailed to admin@view.org.au

6. GENERAL BUSINESS

6.1 VIEW National Office Update

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

Isobar

VIEW Executive hosted the Isobar CEO and team to an Afternoon Tea in National Office (9 August) to thank them for their support in developing the new VIEW website.

WA Development Conference - Margaret River

WA Development Team held their second successful 2 day Development Conference in the Margaret River on 26-27 August.

The Development Conference was well attended by VIEW members including a number from the Eastern states. Guests discussed: potential areas for VIEW Development in WA, learnt more about VIEW and The Smith Family, heard from Collie Program Coordinator *Learning for Life* and two local *Learning for Life* students.

Conference delegates heard from several local speakers, including Councillor Felicity Haynes Shire of Augusta – Margaret River and 2015 WA Rural Woman of the year - Tress Walmsley, CEO Intergrain, Smith Family Head of State and Territory Operations Leonie Green. \$2,800 was raised.

SA Hahndorf Getaway Gala

The Gala (9-11 September) was well attended by SA VIEW members. Guests heard from: Carey Sims The Smith Family's Partnership Coordinator who interviewed *Learning for Life* mother and daughter, Wendy and Kalan. Rachel Yorston Volunteer Relationships Co-ordinator encouraged members to consider volunteering with other guest speakers including NVP Toni Thomas and National Manager Maryanne Maher. The Gala combined information sessions, social activities, gala dinner and Walk with VIEW.

Certificate of Currency

National Office has emailed to Clubs (via club email address) the 2016-17 Certificate of Currency. Club Secretaries are reminded to keep a copy of this on file. National and Zone Councillors are reminded to keep a copy for their records and to make sure that Clubs have a copy of this certificate.

Anti-Poverty Week 11-17 October

Thank you to the Clubs who have held events, invited guest speakers, dedicated their October meetings in support of Anti-Poverty week and placed the VIEW Media Release in their local newspapers.

Anti-Poverty week aims to strengthen public understanding of poverty and hardship in Australia and the rest of the world and encourage local discussion and action aimed at addressing these problems.

Convention Registration

Convention Registration opens on **Thursday 3 November 2016**. All VIEW Clubs were sent copies of the Registration Pack, Registration Form, Volunteer Form and brochure on Tamworth in the October mailout. Clubs are asked to share this information with members and friends. The registration pack is also available on the VIEW website: view.org.au.

VIEW Matters magazine

November 2016 edition will shortly arrive at Clubs. These are great promotional items for Information Stalls/Expos, Doctors offices, libraries etc. If more copies are required please contact National Office by completing a Stock Order form.

Submissions for the 2017 April edition are now being accepted with closure of submission close of business Friday 11 March 2017.

Resolutions

All VIEW Clubs are invited to select topics for debate at the 2017 National Convention.

Clubs have until 25 November 2016 to submit their motions to National Office via the Voice of VIEW form. Copies of the form are available on view.org.au/resources/forms.

To find out more about the Resolution process please see memorandum sent to clubs in March (view.org.au/resources/mailouts).

Toy & Book Appeal

Christmas is just around the corner, and once again we are calling on all clubs to support The Smith Family's annual Toy & Book Appeal, which ensures disadvantaged children, supported by The Smith Family, receive a gift on Christmas Day. Last year, VIEW raised \$63,000 towards the Appeal. These funds helped to purchase toys and books for children most in need. To find out how to contribute to the Toy & Book Appeal, please call 1800 805 366 or email view@thesmithfamily.com.au

Christmas Appeal

The Smith Family Christmas appeal starts in November 2016. Clubs are reminded that this is their opportunity to donate excess funds in support of Smith Family programs.

Christmas Wrapping

Each year, VIEW members raise funds by participating in Christmas wrapping at local shopping centres. This is not only a good way to raise significant funds, but is also an opportunity for members to be seen in the community, raising the profile of VIEW and The Smith Family. If your club hasn't been involved in Christmas wrapping activities, why not approach your local shopping centre and become involved this year, or perhaps make enquiries for next year! Contact National Office if further advice is required. There are limited numbers of TSF banners available for use by VIEW members. Please contact your National Councillor for availability. Remember that we like to promote this activity, post information on the view.org.au website, post your event on your Club's Facebook page and most importantly send photos and an article for VIEW Matters and Friday Facts to view@thesmithfamily.com.au

New VIEW Merchandise

National Office will be introducing **new VIEW Gifts** in the form of a VIEW Keyring (\$10) and a VIEW Hairbrush (Travellers folding hairbrush with mirror) (\$7) early in the New Year.

Merchandise introduced in 2016 will still be available with the ever popular VIEW Umbrellas in two designs (\$15 each) (VIEW Logo and Circle of Friendship) and new VIEW Christmas cards (pack of 10 for \$12). The purple VIEW bags (\$2 each) have now sold out. Clubs will be notified with flyers through regular monthly mailouts.

Members are reminded that these make ideal gifts for speakers – all money raised from the sale of VIEW gifts helps children in need succeed in school.

The website will be updated to incorporate these items, and will be included in the Stock Order form for Clubs to use. This information is located at view.org.au/resources.

Smith Family Retail Stores

In the next 2 months, The Smith Family will launch two new stores to showcase new and recycled clothing and lifestyle products and to provide employment and engagement opportunities with local communities.

Marrickville – 252 Marrickville Rd, Marrickville

Opening launch on 31 October with a community launch on Saturday 5 November 9.00 am-4.00 pm. VIEW members are invited to attend.

Kempsey - TBA

Proposed Smith Family Retail Store launch prior to Christmas in converted church in town centre, to be confirmed.

National Recycling Week – 7-13 November

VIEW Clubs in NSW/ACT who have made contact with their local Smith Family Retail Store are encouraged to consider taking part in National Recycling Week 7-13 November. This is a great way for members to de-clutter their wardrobes, collect and donate good quality wearable clothing and accessories to their nearest Smith Family store or bin. Members can

also raise awareness by encouraging others to shop in The Smith Family Retail Stores during this week. This is also a great way to actively promote membership of VIEW Clubs and its connection with The Smith Family.

If Clubs would like to know the location of their nearest donation point or Retail Store, call The Smith Family Material Donation Line on 1300 737 166.

Replace old badge with new offer

As reported in the February 2016 minutes VIEW members were invited to replace their old name badge with a current one in 2016 for \$10.00. To take up this offer, members need to send in their old name badge to National Office and a cheque for \$10. On receipt of the old badge, National Office will order a new one and send it back to the member's club secretary.

With over 200 members replacing their old badges with new ones, National Office advises that this offer will continue to the end of the year. VIEW Clubs are reminded that this offer is only for those members currently holding an old name badge. Any lost badges or damaged badges are still \$15.

Club Contacts on website

National Office reminds Clubs that it is their responsibility to make sure that their Club contact details are correct on their Club page. For security no surnames or personal email addresses should be placed on the website. Club Committees are requested to regularly check their Club page to make sure that all information is up to date and send updates to admin@view.org.au

VIEW Website Refresh

Councillors and Clubs are reminded that the new VIEW website is available for use. Councillors can promote their Zone Conferences and Area Galas Clubs are encouraged to personalise their club page with:

- Description of their club, what their members like to do and regular events. This is a chance to invite new members to join their club.
- Add News/Event information – show your club activities, invite others to your events.

All updates for the website should be sent to admin@view.org.au

Committee Lists

National Office will be providing Zone Councillors with a copy of the current information that National Office holds. Zone Councillors, at time of elections, will be asked to update the form with the new information.

National Office spends considerable time in updating records for clubs each year. It is expected that with only changes noted National Office will be able to spend more time on other projects.

Joyspreaders

Clubs were provided an updated Joyspreaders brochure for VIEW Clubs. Clubs will notice that there have been changes to some of the programs with new programs becoming available.

VIEW members can donate all year round as well as during Christmas time. These donations help fund a range of programs which give disadvantaged Australian children the opportunities they need to get on the path out of poverty.

Prices range from \$15 to \$200 per gift.

Audit 2016

Clubs and Councillors will be asked to provide their 2016 Cashbooks (and accompanying materials) for audit in early 2017.

Clubs and Councillors should work to finalise their books for the end of 2016, but not send their documents into National Office until they receive their final statement for December 2016 which is usually provided in January.

More information will be provided in the January 2017 mailout including a checklist for Treasurers.

Schedule of Dates

All Councillors were reminded to make note of the Schedule of Dates when arranging meetings to pass on information through the communication chain.

Mailout Dates 2017

19 January	16 February	16 March
20 April	18 May	22 June
20 July	24 August	19 October
16 November		

Please note that there will not be a mailout during September 2017.

National Office Christmas Closure

Councillors and Clubs are asked to note that VIEW National Office will be closed over the Christmas break from 26 December to 1 January 2017.

IWD 2017

Clubs are encouraged to start arranging their 2017 International Women's Day events. Details of events should be sent to PNVP June Greentree. Clubs should also remember to promote their events on the VIEW website and Club Facebook pages. Submissions for VIEW Matters are also requested including high resolution photos of the attendees.

The Sydney event will be held on Wednesday 8 March at 99onYork. Further details will be provided when confirmed.

6.2 National Schedule of Dates 2017

National Council unanimously **ratified** the National Schedule of Dates for 2017. The Schedule appears at the end of these minutes.

6.3 Requests for Club Name Changes

Gwen Wilton advised that requests have been made for Werris Creek Evening VIEW Club (Zone NI01) to become a day club and be known as Werris Creek VIEW Club and Campbelltown Evening VIEW Club (Zone NB02) to become a day club and be known as Campbelltown VIEW Club (accompanied by a copy of Club Minutes evidencing agreement by the majority of members).

Toni Thomas **moved** that Werris Creek Evening VIEW Club become a day club and be known as Werris Creek VIEW Club and Campbelltown Evening VIEW Club become a day club and be known as Campbelltown VIEW Club.

Seconded by Barbara Hyslop

Carried unanimously

6.4 Sister Clubs

Gwen Wilton spoke to a paper circulated prior to the meeting. National Council **noted** that, in 2008, clubs were offered the opportunity to form a Sister Club relationship with another VIEW Club. This was designed to be more than just a social get together with other clubs in the same Area or Zone but to encourage clubs to regularly communicate with another club for their mutual support and exchange of ideas.

The aims and objectives were to:

- Strengthen, stabilise and grow VIEW clubs and the VIEW network
- Support one another by sharing ideas
- Improve communication
- Share friendship and socialisation
- Help improve retention of existing members

Since 2008, clubs interested in forming Sister Club relationships have been assisted by PNP Brenda Harrold, who matched them and assisted with linking clubs with each other.

Gwen noted that over the years some Clubs have elected to form their own Sister Club relationships and advised Brenda of this arrangement.

Gwen proposed that as a number of Clubs are making their own arrangements to link with and form Sister Club relationships, the administration, maintaining a register of Sister club relationships move to National Office. Any Clubs requiring assistance in finding a Sister Club should email National Office with their request.

National Council unanimously **agreed** to this change.

National Council **acknowledged** PNP Brenda Harrold's work in facilitating the initial set up of the Sister Club program and for her continued dedication over the past years. Brenda's leadership has helped the smooth integration of a number of new clubs into the VIEW Community as well as providing support for clubs that are geographically isolated or experiencing difficulties.

National Council **noted** that there will be no change to current sister club relationships.

6.5 National Office Communication to Clubs

Toni Thomas spoke to a Discussion Paper circulated prior to the meeting. Toni noted that during recent Club visits, the Executive team has been made aware that a great deal of the regular mailouts from National Office, including information about upcoming events, Smith Family activities and regular correspondence, is not being passed onto members or Club Committees. She noted that reasons for this failing in communication could include:

- Club Secretary may be away or ill and does not distribute, or
- Committees decide that their members don't need to know the information, or
- the Secretary doesn't want to print the information out because it is costly, or
- Member/s may not be present at meeting when matter has been raised.

Question	Answer
<p>Can I sell items at a VIEW function?</p> <p>Can I raise money for myself by selling items at a VIEW function?</p>	<p>No. As VIEW is part of, and associated with The Smith Family, money raised on behalf of VIEW is inherently linked to The Smith Family. When VIEW raises funds it is indicating to those members and generous supporters that their monies will go to The Smith Family for the financial and educational support of disadvantaged children. If VIEW were to raise funds and then use those funds to support charitable causes (Cancer Societies, local hospitals, charities, etc) other than The Smith Family, this whilst well intended, would be misleading and deceptive to the public and is a serious matter.</p>

6.7 Combined AGM & Election meetings:

Gwen reminded National Councillors that as from 1 January 2013 it was requested that all combined elections/AGMs would be held at the first meeting of the year. Chairing of this meeting can be carried out by the Zone Councillor or her nominee, Past Senior Officer, past Club President, etc. This should be done in consultation with Zone Councillors and Gwen asked National Councillors to encourage all clubs to comply with this request.

6.8 Acknowledging Traditional Owners and Welcome to Country Protocols

Gwen Wilton reminded National Council of the process of "Welcome to Country" and "Acknowledgement of Country" which recognised the unique position of Aboriginal people in Australian culture and history.

Two ceremonies can be performed:

"Welcome to Country" by local Aboriginal people of that Land and
 "Acknowledgement of Country" by all people, children and adults.

Gwen reiterated that these ceremonies should only take place at major events eg National Convention, Area Gala Functions, Zone Conferences or International Women's Day where members of the community or dignitaries eg Local MP, local Councillor, Mayor etc. are in attendance

National Councillors were provided with a handout containing the appropriate wording to use when giving an "Acknowledgement to Country".

6.9 National President's and George Forbes Awards

National Councillors were provided with an Information and Nomination Sheet/s containing the criteria for these Awards. Gwen encouraged National Councillors to submit nominations. Clubs will receive the National President's Nomination form early 2017.

Dates of Next Meetings

National Executive – 8 December 2016, 12 January 2017 (Teleconferences) and 11 February 2017 (Face to Face)

National Council – Sunday 12 February 2017

2017 National Schedule of Dates
(Might be subject to change)

WHEN	WHAT
After first 2017 Club meeting	Delegates Reports due to Zone Councillor
January	
Monday 2 January	Agenda items to Executive Mentor
Thursday 12 January	Executive Meeting (Teleconference)
February	
Friday 3 February	Agenda sent to National Councillors
Saturday 11 February	Executive Meeting (Face to Face Meeting)
Sunday 12 February	National Council Meeting
Monday 20 February	Italicised Minutes emailed to National Councillors
Friday 24 February	National Minutes distributed via email
Week beginning 27 February	Zone Councillor Meeting (Face to Face) with National Councillor
March	
Week beginning 6 March	Delegates Meeting (face to face) with Zone Councillor
Thursday 16 March	Executive Meeting (Teleconference Meeting)
April	
Thursday 13 April	Executive Meeting (Teleconference Meeting)
May	
Friday 5 May	Agenda items to Executive Mentor
Thursday 11 May	Executive Meeting (Teleconference Meeting)
Friday 27 May	Agenda sent to National Councillors
June	
Saturday 3 June	Executive Meeting (Face to Face Meeting)
Sunday 4 June	National Council Meeting
Monday 12 June	Italicised Minutes emailed to National Councillors
Friday 16 June	National Minutes distributed via email
Week beginning 19 June	Zone Councillor Teleconference with National Councillor
Week beginning 26 June	Delegates Meeting/Teleconference with Zone Councillor
July	
Thursday 13 July	Executive Meeting (Teleconference Meeting)
August	
Friday 4 August	Agenda items to Executive Mentor
Thursday 10 August	Executive Meeting (Teleconference Meeting)
September	
Wednesday 6 September	Agenda sent to National Councillors
Wednesday 13 September	Executive Meeting (Face to Face Meeting)
Thursday 14 September	National Council Meeting
Friday 15/Saturday 16/17 Sunday September	National Convention
Monday 25 September	Italicised Minutes emailed to National Councillors
Friday 29 September	National Minutes distributed via email
Friday 29 September	Agenda items to Executive Mentor
October	
Week beginning 2 October	Zone Councillor Teleconference with National Councillor
Thursday 5 October	Executive Meeting (Teleconference Meeting)
November	
Friday 3 November	Agenda sent to National Councillors
Friday 10 November	Executive Meeting (Face to Face Meeting)
Saturday 11/Sunday 12 November	Learning and Development/Changeover Dinner
Monday 13 November	National Council Meeting
Monday 20 November	Italicised Minutes emailed to National Councillors
Friday 24 November	National Minutes distributed via email
Week beginning 28 November	Zone Councillor Teleconference with National Councillor
December	
Week beginning 5 December	Delegates Meeting/Teleconference with Zone Councillor
Thursday 7 December	Executive Meeting (Teleconference Meeting)