



**National Minutes  
and  
Information from National Council**

**February 2018**

## MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Sunday 4 February 2018

The Holiday Inn, Sydney Airport

<b>PRESENT:</b>	<p style="text-align: center;"><b>National Executive</b></p> <p>National President Jan Roberts, National Vice Presidents Pat McRae and Annette Schlafrig</p> <p style="text-align: center;"><b>National Councillors</b></p> <p><b>Lesley Carroll</b> Upper Mid North Coast of NSW and Inland (NM), <b>Jeanette Cassidy</b> Sydney North Shore &amp; Northern Beaches (NC), <b>Maria Culka</b> North and Western Metropolitan Melbourne &amp; North and Western Country (VC), <b>Joanne Gray</b> Macarthur, Southern Highlands &amp; Illawarra region including Wollongong (NB), <b>Christine Manger</b> Lower Mid North Coast of NSW and Inland (NK), <b>Lyn Masters</b> Brisbane and Surrounds (QA), <b>Rosie McDermott</b> NSW Northern Rivers (NJ), <b>Sandi Muntisov</b> Central &amp; Eastern Metropolitan Melbourne (VA), <b>Anne-Louise O'Connor</b> Hunter/Central Coast Region (NA), <b>Marlene Powell</b> Metropolitan Adelaide and Surrounds including Sunraysia (SA), <b>Fay Valerius</b> Riverina, MIA, Snowy Mountain Foothills and South to Victorian border (NL), <b>Marilynne Weston</b> Canberra and surrounding areas (AA), <b>Helen Zirn</b> Western Sydney region (NE)</p> <p style="text-align: center;"><b>National Office Staff</b></p> <p>VIEW National Manager Maryanne Maher Administration Coordinator Linda Custer (Minute Secretary) Operations Coordinator Olga Shkuropatova</p>
<b>APOLOGIES</b>	<b>Beryl Pike</b> New England and North Central NSW (NI)
<b>GUESTS PRESENT</b>	<b>Faiza Ahmad</b> National Communications Manager The Smith Family
<b>1. Welcome</b>	
	<p>National President Jan Roberts on behalf of her fellow Executive Pat McRae and Annette Schlafrig welcomed all present and began the meeting by acknowledging the traditional owners and custodians of the land. She then opened the meeting with the VIEW Pledge.</p> <p>Jan welcomed the 2018-19 National Councillors to their new roles as members of the VIEW leadership team, sharing the Executive's 2018–19 theme, '<b>Make Connections Make a Difference</b>'. The theme recognises that VIEW members <b>make connections</b> with others in the community. VIEW members are <b>connected</b> through a supportive network based on friendship. We sponsor students, volunteer, fundraise and advocate to enable better life outcomes for disadvantaged Australian children and young people. As the largest community sponsor of Smith Family <i>Learning for Life</i> students, VIEW continues to <b>make a difference</b> to the lives of financially disadvantaged children's education. VIEW also <b>makes a difference to the lives of women</b> by bringing them together, enabling them to create lasting friendships, have fun and contribute to their community in meaningful ways through supporting the charitable works of The Smith Family.</p> <p>Jan expressed that VIEW's focus for 2018-19 is to:</p> <ul style="list-style-type: none"> <li>• Continue to attract new members as well as retain our existing members,</li> </ul>



	<p><b>Event Notification</b></p> <p>Pat informed Councillors that all Clubs, National and Zone Councillors are now asked to forward their Event Notification forms to her at <a href="mailto:pat.mcrae@bigpond.com">pat.mcrae@bigpond.com</a> at least one month prior to the event for insurance purposes, Pat made reference to the VIEW Club Handbook 2018-19, page 25:</p> <p><i>“The Smith Family/VIEW maintains Public liability insurance for events conducted by VIEW Clubs, subject always to the full Terms, Conditions and Exclusions of the Policies. Each year, the insurer is updated with information about the range of VIEW activities involving members - e.g. breakfast/lunch/dinner, bus trips/outings, craft days, picnics etc. When undertaking an outing or activity which falls outside the regular activities of VIEW, the Club Secretary must advise National Office in writing at least one month before the event. ...”</i></p> <p>Details of the insurances maintained by The Smith Family/VIEW can be found in the Insurance section of the Club Handbook 2018-19 on page 22.</p>
<p><b>3.2 National Council Learning for Life Student – Update</b></p>	<p>Pat spoke about the importance of supporting <i>Learning for Life</i> students and asked the National Council if they would agree to continue to collectively support a <i>Learning for Life</i> student who had been sponsored by National Council since 2009.</p> <p>Jeanette Cassidy National Council Student Liaison 2016-17 gave a brief report on the student supported.</p> <p>National Council voted unanimously to continue their support of a <i>Learning for Life</i> student for their two year term.</p> <p>Marlene Powell agreed to take over the role of <i>Learning for Life</i> Student Liaison 2018-19 corresponding with the student and reporting to National Council.</p>
<p><b>3.3 Connecting with Local/State/Federal Members of Parliament (MPs)</b></p>	<p>Pat made reference to National Office update (Letters to Local/State/Federal Representatives) that in 2018-19 to increase VIEW Clubs’ profile in the community, National Councillors (and in some circumstances where there is no National Councillor, Zone Councillors) have been provided with template letters of introduction to send to their Local, State and Federal representative/s in their Area.</p> <p>Their aim is to seek a face to face meeting with their Local, State or Federal representative/s to increase awareness about VIEW and The Smith Family, who we are, what we do and how they can help to promote VIEW in the community.</p> <p>National Councillors will be reporting on these meetings with their Local, State and Federal representative/s at each National Council meeting.</p>
<p><b>4. Sub-Committees</b></p>	
<p><b>4.1 National Council Sub-Committees – Membership</b></p>	<p>Annette Schlafrig spoke to a paper previously circulated.</p> <p>National Council had been provided with an outline of National Council Sub-Committees and working Groups for 2018-19.</p> <p>Annette explained that National Council Sub-Committees are a critical part of VIEW, creating more flexibility within the organisational structure allowing the National Council and Executive to work with new and emerging leaders within the organisation.</p>

	<p>Working Groups are longer term committees which focus on specific functions/areas and involve Executive, National Councillors and other VIEW members.</p> <p>National Council Sub-Committees proposed were:</p> <table border="0"> <tr> <td>Resolutions</td> <td>Chair: Annette Schlafrig</td> </tr> <tr> <td>External Relations</td> <td>Chair: Maryanne Maher</td> </tr> <tr> <td>VIEW in the Community incl Events</td> <td>Chair: Pat McRae</td> </tr> <tr> <td>Promoting Our Brand/Speakers Bureau</td> <td>Chair: Annette Schlafrig/ PNP Gwen Wilton</td> </tr> <tr> <td>Community Partnerships</td> <td>Chair: Maryanne Maher</td> </tr> </table> <p>Working Groups include:</p> <table border="0"> <tr> <td>History</td> <td>Chair: PNVP Susan Groenhout</td> </tr> <tr> <td>Website and Social Media</td> <td>Chair: Pat McRae/PNVP Carleen Maley</td> </tr> <tr> <td>2019 National Convention</td> <td>Chair: PNP Lorraine Montgomery</td> </tr> <tr> <td>Future of VIEW</td> <td>Chair: Maryanne Maher</td> </tr> <tr> <td>Development (new)</td> <td>Chair: Maryanne Maher/Jan Roberts</td> </tr> <tr> <td>Community Grants (new)</td> <td>Chair: Maryanne Maher</td> </tr> </table> <p><b>Community Grants (new)</b></p> <p>We are seeking assistance from VIEW members who are willing to research various avenues to source available/applicable grants and also identify potential community grants in Areas where VIEW Clubs are located (nationally). Such volunteers could assist members with drafting, keeping a register, follow through to submission, recording results and reporting.</p> <p>This could include:</p> <ul style="list-style-type: none"> <li>• Agreeing on which Grants would be most beneficial</li> <li>• Sourcing Grant Opportunities in locality/states where VIEW Clubs are active</li> <li>• Providing support for individual Clubs/Areas in their Grant submission drafts</li> <li>• Drafting Grant Submissions within time frames required</li> <li>• Seeking approval for all Grant proposals prior to submission from National Office or TSF (in a timely manner).</li> </ul> <p>Any VIEW members interested in joining or finding out more about either the Development or Community Grants Working Groups should contact their National Councillor.</p>	Resolutions	Chair: Annette Schlafrig	External Relations	Chair: Maryanne Maher	VIEW in the Community incl Events	Chair: Pat McRae	Promoting Our Brand/Speakers Bureau	Chair: Annette Schlafrig/ PNP Gwen Wilton	Community Partnerships	Chair: Maryanne Maher	History	Chair: PNVP Susan Groenhout	Website and Social Media	Chair: Pat McRae/PNVP Carleen Maley	2019 National Convention	Chair: PNP Lorraine Montgomery	Future of VIEW	Chair: Maryanne Maher	Development (new)	Chair: Maryanne Maher/Jan Roberts	Community Grants (new)	Chair: Maryanne Maher
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<p><b>5. Working Groups</b></p>																							
<p><b>5.1 History</b></p>	<p>National Council <b>noted</b> a report previously circulated.</p> <ul style="list-style-type: none"> <li>• A number of clubs are actively saving club data with many creating the role of 'Club Historian' in order to preserve their individual club history. Clubs are encouraged to preserve their history and forward copies (electronically) to the History Working Group.</li> </ul>																						

	<ul style="list-style-type: none"> <li>• Clubs are requested to forward copies of their inaugural minutes for the archives. This information assists when requests for information are received.</li> <li>• All history requests and archiving should be forwarded to <a href="mailto:view.historymatters@gmail.com">view.historymatters@gmail.com</a>.</li> <li>• A History Newsletter will be produced again in 2018 and made available to all members and clubs on the website. Submissions can be made to the working group (<a href="mailto:view.historymatters@gmail.com">view.historymatters@gmail.com</a>).</li> <li>• The 60<sup>th</sup> Anniversary of VIEW, to be celebrated in 2020, will be the opportunity to showcase our VIEW History. One way we are aiming to do this is to highlight member stories and we hope that VIEW members will write to us with their memories or stories. <b>So why not put pen to paper and tell us about your VIEW journey!</b></li> </ul>
<p><b>5.2</b> <b>Website &amp; Social Media</b></p>	<p>Jan Roberts spoke to a report previously circulated.</p> <p><b>Website New Year Updates</b></p> <p>VIEW Clubs are reminded that the beginning of the year is the time for updating their Club webpage with changes to Contact Details (phone number and email address) as well as any relevant changes to their meeting location, date and time.</p> <p>The Club Secretary (or Web Contact) should review their webpage and furnish any changes in contact details to <a href="mailto:admin@view.org.au">admin@view.org.au</a>.</p> <p><b>Audit/Review during 2018</b></p> <p>The Website and Social Media Working Group will be conducting an audit of Club information appearing on the website throughout the year.</p> <p>Members of the Working Group will make direct contact with each club and confirm the accuracy of their Club's webpage details under the following headings "About", "Contact", "Location", Events etc, as well as include Club Facebook details.</p> <p>The Working Group will then present this information to the Website Support Group in order for each web page to be updated.</p> <p>Clubs are reminded to e-mail stories/descriptions of any special events including photos of a range of Club events not just birthdays.</p> <p>Reminder – It is equally important for Clubs to regularly update "Club News" on their webpage. Updates to Facebook should also be reflected on their Club webpage. In this way Clubs keep their members and others informed of up to date current events and activities. Clubs should send information about current events and activities including articles and photos to: <a href="mailto:admin@view.org.au">admin@view.org.au</a>.</p> <p><b>Rename your photos for easy identification</b> - Members are reminded that photos must be renamed before sending them for uploading to the website by the Working Group.</p> <p><b>All photo names should include: State, Club name, Date.</b> For example: NSW Woollahra 150717; SA Adelaide City Ev 150118 etc.</p> <p>Renaming photos in this manner will avoid a mix up when photos are received with the same name from different clubs (example image 01, image 02 and image 03 received from three different clubs on the same day).</p> <p>This Process for Naming of photos (State, Club name, Date) should also be used when posting photos on social media or when sending photos in for VIEW Matters.</p>

	<p><b>Social Media – Facebook</b></p> <p>VIEW Clubs who have individual Facebook pages are encouraged to advise the Working Group (admin@view.org.au) that they have a Facebook page. This can then be linked to the Club’s webpage, providing members and others, with another way to learn about the VIEW Club.</p> <p>Members are reminded that they should ‘Like’ VIEW Clubs of Australia as well as other VIEW Club Facebook pages such as Sister Clubs or other clubs in your Zone/Area.</p>
<p><b>5.3</b> <b>National Convention 2019</b></p>	<p>Maryanne provided a brief overview.</p> <p>National Convention will be held on 13-15 September 2019 at Twin Waters Novotel Resort with the majority of events held at this single venue.</p> <p>Registration packs will be available second half of 2018.</p> <p>National/Zone Councillors and all VIEW Clubs are asked to promote this event to their members as well as to female non-members who may be interested.</p> <p>A promotional brochure and new promotional video will be available later in the year.</p> <p>Planning of National Convention 2019 has commenced with an Interest meeting @ QB Zone Conference to be held on Tuesday 17 April, 10.30am for 11am at the Maroochydore Surf Club, 34-36 Alexandra Parade, Maroochydore.</p> <p>If you are interested in attending the Interest meeting @ QB Zone Conference contact Zone Councillors QB Margaret Elliott (<a href="mailto:margarete Elliott@gotalk.net.au">margarete Elliott@gotalk.net.au</a>) and Jean Jennings (<a href="mailto:jeanjennings06@gmail.com">jeanjennings06@gmail.com</a>).</p>
<p><b>5.4</b> <b>Future of VIEW Working Group</b></p>	<p>National Council noted a paper previously circulated.</p> <p>As an advisory body to the VIEW Executive the Future of VIEW will be working on the following:</p> <ul style="list-style-type: none"> <li>• Developing “strengthening membership guidelines” and a “Club formation guide”.</li> <li>• Reviewing the VIEW offering to members. Conducting exit surveys of VIEW members who have left VIEW over the past three years to understand if there are any patterns forming, and ways to improve retention of members.</li> <li>• Ongoing - Continuing to review and update Club and Councillor Handbooks for the next edition 2020-21.</li> </ul> <p>On 17 January, Jillian Smith resigned as a member of the Future of VIEW Working Group.</p>
<p><b>6. NATIONAL OFFICE UPDATE</b></p>	
	<p>Maryanne spoke to a paper previously circulated.</p> <p><b>Toy &amp; Book Appeal</b></p> <p>In 2017 VIEW Clubs’ donations to The Smith Family’s Toy &amp; Book appeal totalled \$66,000. This amount was once again an increase on the previous year, resulting in 1,100 children receiving a special gift under the tree at Christmas time. Thank you to all clubs which contributed to this appeal.</p> <p><b>The Smith Family Christmas Appeal</b></p>

As at 23 January, the Christmas Appeal had raised \$3.63m, leaving only \$90,000 required by 31 January to reach the \$3.72m goal. Funds raised to date will help to provide 8,638 disadvantaged students with the extra learning support they need to make the most of their education! Thank you to all clubs which contributed to this appeal, your funds are greatly appreciated.

### **Christmas Wrapping**

Thank you to all members who were involved in Christmas Wrapping at local shopping centres, not only providing a valuable service, but promoting VIEW Clubs to prospective members in the community, and raising funds, so far over \$20,000.

VIEW clubs in the following areas participated in Christmas Wrapping:

NSW: Stocklands Nowra, Sapphire Market Place Bega, One Farrer Place, Sydney; Toormina Gardens, Woolgoolga

QLD: Mt Ommaney, Helensvale Gold Coast, Stafford Shopping Centre

VIC: Corio Central, Geelong, Ocean Grove Plaza and Leopold Shopping Centre, Ocean Grove, Bendigo Market Place and Lansell Square, Bendigo and Castlemaine.

We are always interested to know the locations and clubs involved in Christmas Wrapping. Please send all this information through to (pat.mcrae@bigpond.com).

Your information enables us to record and acknowledge the great contribution you have all made.

**International Women's Day (IWD) events throughout Australia** (as mentioned in 3.1)

Many regional areas and individual clubs are busy arranging their International Women's Day events for 8 March 2018. This year's theme is **#PressforProgress**.

*"Now, more than ever, there's a strong call-to-action to press forward and progress gender parity. Motivate and unite friends, colleagues and whole communities to think, act and be gender inclusive."*

Members are encouraged to support their club and Zone/Area IWD functions and invite other women in the community to join them. For updates on IWD events in your Zone/Area, contact your Zone or National Councillor or check the website (your Club page has a list of all advised events in your State).

Event organisers are asked to submit articles and photos of their events to The Editor VIEW Matters ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)) by 16 March.

### **Event Notifications**

National Office would like to thank PNVP June Greentree for her work with the collation of VIEW events for the past two years. Due to other commitments, June will no longer be collating this information. As mentioned in Item 3.1 all Clubs, National and Zone Councillors are now asked to forward their Event Notification forms to Pat McRae at pat.mcrae@bigpond.com at least one month prior to the event.

### **VIEW Matters magazine**

National Office has commenced the production of VIEW Matters April 2018 edition. National Councillors and Zone Councillors are encouraged to contact their clubs requesting details of any special events or awards such as: Australia Day and other Honours, significant events etc. Submissions

should be sent to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) including a high resolution photo/s no later than 16 March 2018.

### **January Mailout to all clubs**

The January mailout to clubs is very important for all Club Secretaries and Treasurers and all members. It contained the following:

- Welcome to 2018 – we look forward to another exciting year ahead
- Membership List Procedures and Club Member List
- Service Pin Check List and Order Form
- The Smith Family Annual Report 2018-19
- Media Release
- Joyspreader Gifts
- Audit – Annual Audit Guide and Request for Audit 2017
- Cashbook – Memo, Electronic Cashbook Guide and Flyer
- Petty Cash Recording Form
- Treasurer’s Guide
- Club Statement

All this information is also available on VIEW website at <http://view.org.au/resources/mailouts/>.

### **Media Releases**

The first media release for 2018 “*New Year VIEW: Opportunity to support children in need with other local [area] women*” takes the form of a membership drive. This media release can of course be used at any time of the year.

The second media release was emailed to all VIEW clubs on Friday 2 February refers to VIEW’s support of the *Learning for Life* sponsorship program. “*VIEW Club calls on community to tackle child poverty through sponsorship*”.

Both Media Releases are available <http://view.org.au/resources/media-releases/>

We encourage all clubs to customise these media releases to their particular area and club and then submit to their local media.

### **National Office Mailout dates 2018**

15 February	15 March	19 April	17 May
21 June	19 July	23 August	20 September
18 October	22 November		

### **Updated Club Handbook 2018-19 and Forms (Club Secretary/Committee)**

The updated Club Handbook (<http://view.org.au/resources/committee-information/>) and forms (<http://view.org.au/resources/forms/>) are now available on the VIEW website. Club Secretaries and Treasurers are encouraged to download all relevant documents/forms for their immediate club use and to dispose of all out of date forms and handbooks. National Office does not provide hard copies of these documents.

Councillors are asked to encourage their Clubs to dispose of all outdated forms and download fresh forms from the website. All Club Committee members should be encouraged to download the updated Club Handbook 2018-19 for their reference.

### **Letters to Local/State/Federal Representatives**

2018-19 National Councillors will be asked to send letters of introduction (templates provided by National Office at the National Council meeting) to their Local, State and Federal representatives, requesting a face to face meeting, as referred to in Item 3.3.

When speaking to Local/State/Federal Representative/s National Councillors are asked to cover the following topics:

- Suggestions from representatives as to ways of promoting VIEW in their community
- Posting to Representative Facebook/Website/Newsletter/Flyer
- Placing VIEW Club contact details onto Community Website/Noticeboard
- Local Community Fair Day – to potentially hold a stall and promote VIEW
- Grants that can help VIEW Clubs and/or support The Smith Family
- Support that they can provide to local VIEW Clubs eg printing/photocopying, stamps, guest speakers, promoting events on their website/newsletters.

### **Correspondence to LfL Students and sending information to VIEW Clubs around Christmas Time**

For The Smith Family (and VIEW Clubs), Christmas is a very busy time of year, and an enormous amount of mail is received in The Smith Family National Office during this period, including gifts, cheques, presents, etc.

To ensure that the mail is directed to the appropriate department in a timely manner we ask that you: **Address your mail to VIEW Clubs C/- The Smith Family.**

Send any Student correspondence, letters or gift cards in a separate envelope so that it can be expedited and sent to students.

### **Club Statements (new procedure)**

As VIEW Clubs operate on a calendar year, from January 2018 VIEW National Office will be providing VIEW Club's Statement as at 31 December in January each year (previously they were provided to Clubs at the end of financial year – 30<sup>th</sup> June). This change will allow each Club's Secretary and Treasurer to reconcile their Club's payments before finalising financial documents for Annual VIEW Audit.

The Statement includes all transactions recorded in VIEW accounts system from 1<sup>st</sup> January 2017 through to 31<sup>st</sup> December 2017. **This statement details anything processed as a stock order**, including new member joining fees and purchases of any VIEW merchandise. This statement does not include donations, annual membership subscriptions or *Learning for Life* sponsorships.

If a club does not receive a Statement, the Club's balance as at 31<sup>st</sup> December 2017 is zero. There is no further action for you to take.

If a club has already sent in their Books for audit before receiving this statement, then they don't need to panic. Just ensure that they pay any outstanding invoice/s ASAP and to consider this process at the end of this year.

### **Cashbook (new procedure)**

#### **VIEW Electronic Cashbook**

Club Treasurers are encouraged to use the Electronic Cashbook for easier record keeping, Treasurer's monthly reports and the annual audit. Our

Auditors also prefer this version. Based on audit 2016 results, 48% of VIEW Clubs (136 clubs) are using the VIEW Electronic Cashbook version.

VIEW Electronic Cashbook 2018 is available for downloading at [www.view.org.au/resources/committee-information](http://www.view.org.au/resources/committee-information) together with step by step Electronic Cashbook Guide.

**VIEW Electronic Cashbook Liaison PNC Trish Murphy** is the first point of contact for any Club Treasurer requiring assistance or explanations in relation to the VIEW Electronic Cashbook 2018. If you have any questions or concerns, please contact Trish Murphy on 03 5251 2675 or email to [murphytrish40@gmail.com](mailto:murphytrish40@gmail.com).

#### **VIEW Cashbook (hardcopy)**

National Office understands that not all Treasurers will be familiar with the electronic cashbook and prefer to use the hardcopy version. Previously all clubs were sent a hard copy cashbook regardless of the Treasurer's wish to use the electronic version. National Office received feedback from many clubs requesting that a hardcopy version not be sent as their Treasurer prefers the electronic version and this is seen as incurring unnecessary postage expenses.

Therefore, this year we are trialling a new process. If the Club Treasurer wishes to use the hardcopy version of the VIEW Cashbook, we ask that they complete the Request form enclosed in the Treasurer's January mailout and send/email it to National Office [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Please note: The hardcopy VIEW Cashbook will only be sent to your Club's address upon receipt of your club's completed request.

#### **Service Pins**

In the January Mail out, your clubs will have received a decade badge order (green) form. Clubs are asked to check that the information is correct and that the member does wish to receive a decade service pin.

With recent postage increases, the minimum cost of packaging and mailing 10 and 20 year decade service pins is \$8.75. Clubs pay \$5 for the badge and postage currently. This cost will need to be reviewed in the future.

In the meantime, eligible members should continue to be asked:

- a) whether they require their 10 and 20 year decade service pin or
- b) if they would prefer a Certificate of Service.

These certificates were introduced in 2013.

#### **Purple Gro grain Ribbon – no longer available from National Office**

National Office were informed by the supplier of the Purple Gro Grain Ribbon that they were no longer able to supply this ribbon in the quantities required. We have been unable to source an alternative supplier at a reasonable price and will therefore no longer be able to supply this item to members. This item has now sold out.

#### **Certificates of Appreciation**

The VIEW Certificate of Appreciation format has been refreshed. The new design includes changing it from an upright (portrait) design to a sideways (landscape) design and uses the colourful VIEW bubble design element. The Certificates of Appreciation will also be printed onto a lighter weight paper, allowing it to be fed through home printers, as requested.

	<p>Certificates of Appreciation will be available for order from the February mailout.</p> <p><b>Making a Difference Awards 2018-19</b></p> <p>2018-19 Executive will be continuing the popular “Making a Difference Awards”. Clubs may nominate deserving members from February 2018. Details on nominating a member and the nomination form will be available on the website (<a href="http://view.org.au/resources/forms/">http://view.org.au/resources/forms/</a>).</p> <p><b>Upcoming Event of Interest at the Hilton Surfers Paradise – 26 May</b></p> <p>A VIEW Literary Luncheon will be held on Saturday 26 May 2018 at the Hilton Surfers Paradise (6 Orchid Avenue, Surfers Paradise). Guest speakers will include authors Jenny Old and Jo Moon discussing their soon to be released books. Tickets are \$45 which includes a 2 course meal, coffee and tea.</p> <p>This will be a wonderful event to promote VIEW to others in the community. We encourage VIEW members and especially their friends and book lovers to join us for an enjoyable day. A formal invitation will be sent to clubs shortly. For more information contact PNC Annette Thiedeke at <a href="mailto:viewncqc@gmail.com">viewncqc@gmail.com</a>.</p> <p><b>Club Banners – Update</b></p> <p>Templates for Club Banners are being designed. There will be an announcement made to clubs when this template is available.</p>
<p><b>7. General Business</b></p>	
<p><b>7.1 Closed Clubs</b></p>	<p>National Council <b>noted</b> that four clubs had closed since November 2017. Glenroy VIEW, Victoria; Westside VIEW, Bankstown VIEW, and Moruya VIEW Clubs in NSW.</p>
<p><b>7.2 National Council Minute Secretary</b></p>	<p><b>Thank you PNVP Jillian Smith</b></p> <p>Maryanne read to the National Council, the following acknowledgement of thanks to PNVP Jillian Smith.</p> <p>In 2004, Jillian was invited by the then National Manager –VIEW - to perform the role of Minute Secretary at National Council meetings, which she has carried out with expertise and diligence for 13 years.</p> <p>Beginning with preparing the Agenda to recording and fine-tuning the minutes, Jillian has provided invaluable assistance and expertise in the compilation of the National Minutes.</p> <p>Jillian was also a valued member of the Future of VIEW Working Group from 2012 to 2017 and continues in the role of Past Senior Officer Coordinator.</p> <p>Jillian was the recipient of the National President’s Award for Excellence in 2015 and acknowledged as being a strong advocate for VIEW, demonstrating the values of VIEW and The Smith Family with professionalism, inclusiveness, collaboration and determination while being a great mentor and team player.</p> <p>Maryanne thanked Jillian for her dedication and assistance and appreciated that she will continue to be a strong advocate of the values of VIEW through her role as PSO Coordinator.</p>
<p><b>7.3 National Councillor Nominations</b></p>	<p>Jan Roberts spoke to a paper previously circulated.</p> <p>There are a number of vacant National Councillor positions leaving a large number of unsupported Areas and/or Zones for 2018-19.</p> <p><b>Brisbane and Surrounds (QA)</b></p>

<p><b>2018-19 – Late appointments</b></p>	<ul style="list-style-type: none"> <li>• The State of Qld now consists of 3 Areas QA, QB and QC. Areas QB &amp; QC although without National Councillors will be supported by Zone Councillors and Executive Mentors will support these Zone Councillors.</li> <li>• QA currently has no National or Zone Councillors</li> </ul> <p><b>Sydney North Shore and Northern Beaches (NC)</b></p> <ul style="list-style-type: none"> <li>• NC currently has no National or Zone Councillors</li> </ul> <p>In both of these identified areas, National Councillors for 2016-2017 were approached to see if they would be willing to continue in the role as Acting National Councillor for 12 months with a view to mentoring someone to succeed them after 12 months.</p> <p>Lyn Masters (Brisbane and Surrounds (QA)) and Jeanette Cassidy (Sydney North Shore and Northern Beaches (NC)) have both agreed to continue in such roles.</p> <p>It was proposed that:</p> <ul style="list-style-type: none"> <li>• Lyn Masters and Jeanette Cassidy be ratified as Acting National Councillors for their respective areas Brisbane and Surrounds (QC) and Sydney North Shore and Northern Beaches (NC) for 2018;</li> <li>• Lyn and Jeanette will be invited to attend scheduled National Council meetings for 2018 and report back at regular intervals encouraging members to learn more about the duties of National Councillor and work towards identifying a replacement National Councillor for their respective Area by 1 January 2019.</li> <li>• This process is to be reassessed by all parties at the end of 2018.</li> </ul> <p>After some discussion Jan Roberts moved that Lyn Masters and Jeanette Cassidy be ratified as Acting National Councillors for their respective areas.</p> <p><b>Seconded</b> by Maria Culka <b>Carried unanimously</b></p>
<p><b>7.4</b></p> <p><b>Zone Councillor Nominations 2018-19 – Late appointments</b></p>	<p>Jan Roberts spoke to a paper previously circulated.</p> <p>There are a number of vacant National and Zone Councillors positions leaving a large number of unsupported Areas and/or Zones for 2018-19.</p> <ul style="list-style-type: none"> <li>• Area VB does not have a National Councillor for 2018-19</li> <li>• Zones VB01 (Rosemary Coleman) and VB03 (Ann Keating) have Zone Councillors</li> <li>• Zone VB 02 does not have a Zone Councillor</li> </ul> <p>Rosemary Coleman is willing to fill the vacancy for Zone VB02 (in conjunction with Zone VB01) as the two zones are within short driving distance from each other.</p> <p>It was recommended that Rosemary Coleman be ratified as Zone Councillor of VB02 pending her joining a VIEW Club in VB02, with this appointment to be reviewed at the end of 2018.</p> <p>After some discussion Jan Roberts moved that Rosemary Coleman be ratified as Zone Councillor of VB02 subject to above conditions.</p> <p><b>Seconded</b> by Lesley Carroll <b>Carried unanimously</b></p>
<p><b>7.5</b></p>	<p>Jan Roberts spoke to a paper previously circulated.</p> <p>During 2017, Box Hill/Mitcham VIEW Club approached National Council with a request that their club be rezoned from VA01 to VA02.</p>

<p><b>Rezoning Box Hill/Mitcham VIEW Club</b></p>	<p>Box Hill/Mitcham VIEW Club provided the following reasons for requesting this rezoning:</p> <ul style="list-style-type: none"> <li>• Other VA01 Clubs are some distance from Box Hill/Mitcham Club, making it difficult for interaction with those other clubs in VA01.</li> <li>• They feel greater connectivity with clubs in VA02 due to their closer proximity to their club.</li> </ul> <p>At the November 2017 National Council meeting, this request was noted and National Council agreed to this in principle, dependent on the VIEW Clubs in Zones VA01 and VA02 not raising any issues in regard to this rezoning.</p> <p>Two responses were received both in support of this re-zoning:</p> <ul style="list-style-type: none"> <li>• Templestowe Evening VIEW Club replied advising that members had no objection to this request. (dated 1 December 2017)</li> <li>• Blackburn VIEW Club advised that it was reasonable action to take. Both clubs meet at the same venue and the club members thought it was strange that they were not in the same zone already. (12 January 2018).</li> </ul> <p>As no negative comments were raised by Clubs in Zones VA01 or VA02, it was proposed that Box Hill/Mitcham VIEW Club's request for rezoning be granted.</p> <p>The new proposed distribution will be as follows:</p> <table border="0"> <tr> <td><b>Zone VA01 (5 clubs)</b></td> <td><b>Zone VA02 (8 clubs)</b></td> </tr> <tr> <td>Banyule VIEW Club</td> <td>Blackburn Evening VIEW Club</td> </tr> <tr> <td>Eltham Evening VIEW Club</td> <td>Box Hill/Mitcham VIEW Club</td> </tr> <tr> <td>Greensborough Evening VIEW Club</td> <td>Burwood Evening VIEW Club</td> </tr> <tr> <td>Heidelberg VIEW Club</td> <td>Doncaster VIEW Club</td> </tr> <tr> <td>Plenty Valley VIEW Club</td> <td>Malvern Evening VIEW Club</td> </tr> <tr> <td></td> <td>Mulgrave VIEW Club</td> </tr> <tr> <td></td> <td>Templestowe Evening VIEW Club</td> </tr> <tr> <td></td> <td>Waverley VIEW Club</td> </tr> </table> <p>After some discussion Sandi Muntisov <b>moved</b> that Box Hill/Mitcham VIEW Club be rezoned from VA01 to VA02 effective 4 February 2018.</p> <p><b>Seconded</b> by Annette Schlafrig                      <b>Carried unanimously</b></p>	<b>Zone VA01 (5 clubs)</b>	<b>Zone VA02 (8 clubs)</b>	Banyule VIEW Club	Blackburn Evening VIEW Club	Eltham Evening VIEW Club	Box Hill/Mitcham VIEW Club	Greensborough Evening VIEW Club	Burwood Evening VIEW Club	Heidelberg VIEW Club	Doncaster VIEW Club	Plenty Valley VIEW Club	Malvern Evening VIEW Club		Mulgrave VIEW Club		Templestowe Evening VIEW Club		Waverley VIEW Club																						
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<p><b>7.6 2018-19 Zone Councillor Nominations</b></p>	<p>National Council unanimously <b>ratified</b> the appointment of Zone Councillors for 2018-2019 as follows.</p> <table border="1"> <thead> <tr> <th>Zone</th> <th>Nominee</th> <th>Zone</th> <th>Nominee</th> </tr> </thead> <tbody> <tr> <td>AA01</td> <td>Anne Brown-Bryan</td> <td>NK01</td> <td></td> </tr> <tr> <td>AA02</td> <td>Enid Kattenhorn</td> <td>NK02</td> <td>Dawn Sage</td> </tr> <tr> <td>NA01</td> <td></td> <td>NL01</td> <td></td> </tr> <tr> <td>NA02</td> <td>Angela Caroll</td> <td>NL02</td> <td>Gail Tooth</td> </tr> <tr> <td>NA03</td> <td></td> <td>NM01</td> <td></td> </tr> <tr> <td>NA04</td> <td>Kerrie Wheeler</td> <td>NM02</td> <td></td> </tr> <tr> <td>NB01</td> <td>Pam Graham</td> <td>NM03</td> <td>Elizabeth Birch</td> </tr> <tr> <td>NB02</td> <td>Deb Chivers</td> <td>QA01</td> <td></td> </tr> <tr> <td>NC01/02</td> <td></td> <td>QA02</td> <td></td> </tr> </tbody> </table>	Zone	Nominee	Zone	Nominee	AA01	Anne Brown-Bryan	NK01		AA02	Enid Kattenhorn	NK02	Dawn Sage	NA01		NL01		NA02	Angela Caroll	NL02	Gail Tooth	NA03		NM01		NA04	Kerrie Wheeler	NM02		NB01	Pam Graham	NM03	Elizabeth Birch	NB02	Deb Chivers	QA01		NC01/02		QA02	
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	<b>ND01</b>	Kay Underwood	QB01	Margaret Elliott
	<b>ND02</b>	Pam Collins	QB02	Jean Jennings
	<b>NE01</b>	Rosemary Day	QC01	Evelyn Berg
	<b>NE02</b>	Lyn Wren	SA01	Janice Spraakman
	<b>NG01</b>	Maureen Traynor	SA02	Anne Strangway
	<b>NG02</b>		VA01	
	<b>NG03</b>	Valerie Hobbs	VA02	Lyn Peters
	<b>NH01</b>	Therese Welsh	VA03	
	<b>NH02</b>		VB01	Rosemary Coleman
	<b>NH03</b>		VB02	Rosemary Coleman
	<b>NI01</b>	Sally Cronberger	VB03	Ann Keating
	<b>NI02</b>		VC01/02	Cherie Watkins
	<b>NJ02</b>	Margaret Alderton	VC03	Marg Woodhouse
	<b>NJ01</b>		WA01	Mary Coll

## 8. Learning and Development

<b>8.1</b> <b>The Smith Family Annual Report 2016-17</b>	<p>Faiza Ahmad, National Communications Manager, The Smith Family, briefed National Council on The Smith Family Annual Report 2016-17.</p> <p>All Clubs received a copy of The Smith Family Annual Report 2016-17 in the January mailout.</p>
<b>8.2</b> <b>Councillor Travel Planner</b>	<p>Olga presented the results of the Councillor Expense Survey 2017 which was completed by the 2016-17 National and Zone Councillors.</p> <p>The Councillor Travel Planner is being reintroduced and is a very useful tool for the National and Zone Councillors to plan and record travel/visits to clubs/events throughout the year. Once completed by the National Councillor in consultation with the Zone Councillor/s the travel plan is to be emailed back to National Office by 31 March 2018 <a href="mailto:view@thesmithfamily.com.au">view@thesmithfamily.com.au</a></p>

## OTHER BUSINESS

	<p><b>Development Status - Health of Clubs in All Areas</b></p> <p>As key areas of focus in 2018-19 are to:</p> <ul style="list-style-type: none"> <li>• Continue to attract new members as well as retain our existing members</li> <li>• Continue to focus on Developing new clubs in all Areas.</li> </ul> <p>National Councillors were provided with an Area Development Status document relating to their specific Areas and the health of their Clubs. National Councillors were asked to liaise with their Zone Councillor/s and Clubs to update the Area Development Status for 2018.</p> <p>National Councillors working with their Zone Councillors, Clubs and Development Team members were also asked to identify areas for growth and new clubs.</p> <p>The completed Area Development Status document is to be returned to National Office by 31 March 2018.</p>
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	<p><b>National Councillor Powerpoint Presentation</b></p> <p>National Councillors were provided with an Area specific Powerpoint presentation for them to deliver to Clubs and members in their Areas. The presentation provides Area results for 2017 covering membership, funds raised and sponsorship of <i>Learning for Life</i> students as well as other relevant information about VIEW and The Smith Family.</p> <p>Members are encouraged to attend the meeting when the National Councillor will be presenting this information.</p>
	<p><b>Potential Club Updates</b></p> <p><b>Interest meeting Bathurst</b> – The next interest meeting for Bathurst will be Thursday 8 February at Bathurst RSL (6.00-6.30pm). Regular monthly meetings will commence on the 2<sup>nd</sup> Thursday of the month. Bathurst Council have invited members to take part in their <u>IWD event on Sunday 4 March</u> with a presentation and an information stand to promote VIEW and attract members. The regular monthly March meeting falls on the official IWD and it will be recognised with a presentation to members. Social activities are planned with the first being a High Tea in April.</p> <p>Anyone who would like to attend any of these events or obtain more information should contact Toni Thomas at <a href="mailto:bobtonithomas1@hotmail.com">bobtonithomas1@hotmail.com</a>.</p> <p><b>Interest meeting Mosman</b> – is progressing well with a number of members already signed up.</p> <p>Mosman meets on 3<sup>rd</sup> Friday of the month at Mosman Senior Centre - 573 Military Road, Mosman with a VIEW Club meeting and guest speakers. Anyone who would like more information should contact Jeanette Cassidy <a href="mailto:picass@tpq.com.au">picass@tpq.com.au</a>.</p> <p>A <b>Fashion Parade</b> has been planned at <b>Neutral Bay Smith Family Retail Store</b> –134 Military Road Neutral Bay - <u>Saturday 10 March</u> (10.30 for 11am) to promote VIEW/The Smith Family – there will be an in-store fashion parade which will include a 25% discount for all attendees. This event is aimed at attracting new members to the Mosman VIEW Club and promoting The Smith Family retail store in Mosman. All members and friends are welcome to attend.</p>
<p><b>Frequently Asked Questions</b></p>	
<p>Does the Club President, or Committee close a Club? Whose decision is it to close a club?</p>	<p>The decision to close a club must come from the members in consultation with National Councillor and Executive.</p> <p>All avenues should be exhausted to work through all issues in a Club before the decision is made to move to closure.</p>
<p>Are there any rules or regulations regarding visitors attending a fixed number of VIEW meetings prior to joining a VIEW Club?</p>	<p>The general rule is that a visitor is able to visit a club no more than three times before they are requested to join. Visitors should not be encouraged to continue to visit longer than three times before they are asked to make a decision.</p>
<p><b>DATES OF NEXT MEETINGS</b></p>	<p>National Executive – 15 March (teleconference), 19 April (teleconference), 17 May (teleconference) and 16 June (Face to Face)</p> <p>National Council – Sunday 17 June 2018</p>

**Summary of Decisions at National Council Meeting  
February 2018**

<b>Area of Work</b>	<b>Decision, Policy and/or Procedure</b>	<b>Agenda Reference</b>
General Business - National Councillor Nominations	National Councillor Nominations 2018-19 – Late appointments	7.3
General Business - Zone Councillor Nominations	Zone Councillor Nominations 2018-19 – Late appointments	7.4
General Business - Request for Rezoning	Rezoning Box/Hill Mitcham VIEW Club	7.5
General Business – Zone Councillors	2018-19 Zone Councillors Ratified	7.6