



**National Minutes
and
Information from National Council**

June 2018

MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Sunday 17 June 2018

The Holiday Inn, Sydney Airport

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| PRESENT: | <p style="text-align: center;">National Executive</p> <p>National President Jan Roberts, National Vice Presidents Pat McRae and Annette Schlafrig</p> <p style="text-align: center;">National Councillors</p> <p>Lesley Carroll Upper Mid North Coast of NSW and Inland (NM), Jeanette Cassidy Sydney North Shore & Northern Beaches (NC), Maria Culka North and Western Metropolitan Melbourne & North and Western Country (VC), Joanne Gray Macarthur, Southern Highlands & Illawarra region including Wollongong (NB), Christine Manger Lower Mid North Coast of NSW and Inland (NK), Lyn Masters Brisbane and Surrounds (QA), Rosie McDermott NSW Northern Rivers (NJ), Sandi Muntisov Central & Eastern Metropolitan Melbourne (VA), Anne-Louise O'Connor Hunter/Central Coast Region (NA), Beryl Pike New England and North Central NSW (NI), Marlene Powell Metropolitan Adelaide and Surrounds including Sunraysia (SA), Fay Valerius Riverina, MIA, Snowy Mountain Foothills and South to Victorian border (NL) (attended part of the meeting), Marilynne Weston Canberra and surrounding areas (AA), Helen Zirn Western Sydney region (NE)</p> <p style="text-align: center;">National Office Staff</p> <p>VIEW National Manager Maryanne Maher Administration Coordinator Linda Custer (Minute Secretary)</p> |
| APOLOGIES | Operations Coordinator Olga Shkuropatova |
| GUESTS PRESENT | <p>Anne Hampshire The Smith Family Head of Research and Advocacy</p> <p>Wendy Field The Smith Family Head of Policy and Programs</p> |
| 1. Welcome | |
| | <p>National President Jan Roberts welcomed all present and began the meeting by acknowledging the traditional owners and custodians of the land, the Gadigal people of the Eora nation. Jan opened the meeting with the VIEW Pledge.</p> <p>Jan welcomed Beryl Pike, New England and North Central NSW (Area NI) to her first National Council meeting and following ratification, as a newly appointed National Councillor for Central and Southern Sydney (ND), Kay Underwood.</p> |
| 2. MINUTES AND BUSINESS ARISING | |
| | <p>Minutes - National Council ratified the minutes of the February 2018 meeting.</p> <p>Moved Rosie McDermott Seconded Lyn Masters.</p> <p>Accepted Unanimously</p> |

| 3. REPORTS | |
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| 3.1 National Council Learning for Life Student – Update | Marlene Powell addressed National Council regarding information about Jessica the <i>Learning for Life</i> student collectively sponsored by them. |
| 3.2 Connecting with Local/State/Federal Members of Parliament (MPs) | <p>At the beginning of their term National Councillors were provided with introductory letters to make contact with their Local Councillors and MPs to inform them about VIEW and VIEW's connection with The Smith Family, request a face to face meeting to discuss VIEW and how they, the representatives, can help in profiling VIEW to others in the community. To date, at their face to face meetings with MPs, National Councillors have been able to:</p> <ul style="list-style-type: none"> • Promote VIEW Clubs and the work their members are involved in their area in support of The Smith Family • Be included in local Community directories, in local MPs Newsletters as well as posted on a number of MP's Facebook posts (See below) - • Receive assistance with photocopying of newsletters, invitations etc and even help with postage • Invite MPs, Local Councillors as speakers to their upcoming Zone/Gala events • Link Local Councillors and MPs to the website: view.org.au • Leave copies of VIEW brochures, VIEW Matters magazines, and The Smith Family Real People Real Stories. <p>A summary report was provided of National Councillor's MP activities and interactions to date.</p> <p>National Councillors then discussed key highlights of these MP visits which included:</p> <ul style="list-style-type: none"> • Anne Louise O'Connor who referred to Private Member's Statement about VIEW which was read in NSW State Parliament on 22 May, 2018 by Jodie Harrison MP of Charlestown's (see VIEW website for the detailed Statement) • Sandi Muntisov and Maria Culka who met with the Victorian Shadow Minister for Women - Emma Kealy MP for Lowan which is located in the regional city of Horsham. Emma expressed interest in meeting with the Hamilton VIEW Club members in the future, which Maria Culka will facilitate. <p>National Councillors and in some Areas Zone Councillors will continue to make contact with their Local, State and Federal representatives and report back to National Council on a regular basis.</p> |
| 4. Sub-Committees | |
| 4.1 Resolutions | Chair of the Resolutions Sub-Committee, Annette Schlafrig reported that following the Resolutions debate and vote at Convention, follow up letters were sent to all Federal, State and Local Government members and relevant Non-Government Organisations - NGOs. |

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| | <p>The response from these letters has been positive with over 30 letters received including Ministers offering to meet with VIEW representatives. Some follow up meetings have been held and more are planned for the future.</p> <p>Highlights worthy of mention include:</p> <ul style="list-style-type: none"> • In NSW, Jan Roberts and Wendy Field met with Gareth Ward, Parliamentary Secretary for the Illawarra and South Coast. Discussions were held around the resolution on disparity in educational outcomes for students with a disability. The meeting provided an opportunity to promote the work of The Smith Family and VIEW Clubs in the community. • In WA Zone Councillor Mary Coll, Rena Sullivan from Bayswater City VIEW Club and The Smith Family General Manager Ian Moore met with The Hon. Sue Ellery, Minister for Education and Training to discuss the disparity of educational outcomes for students with disabilities. <p>Annette reminded all National Councillors to encourage clubs to submit their resolutions in the next few months.</p> <p>If members or clubs require assistance drafting a resolution, they are encouraged to contact the Sub-committee via Annette Schlafrig at annetekatherine24@gmail.com</p> <p>Resolution Guide</p> <p>The new VIEW Resolution guide is now in use and the following points were noted</p> <ul style="list-style-type: none"> • Clubs or individuals as well as Areas or Zones are able to forward a motion for consideration. • Each motion is to be supported by some arguments for and against the motion. • In determining the most important issues, consider – What- the desired the outcome of the motion should be and How -investigate the process to achieve the outcome. • Resolutions to be forwarded via the “Voice of VIEW” form directly to National Office or through your National or Zone Councillor by the deadline of 25 November 2018. • National Council will then review and decide on the national resolutions for debate next year. <p>Debating Team</p> <p>In an attempt to refresh, streamline and coordinate the debating process at National Convention, the Sub-committee is considering inviting members to form VIEW debating teams. This would enable debaters to work together via teleconference to exchange ideas, and arguments and practice prior to National Convention.</p> <p>This debating team concept is in its early stages. The Sub-committee will produce further information and request feedback from members, which should be directed to Annette Schlafrig at annetekatherine24@gmail.com</p> |
| <p>4.2 External Relations</p> | <p>Economic Security 4 Women (eS4W)</p> <p>Maryanne Maher reported that - eS4W is a National Women’s Alliance (NWA), funded by the Australian Government through the</p> |

Office for Women in the Commonwealth Department of Prime Minister and Cabinet.

It is an alliance of women's organisations united in the belief that economic wellbeing and financial security are essential for women and will enable women of all ages to have an equal place in society.

eS4W has a comprehensive membership profile, which includes groups that have women in urban, regional, rural and remote locations, groups that represent young workers, groups with special areas of interest or occupation like education and training, commerce and industry, groups that deliver services to women, single mothers, CaLD (Culturally and Linguistically Diverse) women, ATSI (Aboriginal and Torres Strait Islander) Women, Women with disabilities, business and professional women.

VIEW is one of eS4W's largest member based organisations some other member organisations include:

- Association of Women Educators (AWE)
- Association of Financial Advisers (AFA)
- Business and Professional Women Australia (BPW)
- Federation of Ethnic Communities Councils of Australia (FECCA)
- National Council of Women Australia (NCWA)
- National Council of Single Mothers and their Children Incorporated (NCSMC)
- Older Women's Network
- Professional Australia (Formerly APESMA). Etc.

The following priorities have been identified for the eS4W work plan for 2018-19.

Priority 1 - Boosting Women's Workforce Participation

To support the Australian Federal Government's priority that "Women's workforce participation is an economic and social imperative, and is essential to building the workforce required to support economic growth and Australia's future prosperity."

Bring together a wide range of women and women's organisations to discuss the issues identified, the challenges and the opportunities to improve access to Education and raise awareness of the gender pay gap.

- Equal Pay Day Campaign (Annual Activity)
- A Focus On Gender In The Classroom
- To respond to emerging issues on Women's Workforce Participation

Priority 2 - Boosting Women's Economic Security

To raise awareness and contribute effectively to development and implementation of policy that impacts women living in Australia and ensures women's equal place in society, in particular in the Government's priority area of improving women's economic independence and financial security.

- Define Your Definition Of Economic Security

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| | <ul style="list-style-type: none"> • To develop information (via website and social media) to define economic security at different stages in life. • <i>“Once you understand what economic security means for you at your stage in life then you can plan what information is required for you to fulfil”</i> • To respond to emerging issues within capacity on Women’s Economic Security <p>Priority 3 - Boosting Women’s Lifelong Economic Sustainability</p> <p>To build on past research and act on the recommendations to assist eS4W to understand Australian Women’s current views, issues and concerns and deliver that message to Government.</p> <ol style="list-style-type: none"> a. <i>Care economy</i> – “Dealing with the complexities of the Care Economy” - engage with the wider Care community, to ensure increased awareness, understanding and engagement by both the public, NGOs and the media, of the priorities, problems and in many cases complex issues faced by many in the sector. b. <i>Women and Work Parliamentary Friendship Group (PFG)</i> - Engage with The Parliamentary Friendship Group on women’s lifelong economic security - Highlights the work and projects being covered by eS4W and its member organisations; inform and educate members on the issues facing women entering or staying in the workforce today, relying on eS4W and its member organisations to raise awareness of the many issues facing women today. c. <i>Gender disaggregated data collection and analysis</i> - Continue representation on the ABS Gender Statistics Advisory Group; (GSAG) and participate in the next phase of the current GSAG Gender Indicators Review. Develop an Advocacy Strategy to attract User Funding of an App and Paper based Time Use Survey. <p>Priority 4 – Collaboration</p> <p>Opportunities for joint projects for the NWAs to collaborate with a potential focus to identify and support specific groups of women who are under-represented in the domestic and international processes.</p> <p>Priority 5 - Member Engagement</p> <p>Member engagement is imperative for the success of eS4W activities associated with the Alliances priorities as outlined above.</p> |
| <p>4.3 VIEW in the Community</p> | <p><i>Decade Birthdays/Area Gala Functions/Zone Conferences</i></p> <p>Many decade birthdays have already been celebrated. Area Galas and Zone Conferences are now underway. While National Executive will aim to attend as many significant Area events as possible, this will depend on other travel commitments throughout the year. Councillors and Clubs are reminded that invitations requesting National Executive to attend significant events should be forwarded to National Office as early as possible for consideration and finalisation.</p> |

Reports of significant events such as Zone Conferences, Galas, Fundraising Days, Walks with VIEW, Bunnings BBQs, Christmas Wrapping and other miscellaneous events should be sent on the appropriate Event Form to Pat McRae via email at pat.mcrae@bigpond.com.

It was noted that clubs nationwide should be notifying Pat of their individual and regular extra social activities for recording on the Events Register.

Making a Difference Award

Many clubs have nominated members deserving of *Making a Difference Awards* during the first six months of 2018. Clubs are encouraged to recognise and acknowledge a member who is living VIEW values/guiding principles and nominate her for this award. Awardees will be acknowledged by VIEW National Executive, recognised on the VIEW website and added to the VIEW honour roll at National Convention in 2019. Completed nomination forms should be sent to view@thesmithfamily.com.au

Each recipient and their club receives a personal letter of congratulations from the National President.

Walk with VIEW

Walk with VIEW is a fun-filled, healthy and easily organised activity to raise the profile of VIEW clubs in local areas. Clubs are encouraged to join with surrounding clubs, invite friends and community members to promote VIEW Clubs involvement and connection with The Smith Family. Members can attract attention by wearing VIEW t-shirts and carrying Smith Family branded balloons, representing the children VIEW members sponsor. Often a VIEW Walk ends with participants enjoying breakfast, coffee or lunch together.

Walk with VIEW Balloon Packs available

Clubs holding a Walk with VIEW event are able to request a starter kit of 20 Smith Family balloons and ties (10 red and 10 blue balloons) from National Office (view@thesmithfamily.com.au), at least 2 month prior to the event.

Western Australia VIEW State Conference

The Development Team in WA is planning a State Conference weekend on 14-16 September at Novotel Hotel Langley in Perth. All WA clubs will come together along with great support from many interested members in the Eastern states - This is an opportunity to share in WA members' development, event and fundraising success. Hear from Leonie Green The Smith Family Head of State and Territory Operations as well as Jan Roberts and share in the warm hospitality of WA members.

For more information and booking details see the VIEW Website view.org.au

Bunnings BBQs

Bunnings BBQs are increasingly becoming an excellent avenue for fundraising by VIEW clubs across the nation. As well as raising money for sponsorship of *Learning for Life* students, VIEW members are profiling VIEW and sending a strong message to the public about VIEW Club's support of, and connection with The Smith Family. We encourage clubs to consider this as a

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| | <p>fundraising opportunity/event and also profile VIEW in the community</p> <p>Anti-Poverty Week</p> <p><u>Anti-Poverty Week 14–20 October</u> is the annual week established nation-wide to draw attention to the poverty and severe hardship affecting more than a million Australians. Information and ideas for promotion of this week have been sent to all clubs and can be found on www.antipovertyweek.org.au. A Media Release will be sent to all clubs prior to the event for promotion and planning of any events. We are keen to hear how clubs recognise Anti-Poverty week in their area and encourage them to send through names of guest speakers and photos of functions to view@thesmithfamily.com.au</p> <p>Event Notification</p> <p>VIEW Event Form – Pat explained the correct process for recording details of events. Clubs need to inform her of details of a future event by completing the Event Form and then after the event notify her via email of the funds raised at this event.</p> <p>Clubs are reminded to include their club name; date; time; venue; address; number attending; At times a calendar of events does not include its name – the accompanying email only has the sender’s name.</p> |
| <p>4.4</p> <p>Promoting our Speakers Bureau Brand/</p> | <p>The goal of the Speakers Bureau is to promote and profile VIEW and our connection with The Smith Family, initially to external community based organisations, such as Lions, Rotary, CWA, Zonta and Probus to inform them about who we are and what we do and perhaps to offer an alternative to their members who might want to become involved in our work with The Smith Family supporting children in need.</p> <p>The Speakers Bureau has been extended nationally and all speakers are equipped with a USB containing an updated speech, presentation tips, student testimonials and a report form to be completed and returned following their speaking engagement.</p> <p>Highlights shared:</p> <p>On 26 February, Past National Vice President Toni Thomas presented to CAMEO Women’s Group, part of the Salvation Army. CAMEO is an acronym for Come and Meet EveryOne. She was invited after a recommendation following her presentation to Springwood Probus in November 2017. As well as her speech, she included student testimonials and everything was very well received. The audience was particularly interested to learn how VIEW is part of The Smith Family and hear about the <i>Learning for Life</i> programs available. Two members, who had recently moved to Penrith, enquired about local VIEW Clubs and were provided with the contact details for St Marys VIEW.</p> <p>On 28 February, Past National President Brenda Harrold was invited to speak to Windsor Rotary Club. There were 58 in attendance who found the information interesting and the student testimonials very moving. They promised a donation to The Smith Family following her presentation.</p> <p>In May, Past National Vice President Chris Newell was invited to speak at Ourimbah RSL Club to the Board of Masonic Care,</p> |

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| | <p>who operate two retirement villages on Central coast and are affiliated with six Masonic lodges.</p> <p>Contact details for speaking engagements with organisations are still required and we ask that these details be forwarded to National Office and/or PNP Gwen Wilton, gwenwilton@bigpond.com.</p> <p>In Victoria, there is a Community Relations Group, who speak about The Smith Family and VIEW. Anyone interested in joining this group as a speaker or is aware of an organisation that would like a speaker please contact Annette Schlafrig at annetekatherine24@gmail.com.</p> <p>In South Australia, Anne Strangway has organised a workshop for interested members, with the aim to starting a Speakers Bureau in that State. Any members interested to contact Anne on 08 8353 1162 or stranger@senet.com.au.</p> |
| <p>4.5 Community Partnerships</p> | <p>Maryanne Maher provided an update on VIEW's Community Partnerships with:</p> <p>Blue Illusion – <u>The National Shopping day in support of The Smith Family will be in held in October/November 2018</u>. Clubs will be informed of the date once it has been confirmed.</p> <p>Petals Florists – Promotion Code P5816 allows VIEW members to receive a discount off the cost of the flowers, and a percentage of the value will be donated to The Smith Family.</p> |
| <p>5. Working Groups</p> | |
| <p>5.1 History</p> | <p>VIEW Clubs are encouraged to provide the History Working Group with a copy of their inaugural club minutes.</p> <p>History Matters eNewsletter</p> <p>The first issue of the History Matters eNewsletter for 2018 has been placed on the website. (Resources/Publications). Member contributions are always welcome. If members have a story about their club or their time as a VIEW member and would like it published then contact the History Working Group.</p> <p>Closing Clubs – what do you keep?</p> <p>Over the last few months a number of clubs have unfortunately closed and we thank those clubs who have forwarded their closure forms and other information.</p> <p>In order to assist in the archiving of our history the following may be of assistance to Zone and National Councillors when clubs close:</p> <ul style="list-style-type: none"> Club Charters – to be sent to National Office. These will be scanned and stored digitally by the History Group Committee ribbons – can be disposed of. Committee badges – to be returned to National Office Unused stationery – current stationery, keep for own use or distribute among other clubs. Out of date stationery, recycle as notepads. Club memorabilia – send to National Office where it will be held until collected. Photographs – sort through them – keep any relating to inaugurals and closures and remove from album if |

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| | <p>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.</p> <p>History Closure form to be sent to view.historymatters@gmail.com</p> |
| <p>5.2 Website & Social Media</p> | <p><i>Club Page Updates</i></p> <p>The Website Support Group recently reviewed all club website pages and made changes where needed.</p> <p>National Office provided a spreadsheet containing pertinent Club details as per the annual Club Committee List.</p> <p>The Website Support Group are working on comparing this Spreadsheet with the contents on the website. Where discrepancies occur, the Club in question is contacted to confirm the correct details.</p> <p>National and Zone Councillors have been reminding Delegates/Publicity Officers to keep sending in their activities/events to be placed on their club's web page.</p> <p>Club's News items prior to 2017 are being removed when new items are sent, eg Birthday for 2018; Birthday for 2017 is removed.</p> <p><i>Website Audit</i></p> <p>During 2018 an audit of the VIEW Website will be conducted. The VIEW Website Audit is a four stage process consisting of:</p> <p>Stage 1 Initial Check of each VIEW Club Web Page. This check will include all aspects of the page and each aspect will be evaluated.</p> <p>Stage 2 Analysis of Stage 1 Initial Check. What are the outcomes of the Initial check and identify clubs for Contact and Survey.</p> <p>Stage 3 Contact and Survey. Identified Clubs will be contacted, and a short survey contacted on their use/non-use of the website.</p> <p>Stage 4 Feedback – feedback will be provided to the Website and Social Media Team (and National Council) on the results of this audit.</p> <p>The VIEW Website Audit is expected to take approximately 9 months to complete.</p> <p>Stage 1 has been completed by the Future of VIEW Working Group (FoVWG) for details see 5.4 below. Stage 2 Analysis due to be completed by 30 June with Stage 3 Contact and Survey due by 30 September and Stage 4 Feedback due 28 October.</p> <p>Members are encouraged to browse the VIEW Website and clubs are encouraged to keep their club page content current by submitting photos with captions and simple descriptions, to the Website Committee admin@view.org.au</p> |
| <p>5.3 National Convention 13-15 September 2019</p> | <p>In April, a special interest meeting was held in Maroochydore with over 100 local VIEW members attending. The Convention Subcommittee and team leaders are continuing to form.</p> <p>National Councillors were provided an information guide to help them promote National Convention to all members. Included with this guide was a Sunshine Coast information booklet. The</p> |

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| | <p>Convention Registration packs will be sent to all clubs in the August mailout and be available from the VIEW Website (http://view.org.au/events/national-convention-2019).</p> <p>Convention Registration opens on Monday 3 September 2018.</p> <p>Councillors and Clubs are reminded to showcase VIEW National Convention to members by showing the VIEW National Convention video which is available on VIEW website and can be downloaded from Youtube. National Councillors also have a copy of the video on their USB.</p> |
| <p>5.4 Future of VIEW Working Group</p> | <p><i>Attracting and Retaining Members</i></p> <p>The Future of VIEW Working Group has continued its work and finalised, for presentation to National Council, guidelines to Clubs to assist in Attracting New Members and Retaining Members (for details on this guide see Other Business below).</p> <p><i>Website</i></p> <p>As referred to in 5.3 above in May, the Future of VIEW Working Group completed Stage 1 of the Website Audit investigating every club listed on the view.org.au website to ensure that all club details are current, ensuring a smooth and direct pathway to each club, as well as displaying up to date information on club activities etc.</p> |
| <p>6. NATIONAL OFFICE UPDATE</p> | |
| | <p><i>International Women's Day 2018</i></p> <p>The IWD theme this year was #PressforProgress - for women's equality and striving for gender parity. There were 23 (reported) local, regional and national VIEW IWD events throughout Australia - held in ACT: Ginninderra, Jerrabomberra; NSW: Bateau Bay, Camden, Gloucester, Harrington, Moree, Peakhurst, Taree, Yamba; QLD: Ashgrove, Bribie Island, Indooroopilly, Redcliffe; SA: Marion, Paradise, South Adelaide, Victor Harbor; VIC: Gisborne, Kooyong; WA: Hillarys, Marmion</p> <p>Events varied from Morning and High Teas, lunches and dinners. A broad range of impressive speakers attended with good media coverage overall.</p> <p>We encourage all clubs to share information about their events on their Club webpage by sending a paragraph about the event and high resolution photos to admin@view.org.au.</p> <p><i>VIEW Matters magazine</i></p> <p>The VIEW Matters April 2018 edition has been sent to all Clubs. These magazines 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.</p> <p>Clubs are able to make submissions for the November 2018 edition of VIEW Matters now!</p> <p><i>PCCU Community Lottery</i></p> <p>VIEW Clubs are once again participating in the People's Choice Credit Union's Community Lottery. Tickets have been distributed to Clubs that have asked for them. <u>Any clubs interested in purchasing tickets or would like more to sell (SA, VIC, ACT Clubs only) are asked to contact National Office</u></p> |

view@thesmithfamily.com.au) with their requested number of books and a mailing address (not be a PO Box). We do encourage all Clubs to participate in this fundraising activity. Clubs need to have all books back to National Office by **Friday 24 August 2018**.

Clubs that have requested books are expected to sell them all and if unable, return them as soon as possible so they can be reissued and sold to other members.

Clubs are asked not to contact PCCU directly. All queries should be directed through to National Office view@thesmithfamily.com.au.

Online tickets are also available. Visit the People's Choice Lottery website (<https://www.peopleschoicecu.com.au/the-smith-family>).

National Volunteer Week – 21-27 May

National Volunteer week- "Give a little Change a lot" was marked with celebrations through Smith Family offices with a number of VIEW members invited to attend these events. Dr Lisa O'Brien CEO The Smith Family thanked VIEW members for their tireless efforts in advocating for and supporting the important work of The Smith Family.

The Smith Family Winter Appeal

The Smith Family Winter Appeal "What happens now?" commenced on 1 May 2018 with the aim to raise \$4.1m by the end of June. To assist in reaching this goal, we ask all clubs as well as National and Zone Councillors holding money in their accounts which are surplus to immediate needs, to send these funds to The Smith Family.

Another way your club and members can help support The Smith Family Winter appeal is to place the VIEW/Smith Family Winter Appeal Media Release in your local paper. The Winter Appeal Media Release was sent to all Clubs in May and is available on the VIEW Website under Resources/media releases.

Smith Family Retail Stores - Dubbo - update

In May, the Dubbo Retail Store relocated to 137 Macquarie Street Dubbo. The official launch of the store was on 14 June with a number of VIEW members attending. Members are welcome to donate (new or quality used) clothing, shop at the store and introduce themselves to The Smith Family retail team.

All members are encouraged to shop locally and inform others in the community about Smith Family Retail Stores in NSW and ACT For information on the location of Smith Family Retail Stores go to www.thesmithfamily.com.au

Club Treasurers – New Members = Two Cheques

Club Treasurers are reminded that they need to send in two cheques for their new members. One cheque for Annual Membership Subscriptions (\$20 x number of new members) and the other for Joining Fee (\$20 x number of new members). Both cheques need to be made out to "The Smith Family" and attached to the Application for Membership forms and returned to National Office. Refer to Club Handbook 2018-19 pages 70-71.

Working with The Smith Family NSW/ACT Operations team

In May, Jan Roberts and Maryanne Maher met with NSW/ACT General Manager Steve Macready, together with the Regional Programs Managers Daphne Drew and Olga Srbovski to discuss collaboration and support between VIEW and The Smith Family in NSW/ACT. They provided an update on VIEW activities and sponsorships in NSW/ACT and agreed actions in support of joint outcomes including development and volunteering opportunities with The Smith Family.

VIEW 5 year Strategy Workshop

Keeping the momentum of the five year strategy framing day in October 2017. Leonie Green Head of State and Territory Operations ran a full day workshop with VIEW National Office pulling together the start of VIEW 5 year strategy. This strategy is expected to commence at the beginning of 2020. Draft Strategy to be discussed with National Council in due course.

Literary Luncheon, Surfers Paradise, QLD- 26 May 2018

Past National Councillor Annette Thiedeke organised a successful Literary Luncheon at The Hilton Surfer's Paradise on Saturday 26 May with Authors Josephine Moon (Three Gold Coins) and Jenny Old (Back of Beyond). Alan Le May General Manager QLD was MC and provided information about The Smith Family with a focus on QLD. Guests were provided copies of "Real People Real Stories". There were 115 guests (31% of which were non VIEW/TSF). A successful raffle was held raising over \$500. Bookseller, *Book Face at Pacific Fair*, attended and sold 51 books which they advised was an unexpectedly good ratio to attendees. Both the bookseller and publisher Allen & Unwin were impressed with the event and would be pleased to work with VIEW again. Any clubs or areas interested in hosting a Literary Luncheon to contact view@thesmithfamily.com.au

Literary Luncheon, Sydney, NSW- 28 June 2018

A Literary Luncheon will be held at Club York, Sydney on Thursday 28 June. Guest speakers are authors Liz Byrski who will be making the Sydney launch of her new book "A Month of Sundays" and Glenda Guest. This promises to be an exciting event.

Club Banner Templates now available

Members are reminded that Generic VIEW Banners are provided to National/Zone Councillors for use by clubs on request. These banners are a significant cost to the organisation and are updated and replaced from time to time. Banners are recognised as promotional marketing collateral along with our VIEW brochures, Posters and VIEW Matters which all assist to promote VIEW in the Community.

Templates for the long awaited **Club banners** have finally arrived.

The new club banner templates have evolved in response to many requests from clubs to have individualised Club banners promoting their club in the community as well as making the connection between VIEW and The Smith Family and the work we

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| | <p>do supporting the education of financially disadvantaged Australian children.</p> <p>There are two new designs – specifically for clubs to use if they decide that they require a new individualised Club banner and are able to fund the cost.</p> <p>1. Template Design – with Women – (Vertical and Horizontal)</p> <p>This design is the next iteration and evolution of our VIEW bubble design and consists of coloured and shaded bubbles with colours from a lighter palette. It also has smaller dots for a new visual effect.</p> <p>This banner draws attention to VIEW members’ continuing connection in community, extending a hand to each other in friendship and also to those in the community needing our help.</p> <p>In line with all other VIEW banners and brochures, these banners are designed with generic photos of welcoming VIEW women. With over 300 clubs we are unable to change the photos to suit all club members. If you do not want to have this design with photos of women we suggest you choose the alternative banner with the VIEW logo design.</p> <p>2. Template Design – VIEW logo (Vertical and Horizontal)</p> <p>The VIEW logo is prominently displayed in the centre of this banner.</p> <p>This banner describes what VIEW members do to support the educational outcomes of disadvantaged Australian children.</p> <p>These new Club banners are not compulsory. Clubs should determine whether they require a new individualised club banner and how they propose to fund the purchase. If clubs already have a club banner they should consider whether they actually require a new one.</p> <p>A number of clubs seek sponsorship funds from local organisations or seek community grant funding or a philanthropic donor.</p> <p>Many clubs over the years have developed their own Club banners with features representing their area and some of these are a “work of art” having been personally crafted by members. These banners are still acceptable for clubs as they form part of the history.</p> <p>To see the new designs and order a club banner go to VIEW.org.au/resources forms.</p> |
| 7. General Business | |
| <p>7.1 Closed Clubs</p> | <p>National Council noted that three clubs had closed since February 2018. VIEW Clubs: Cowra, Thurgoona, NSW; Gungahlin Evening, ACT.</p> |
| <p>7.2 National Councillor Nominations 2018-19 – Late appointments</p> | <p>Central and Southern Sydney (ND)</p> <ul style="list-style-type: none"> ▪ ND currently has no National Councillor. ▪ Area is broken down into two Zones ND01 and ND02. ▪ Each Zone has a Zone Councillor <p>Experienced Zone Councillor ND01 Kay Underwood was approached to see if she would be willing to take on the added</p> |

| | <p>duties of National Councillor which Kay Underwood has agreed to do.</p> <p>For the past couple of months Kay Underwood has been acting in the role of Acting National Councillor. National Council unanimously ratified the appointment of Kay Underwood as National Councillor for Central and Southern Sydney (ND).</p> | | | | |
|---|--|------|---------|------|-------------------|
| <p>7.3 Zone Councillor Nominations 2018-19 – Late appointments</p> | <p>National Council unanimously ratified the appointment of the following Zone Councillor for 2018-19</p> <table border="1" data-bbox="580 432 1174 539"> <thead> <tr> <th data-bbox="580 432 751 483">Zone</th> <th data-bbox="751 432 1174 483">Nominee</th> </tr> </thead> <tbody> <tr> <td data-bbox="580 483 751 539">NK01</td> <td data-bbox="751 483 1174 539">Judith Hemmingway</td> </tr> </tbody> </table> <p>National Council accepted, with regret, the resignations of Zone Councillors Angela Carroll Zone (NA02), Kerrie Wheeler (NA04) and Enid Kattenhorn (AA02).</p> | Zone | Nominee | NK01 | Judith Hemmingway |
| Zone | Nominee | | | | |
| NK01 | Judith Hemmingway | | | | |
| <p>7.4 Club Development Status and 2018-19 focus</p> | <p>Over the last 6 months, National Councillors worked with their Zone Councillor/s and/or Club Committees to complete Club Development Status documentation for 2018. This enabled them to:</p> <ul style="list-style-type: none"> • Get to know and understand their individual Area including the health of clubs in their area and be able to identify and address any problem/issues in clubs as they arise. • Liaise with any Development team in their area and if there is no Development team, to form one with Zone Councillors and other interested VIEW members. <p>The Club Development Status documentation identified areas and a number of recurring themes which occur across all VIEW Areas, they include:</p> <ul style="list-style-type: none"> • Aging Membership • Difficulties in recruiting new members • Lack of interest in taking on committee roles • Lack of members computer literacy <p>Jan Roberts commented that following this information gathering exercise, all National Councillors will be joining the Development Working Group.</p> <p>During 2018/19 National and Zone Councillors will be part of, or work closely with, the Development team in their Area to identify areas for growth and work towards promoting VIEW, attracting members and establishing new clubs.</p> <p>Anyone interested in joining the Development Team in their area should contact their Zone and or National Councillor. All members welcome.</p> | | | | |
| <p>8. Learning and Development</p> | | | | | |
| <p>8.1 TSF Research Report – Attendance Lifts Achievement: building the evidence base to improve student outcomes</p> | <p>Anne Hampshire The Smith Family, Head of Research and Advocacy</p> <p>Anne gave a presentation about The Smith Family research paper “<i>Attendance Lifts Achievement: Building the evidence base to improve student outcomes</i>”.</p> <p>Young people from disadvantaged backgrounds are at risk of poor educational outcomes from their first year of school. The research</p> | | | | |

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| | <p>demonstrates the strong relationships between attendance, school achievement, school completion and post-school engagement. The findings highlight the significant opportunity that exists to strengthening the educational outcomes of disadvantaged students, by tracking their individual progress through school, to identify and target additional support as needed.</p> <p>Student Unique Identifier - There is significant opportunity to improve the educational outcomes of disadvantaged Australian school students by tracking their individual progress through school, to identify and target additional support as early as possible.</p> <p>All clubs received a copy of this report which is also available on the website and are encouraged to read and share the report with others. If you would like further copies of the research report to distribute please email view@thesmithfamily.com.au.</p> |
| <p>8.2 Learning and Development – Reconciliation Action Plan (RAP) and Welcome/Acknowledgement to Country</p> | <p>Wendy Field The Smith Family, Head of Policy and Programs</p> <p>Wendy spoke to a presentation about The Smith Family’s Reconciliation Action Plan (RAP).</p> <p>A Reconciliation Action Plan (RAP) is a formal statement of commitment to reconciliation underpinned by three key themes of Relationships, Respect and Opportunities. A RAP assists organisations to foster an enabling environment that promotes Aboriginal and Torres Strait Islander peoples’ empowerment.</p> <p>The Reconciliation Action Plan (RAP) program provides a framework for organisations to support the national reconciliation movement. Wendy Field spoke to The Smith Family’s 3rd Reconciliation Action Plan. She discussed the importance of the RAP and how it affects The Smith Family and students they support.</p> <p><i>“Through reconciliation we strengthen the relationships between the wider Australian community and Aboriginal and Torres Strait Islander peoples for the benefit of all Australians”.</i></p> <p>By making this commitment The Smith Family aims to:</p> <ul style="list-style-type: none"> • Support Aboriginal Torres Strait Islander children and families through our educational and learning support programs • Enrich the lives of our staff, supporters and volunteers through a deeper understanding and connection to Aboriginal and Torres Strait Islander peoples • Provide opportunities for Aboriginal and Torres Strait Islander peoples to contribute through our programs <p>National Council was provided with a copy of The Smith Family’s RAP, a copy is also available on The Smith Family website. www.thesmithfamily.com.au</p> |

| 9. OTHER BUSINESS | |
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| <p>9.1</p> <p>Attract and Retain Members – a guide to strengthening membership</p> | <p>Jan Roberts spoke about this Guide. In April, to assist members in strengthening club membership the new Attract and Retain members guide was sent to all clubs and is available on the VIEW website under the Resources section.</p> <p>Every club needs new members in order to be vibrant and active. New members introduce new ideas, bring fresh perspectives and extend your club’s reach in the community.</p> <p>The guide contains some great ideas and activities Clubs are encouraged to share this guide with their committee and club members and decide which activities are best suited to your area. Clubs are encouraged to try something new. This guide also contains VIEW key messages, ideas for attracting younger members and encourages you to talk to others about the many benefits of VIEW.</p> <p>Clubs are also asked to share their innovative ideas and activities on how they retain and attract new members. Send your comments to view@thesmithfamily.com.au.</p> |
| <p>9.2</p> <p>Notifiable Data Breaches scheme</p> | <p>Maryanne Maher spoke to a presentation regarding recent legislation around loss of personal information. The aim is to Alert and not Alarm VIEW members.</p> <p>On 22 February 2018, the Notifiable Data Breaches scheme (NDB) came into effect in Australia. The NDB scheme will require The Smith Family to notify affected individuals and the Office of the Australian Information Commissioner (OAIC) about ‘notifiable/eligible data breaches’.</p> <p>As a part of The Smith Family, VIEW Club members also have a responsibility to comply with this legislation.</p> <p>A data breach occurs when personal information is lost or subjected to unauthorised access, modification, disclosure or other misuse.</p> <p>In broad terms, personal information includes information or even an opinion about an identified individual or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not. <p>Examples include clients’ or sponsors’ names, address details, dates of birth, bank account details and even opinions about these individuals.</p> <p>A data breach can be as little as a single set of personal information records!</p> <p>Every VIEW member has the responsibility to immediately report a data breach or suspected data breach to National Office.</p> <p>To report a Data Breach you need to:</p> <ol style="list-style-type: none"> 1. Go to VIEW Website - Resources/Forms/Data Breach 2. Download and complete the Form 3. Send the form to VIEW National Office (view@thesmithfamily.com.au) |

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| | <p>4. National Office - Review/Action/Response</p> <p>It is important to be aware of Data Breaches of personal information as apart from a significant loss of reputation, failing to comply with this regulation could subject The Smith Family and VIEW Clubs to significant fines.</p> <p>National Councillors were provided with a handout in relation to this NDB scheme and clubs will be emailed a copy. The document will also be made available on the website. Members are asked to contact their National Councillor or Executive mentor or National Office with any questions or concerns regarding Notifiable Data Breaches.</p> |
| <p>9.3</p> <p>Update Potential new Clubs</p> | <p>Mosman NSW – going well with 14 members joined up. Still looking for new members to boost their numbers. Will be moving venue from July to The Mosman Club - 719 Military Road Mosman. The next meeting is on <u>Friday 20th July at 11.30 for 12noon</u>. Members are asked to please promote this to friends and family in the Mosman, Neutral Bay and lower North Shore areas of Sydney. Everyone welcome.</p> <p>Anyone interested in finding out more please contact Jeanette on 0422 888 207 or email pjass@tpg.com.au.</p> <p>Bathurst NSW – going well with 9 members joined up and 6 members expected to join next meeting. Meetings are now held in the <u>Boardroom of the Bathurst RSL -114 Rankin St, Bathurst on the second Thursday of the month at 6pm.</u></p> <p>Following the successful afternoon tea in May, the members are now planning another social event in August. A Walk with VIEW is planned for 27 October in Bathurst Peace Park to promote VIEW and attract new members.</p> <p>Local media and recent articles about VIEW in <i>The Western Advocate</i> and <i>Bathurst City Life</i> have succeeded in attracting new members.</p> <p>Anyone interested in finding out more please contact Toni on 0468 793 832 or email bobtonithomas1@hotmail.com.</p> <p>Murrumbateman NSW – In April Zone Councillor Annie Brown-Bryan and Marilynne Weston attended a Murrumbateman Progress Association meeting of all community groups in and around the small township.</p> <p>They spoke about The Smith Family and the starting up of a VIEW Club within their area. The 30 locals present were interested in hearing about VIEW and thought it would be an asset to the small but growing community.</p> <p>Marilynne was invited to have a stall at the local community Expo, held on Sunday 27 May. At this point there is no definite date for the next meeting.</p> <p>Anyone interested in finding out more or being part of Murrumbateman please contact Marilynne on 0447 647 008 or email westonma@bigpond.com.</p> <p>Springfield QLD - Still looking for new members, monthly meetings are continuing at the Brook Water Coffee Club - Brookwater Village, Shop 10 Augusta Pkwy, Brookwater QLD. Several of the Springfield members have linked with Centenary</p> |

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| | <p>Evening VIEW Club members and participate in their meetings, functions and Zone events. All new members are welcome.</p> <p>For further information contact: Robyne Apps 0422 926 162– Reapps@bigpond.com</p> <p>Please Promote these new Clubs to others</p> <p>Members are asked to please promote all of these new and up and coming clubs through their networks – friends, family, colleagues, neighbours etc. in surrounding areas. Remember everyone is welcome.</p> | | | | | | | | | | | | |
| Frequently Asked Questions | | | | | | | | | | | | | |
| Can funds that are raised at VIEW Club fundraising events be used for club managed initiatives, such as after school learning clubs? | No, As stated in the Handbook on page 67: “All monies received through Club activities must be banked, and any funds surplus to Club running costs must be forwarded to The Smith Family as a ‘general donation’ or used to purchase Joy Spreader gifts.” On page 68: “VIEW Clubs must not use Club funds to purchase items for The Smith Family.” | | | | | | | | | | | | |
| Are committees able to make decisions at their meetings without going to the club members at general meetings? | No. Committees should take all matters that require a decision to the club members, the appropriate committee person then asks for a motion from the floor and a seconder, after further discussion the members then vote. | | | | | | | | | | | | |
| Should our club publish full monthly financial details in our newsletter to Club members? | No. Why? Club’ financial details should be recorded in the club’ minutes and the club newsletter is not the appropriate avenue as this could have an unknown distribution. These reports are for members only. | | | | | | | | | | | | |
| How long do Clubs need to keep records of Inaugural Minutes, AGM’s etc? | <p>To comply with statutory requirements, it is important that Club information is kept for the following period: Club Handbook page 35.</p> <table> <tr> <td>Minutes of Inaugural Meeting</td> <td>Continuous</td> </tr> <tr> <td>Minutes of Annual General Meetings</td> <td>Continuous</td> </tr> <tr> <td>All membership records</td> <td>Continuous</td> </tr> <tr> <td>All financial records (including receipts, cheque butts, income and expenditure statements and bank statements)</td> <td>7 years</td> </tr> <tr> <td>Minutes from Club and Committee monthly meetings</td> <td>5 years</td> </tr> <tr> <td>Correspondence (including from National Office)</td> <td>Up to 12 months</td> </tr> </table> | Minutes of Inaugural Meeting | Continuous | Minutes of Annual General Meetings | Continuous | All membership records | Continuous | All financial records (including receipts, cheque butts, income and expenditure statements and bank statements) | 7 years | Minutes from Club and Committee monthly meetings | 5 years | Correspondence (including from National Office) | Up to 12 months |
| Minutes of Inaugural Meeting | Continuous | | | | | | | | | | | | |
| Minutes of Annual General Meetings | Continuous | | | | | | | | | | | | |
| All membership records | Continuous | | | | | | | | | | | | |
| All financial records (including receipts, cheque butts, income and expenditure statements and bank statements) | 7 years | | | | | | | | | | | | |
| Minutes from Club and Committee monthly meetings | 5 years | | | | | | | | | | | | |
| Correspondence (including from National Office) | Up to 12 months | | | | | | | | | | | | |
| Dates Of Next Meetings | <p>National Executive – 19 July (teleconference), 16 August (teleconference), 20 September (teleconference) and 27 October (Face to Face)</p> <p>National Council – Sunday 28 October 2018</p> | | | | | | | | | | | | |

Summary of Decisions at National Council Meeting

June 2018

| Area of Work | Decision, Policy and/or Procedure | Agenda Reference |
|--------------------------|--|-------------------------|
| Subcommittee | Resolutions | 4.1 |
| Subcommittee | Website and Social media – Website Audit | 5.2 |
| General Business | National Councillor Nominations 2018-19 – Late appointments – Kay Underwood | 7.2 |
| General Business | Club Development Status and 2018-19 focus | 7.4 |
| Learning and Development | TSF Research Report – Attendance Lifts Achievement: building the evidence base to improve student outcomes | 8.1 |
| Other Business | Attract and Retain Members – a guide to Strengthening Membership | 9.1 |
| Other Business | Notifiable Data Breach legislation | 9.2 |
| Other Business | Update Potential new Clubs – Bathurst, Mosman, Murrumbateman -NSW and Springfield QLD. | 9.3 |