



**National Minutes
and
Information from National Council**

November 2019

MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Monday 11 November 2019

The Holiday Inn, Sydney Airport

PRESENT:	<p style="text-align: center;">National Executive</p> <p>National President Jan Roberts and National Vice Presidents Pat McRae, 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), 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) 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) Business Analyst Olga Shkuropatova</p>
APOLOGIES	Kay Underwood Central and Southern Sydney (ND), Maria Culka North and Western Metropolitan Melbourne & North and Western Country (VC)
GUESTS PRESENT	National Councillors 2020-21 (Observers)
1. WELCOME	
	Jan welcomed National Councillors to the last meeting of their term, reflecting on their 2018-19 term. Jan also welcomed the incoming National Councillors 2020-21 who attended the meeting as observers.
2. MINUTES AND BUSINESS ARISING	
	Minutes - National Council ratified the minutes of the September 2019 meeting. Moved Rosie McDermott Seconded Joanne Gray Accepted Unanimously
3. NATIONAL COUNCIL LEARNING FOR LIFE STUDENT – UPDATE	
	Marlene Powell informed the Councillors of her recent correspondence with Jessica. She said how rewarding it was to receive correspondence from Jessica and share it with the National Council. She hoped that her successor would similarly enjoy this opportunity. Incoming NC Rosemary Day Area NE will look after the LFL student for 2020 /21 Jan thanked Marlene for looking after Jessica

4. SUB-COMMITTEES

4.1

Resolutions

Annette Schlafrig referred to a paper circulated prior to the meeting noting that:

The participation of the Maroochydore High School students, in the debate at 2019 National Convention was a highlight. Special thanks were extended to all our passionate debaters.

The results of the Resolutions debated this year are as follows:

Results	Yes	No
1. Increase and accelerate efforts aimed at reducing child poverty across Australia.	6620	666
2. Social and affordable housing for women.	6833	449
3. Legislative and policy measures for wage parity.	5924	948

It was noted that the participation rate was quite low.

National Councillors are reminded to encourage their clubs to participate in voting and also consider submitting a resolution next year on a relevant National issue.

All members are encouraged during the next two years (2020-21) to promote the three Resolutions debated in 2019. The Resolution Sub-Committee will send letters to Government Ministers, NGOs and relevant Statutory Authorities shortly.

Annette extended thanks to the sub-committee, PNVP Co-Chair Susan Groenhout, NC Lesley Carroll, NC Sandi Muntisov and PNVP Annette Thiedeke for their contribution, encouragement, support and tireless efforts over the last two years.

Annette also thanked the scrutineer, time keepers, vote collectors and vote counters for their efforts at Convention.

4.2

External Relations

Australian Shareholders Association (ASA) Improving Financial Literacy for Women 55+ Workshops

Maryanne Maher referred to a paper circulated prior to the meeting. noting that in September it was advised that the Australian Shareholders Association (ASA) would be running a series of free workshops aimed at improving financial literacy for women 55+.

VIEW members who have attended these workshops appreciated the opportunity, with one member commenting that ***“the information provided is really useful to women requiring help with their financial planning”***.

The contents of the workshop are:

- Financial goals
- What is risk? Finding your risk tolerance and analysing your risk profile
- Asset allocation - cash, fixed interest, property, shares
- Superannuation - what you'll need in retirement
- Check that your estate is in order
- Consulting a financial planner

These workshops which are free, aim to give women, who have left their finances to their spouse/partner/brother or children, more confidence to have conversations with their financial advisers and family to make sure they can ask the right questions.

The next scheduled dates are:

Ballina, NSW	Ballina Byron Islander Resort	Tue 12 Nov	9.00am - 12.30pm
Coffs Harbour, NSW	BreakFree Aanuka Beach Resort	Wed 13 Nov	9.00am - 12.30pm

For more scheduled events available visit the ASA website <https://www.australianshareholders.com.au/fin-lit-project>. Participants can register directly via the website or by calling 1300 368 448.

**4.3
VIEW in the
Community**

Pat McRae referred to a paper circulated prior to the meeting. Noting that 2019 had been a wonderful year with great reason to celebrate VIEW's achievements within the Community.

Pat also noted the following:

New Clubs

The opening of Mosman VIEW club was celebrated on 18 October at Boronia House, was an exciting and uplifting event with 75 members in attendance including the Mosman Mayor Carolyn Corrigan.. Congratulations were extended to the Development team members.

National Convention 2019 – Sunshine Coast

National Convention on Queensland's Sunshine Coast (13-15 September) was the highlight of 2018-19 and a superb event. More than 650 VIEW members were totally immersed in all that each day offered – entertaining and inspirational speakers, professionally delivered Resolution debates, enormous joy in reacquainting with long-term friends, retail therapy in the outdoor market stalls, incredible fun at both the Beach Party and Lucky Friday 13th Social Dinners and the amazing spectacle of – the Mystical Masquerade Ball, Gala Dinner. The Grand Celebration with the participation of local school children was the perfect finale to an excellent convention. Full credit and enormous gratitude were extended to the dedicated Convention Sub-Committee and the amazing Sunshine Coast VIEW women who tirelessly volunteered to ensure that every detail was attended to.

Area Galas

Area ND held a successful Gala on 31 October, the last of Area Galas for 2019. Approximately 80 women attended including representatives from other local women's community groups. The successful day included a Black Pepper Fashion Parade.

Area Galas in 2020 – celebrating VIEW's 60th Anniversary

VIEW 60th Anniversary Area Gala dates have been organised for 2020 throughout Australia. All of these details will be posted on the VIEW website in early January 2020. Councillors were encouraged to share these details with the members, so this wonderful milestone can be celebrated by all.

Save the Date

Below are the dates for 60th Anniversary Diamond Jubilee Gala events planned for 2020. Members are encouraged to *Save the Date* for their local event. For more information contact your Zone/National Councillor in 2020.

Month	Date	Area/Location	State	Venue	Event
May	15	Canberra and Surrounds (AA)	ACT	Hellenic Club Woden	60th Gala Celebration

May	2	Riverina, MIA, Snowy Mountain Foothills and South to Victorian border (NL)	NSW	Wagga RSL	60th Gala Celebration
May	4	NSW South Coast Berry to Eden (NG)	NSW	Soldiers Club Batemans Bay	60th Gala Celebration
May	7	NSW Northern Rivers (NJ)	NSW	South Tweed Sports	60th Gala Celebration
May	16	Hunter/Central Coast (NA)	NSW	East Maitland Bowling Club	60th Gala Celebration
May	27	Macarthur, Southern Highlands & Illawarra region including Wollongong (NB)	NSW	Civic Centre Camden	60th Gala Celebration
June	27	Lower Mid North Coast of NSW and Inland (NK)	NSW	Evermore Retirement Village Forster	60th Gala Celebration
July	23	Sydney, NSW	NSW	Sydney Masonic Centre	Sydney 60th Anniversary Celebration
Aug	14	Western Sydney region (NE)	NSW	Penrith Panthers	60th Gala Celebration
Sept	9	Upper Mid North Coast of NSW and Inland (NM)	NSW	Woolgoolga Diggers Club	60th Gala Celebration
Sept	12	Lower Mid North Coast of NSW and Inland (NK)	NSW	Port Panthers (Port Macquarie)	60th Gala Celebration
Sept	12	New England and North Central NSW (NI)	NSW	Susanna Park Motor Inn Tamworth	60th Gala Celebration
Sept	17	Sydney North Shore & Northern Beaches (NC)	NSW	Asquith Bowling Club	60th Gala Celebration
Aug	4	The Sunshine and Fraser Coast (QB)	QLD	Maroochy Surf Club	60th Gala Celebration
Aug	7	Gold Coast and Darling Downs (QC)	QLD	Southport Sharks Club	60th Gala Celebration
Aug	14	Brisbane and Surrounds (QA)	QLD	Kedron Wavel Services Club (Chermside)	60th Gala Celebration
Sept	10	Metropolitan Adelaide and Surrounds including Sunraysia (SA)	SA	Leilani Room Morphettville Race Course	60th Gala Celebration
Sept	10	South Eastern Metropolitan Melbourne to the Mornington Peninsula & Gippsland (VB)	VIC	Royal Hotel Douin (Wonthaggi)	60th Gala Celebration
Sept	16	Central & Eastern Metropolitan Melbourne (VA)	VIC	Karralyka Function Centre (Ringwood)	60th Gala Celebration
Oct	24	North and Western Metropolitan Melbourne & North and Western Country (VC)	VIC	Ballarat Golf Club	60th Gala Celebration

Sep	11-12	Perth & Surrounds (WA01)	WA	Novotel Vines Resort Swan Valley	State Conference & 60th Anniversary Celebration
-----	-------	--------------------------	----	----------------------------------	---

Paint the Place Purple in your Purple Poncho

With the recent launch at VIEW National Convention of our new VIEW Purple Poncho, Clubs/members are invited to enter the Purple Poncho Photo Competition.

All entrants will be acknowledged on Facebook posted on the website, and the Winners announced at VIEW National Convention 2021 in Adelaide.

Choose from one of the 4 categories:

★ Most Innovative	★ Best Group
★ Most Exotic Location	★ Fun and Frivolous

Conditions of Entry:

- Purchase your VIEW Poncho via order form attached or Stock Order Form 2020
- Entries close 30 June 2021. Email entries to view@thesmithfamily.com.au (do not send hard copies)
- Entries must include: Club Name, names of those pictured (L-R), location taken and photo category entering
- Photo must be of high resolution (minimum requirements: 1mb, 1536 x 1024 pixels)

Christmas Wrapping

Christmas is an excellent time to raise funds for The Smith Family, promote VIEW and have enormous fun. Gift wrapping offers endless possibilities to show the public who we are and what we do. Many clubs and zones have already given notification of their venue and dates for wrapping. Clubs were reminded that it is not too late to embrace an opportunity in local shopping malls and centres and advise National Office of the details.

4.4 Promoting our Brand/ Speakers Bureau

Annette spoke to a paper circulated prior to the meeting. Noting that: Enquiries are continuing to be received from VIEW members interested in joining the Speakers Bureau promoting VIEW and our connection with The Smith Family to other organisations.

All speakers are provided with a USB containing a speech, presentation tips, student testimonials and a report form to be completed and returned following their speaking engagement.

To remain current, the speech is being refreshed and updated and will be available in the New Year.

Thanks were extended to all 2019 dedicated VIEW speakers and it is hoped that more speakers will come on board to promote VIEW in 2020, our 60th Anniversary year.

Reports:

Further report from **Joan Coleman, SA** who spoke to Kidman Park Rotary in April 2019 and at Probus, church and community groups attracting donations of over

	<p>1400 items of stationery; with one of the groups deciding to adopt The Smith Family as its preferred charity. Photo and article appeared in the 28 October edition of The SA Senior Newspaper.</p> <p>Toni Thomas, PNVP, NE02: had been invited to speak at St David's Women's Group at Blaxland.</p> <p>Requests for speaking engagements should be forwarded to National Office and/or PNP Gwen Wilton, gwenwilton@bigpond.com.</p>
<p>4.5 Development Working Group Report –</p>	<p>During 2018-19 National Councillors worked with their Zone Councillor/s and/or Club Committees to complete Club Development Status Reports. This enabled them to:</p> <ul style="list-style-type: none"> • Get to know and understand the health of clubs in their Area and be able to identify and address any problem/issues in clubs. • Liaise with any Development team in their area or to form a new development team with Zone Councillors and other interested VIEW members. <p><i>New Clubs Opened</i></p> <p>There were three new clubs opened in 2019</p> <ul style="list-style-type: none"> • Southern Peninsula (Victoria) - March • Bathurst (NSW) - May • Mosman (NSW) - October <p><i>Areas under Development</i></p> <p>National and Zone Councillors were also encouraged to join or form an Area Development Team and determine possible areas for growth.</p> <p>The following areas have been identified for potential development:</p> <p>NSW/ACT Gungahlin, Blaxland/Glenbrook, Morisset/Toronto, Harrington Park/Gregory Hills</p> <p>QLD Maryborough, Gladstone</p> <p>SA Berri</p> <p>VIC Ocean Grove (Day), Point Lonsdale</p> <p>WA Canning Vale, Mandurah, Busselton</p> <p>National Councillors also advised alternative strategies for Areas to promote VIEW and increase membership in their current clubs.:</p> <p>Regular media releases in the local newspapers, Community involvement and local schools</p> <ul style="list-style-type: none"> • Holding information stands at local events eg Expos and markets Shopping Centres, Lifestyle Villages, and • Utilise Senior's newspapers and local Senior Week events
<p>5. WORKING GROUPS</p>	
<p>5.1 History</p>	<p><i>PNVP Susan Groenhout Chair History working group submitted a report to National Council. Noting the following:</i></p>

	<p><i>Inaugural/Closing Meetings</i></p> <p>National/Zone Councillors are reminded that details pertaining to Club Inaugural and Closure Meetings are important to the ongoing history records and are urged to ensure that these records are supplied to the Working Group.</p> <p><i>60th Anniversary – Diamond Jubilee</i></p> <p>The National President Book, which was prepared for the 50th Anniversary of VIEW' will be updated in time for the 60th Anniversary.</p> <p>Information originally collected for the 40 year History of VIEW is being, where possible, updated. This will include all known club details, state and National Council teams and resolutions.</p> <p>The Short Story Competition, begun in 1964, created wide interest among all VIEW Clubs and the enthusiasm of the members was evident by the number of women who felt inspired to submit entries. This is a part of the VIEW history unknown to many of today's members and the collection gives recognition to the remarkable literary talent of VIEW members. Four volumes of these short stories have now been compiled and members will have an opportunity to purchase these. Expressions of interest will be sought in the early 2020.</p>
<p>5.2 Website & Social Media</p>	<p><i>PNVP Carleen Maley Chair Website and Social Media Working group submitted a report to National Council. Noting the following:</i></p> <p>Website</p> <p style="text-align: center;">Update details</p> <p>The Working Group reminds VIEW Clubs that this is the appropriate time of year to update their Club webpage with changes to Contact Details (phone and email) as well as changes to their meeting location, date and time. Some clubs who have a PO Box number also add this for the convenience of other clubs who wish to use snail mail.</p> <p>Clubs are also reminded that contact details may be used by other businesses to make contact with their club with offers, sales etc. Details listed on the website are in public domain and members' private addresses (email/postal) should never be listed.</p> <p style="text-align: center;">Club News</p> <p>Clubs may benefit by putting the name of future guest speakers in Upcoming Events. This may encourage visitors to come along.</p> <p>The Club Secretary (or Web Contact) should review their page and advise any changes to admin@view.org.au.</p> <p style="text-align: center;">State/Regional News</p> <p>Councillors are reminded that State News items can be sent to admin@view.org.au which will then appear on each club's website within that state. This should include all Zone Conferences and Area Galas.</p> <p>Please Note</p> <p>When sending items to be added to the Website (Club and State/Regional), the Website Working Group would appreciate adding in the Subject line the State before the club's name.</p>

	<p>Clearly identify individual photos. If unsure of renaming photos identify the individual photo with the camera/phone coding that shows on the photo</p> <p>Please indicate where on the site the items are to be added or changed:</p> <p>About, Where, When, Contact, Club News or upcoming events</p> <p>Reminder – It is important for Clubs to add “Club News” regularly to their webpage. Updates to Facebook should also be reflected on their Club webpage. In this way Clubs keep their members and others informed and up to date with current events and activities. Clubs should send information about current events and activities including articles and photos to: admin@view.org.au.</p> <p>Clubs may like to refer to the “Checklist – Updating Club Page & Sending Stories/Photos for Club pages.”</p> <p>Social Media</p> <p>Facebook</p> <p>VIEW Clubs with a Facebook page are encouraged to advise the Working Group of the Facebook link to be added to their web page. (admin@view.org.au).</p> <p>Members are reminded that they should ‘Like’ VIEW Clubs of Australia Facebook page as well as other VIEW Club Facebook pages such as those of Sister Clubs or other clubs in their Zone/Area.</p> <p>For help in setting up a Facebook page please refer to “www.view.org/resources/how-to-help” section of the website.</p> <p>Instagram</p> <p>Instagram is a photo and video-sharing social network enabling the sharing of photos, videos & messages with friends & family. For those who already have an Instagram account you can now search viewclubs and follow us!</p> <p>A guide on how to set up and use Instagram will be available in 2020.</p>
<p>5.3</p> <p>Future of VIEW Working Group</p>	<p>Website Audit</p> <p>The Future of VIEW Working Group is continuing with Stage 4 of the Website Audit, which includes contact with each club to discuss their Club's webpage, ensuring that the correct details are listed. Changes to webpages are being reported to the Website Support Group to complete the changes.</p> <p>Club Handbook 2020-21</p> <p>The Club Handbook has been reviewed and updated for 2020-21. This updated handbook will be available on the website for all VIEW members (Resources/Organisational Information) from 1 January 2020</p> <p>Clubs/members will be reminded that they should download the updated version in 2020.</p>

6. VIEW 5 Year Strategy	
<p>6.1 VIEW Mission</p>	<p>Maryanne Maher updated National Council with the results of their ballot for updating the VIEW Mission Statement, held at the September National Council meeting. The statement:</p> <p><i>As a leading voice and valued support network for women VIEW actively raises awareness of and participates in the work of The Smith Family.</i></p> <p>was selected as the preferred option and has been presented to The Smith Family Executive, agreed to (in principle) and will be presented to The Smith Family Board at the AGM on 28 November where it is expected to be approved.</p> <p>This new VIEW Mission Statement will be used in all future VIEW Marketing material.</p>
<p>6.2 Trialling VIEW Advisor role in 2020-21</p>	<p>A paper was circulated relating to Trialling VIEW Advisor role in 2020-21 at the National Council meeting. It was noted that the structure and the current governance model of VIEW leadership relies on members being prepared to step into key Senior Officer roles and take on additional leadership responsibilities.</p> <p>There has been a continual decline in members taking on other leadership roles and Senior Officer responsibilities.</p> <p>It is understood that members have competing priorities, such as: caring for grandchildren, elderly parents or engaging in part-time or full time work. Others are not willing to take on the commitment or have already been a Senior Officer.</p> <p>VIEW leadership for 2020-21 is again of critical concern, due to the lack of members stepping up to Senior Officer roles:</p> <ul style="list-style-type: none"> • Of 20 Areas - only 11 National Councillors have nominated • Of 46 Zones - only 28 Zone Councillors have nominated <p>This proposal is to trial Advisor roles in key Areas where there are no National and/or Zone Councillors during 2020-21 and it is anticipated that during the time of this trial, the Advisor will seek potential candidates for Zone and National Councillor roles.</p> <p><i>Advisor Duties and Responsibilities</i></p> <p>The Advisor (a Past Senior Officer) will be invited/appointed (by VIEW Executive in conjunction with the National Manager) to assist Clubs in a particular Area where there is no National and/or Zone Councillor.</p> <p>Advisors would play an important role by:</p> <ul style="list-style-type: none"> • Attending/Visiting each club in the Area once per year to inform members of appropriate Area specific VIEW information, updates on National and Area VIEW events and to convey messages to members that will assist the club's well-being eg VIEW Area PowerPoint presentation • Ensuring the two-way chain of communication between the Club and the Zone, ensuring communication of important news and all information to club members. • Providing support and guidance to Zone Councillors, VIEW Clubs and members • Attending and participating in teleconferences or meetings with the Zone Councillor and other Delegates.

	<p>It is anticipated that The Advisor would:</p> <ul style="list-style-type: none"> • Be a vital resource, providing or offering guidance and would be the general “go to” person for the Zone Councillor/s Clubs and Members in the Area. • Report to the VIEW Executive and National Manager on a quarterly basis, prior to the National Council meetings, on the health of clubs and progress, as well as any issues relating to the clubs in the Area. • Attend an initial face to face training/briefing session and then report via teleconference (with the VIEW Executive) on a quarterly basis to continue to share information, ideas, network and connect with other Advisors. • Be reimbursed for her travel expenses in the same manner as for Zone and National Councillor, and • Play a key role in club formation, establishment and development. <p>Advisors would provide a level of support and governance where there are no National/Zone Councillors, they would create a bridge between VIEW Executive and clubs sharing information, achieving consistency, communication and compliance and assisting with development and preventing potential closures. It is not anticipated that the Advisor would attend National Council meetings.</p> <p>After extensive discussion National Councillors unanimously agreed that a trial of the VIEW Advisor role (as outlined above) be conducted for 2020-21, with the VIEW Executive providing a report to the November 2021 National Council meeting as to the outcome of this role.</p>
<h2>7. National Office Update</h2>	
<p>Making a Difference Award Nominations</p>	<p>Nominations for Making a Difference Awards will reopen in January 2020.</p>
<p>Certificate of Currency 2019-20 now available</p>	<p>National Office has emailed the 2019-20 Certificate of Currency to all VIEW Clubs (via club email address). Club Secretaries are reminded to keep a copy of this on file. National and Zone Councillors are reminded to keep a copy for their records and provide Clubs with a copy of this certificate, as required.</p>
<p>Blue Illusion – National Shopping Day in support of The Smith Family</p>	<p>Blue Illusion held a National Shopping Day in support of The Smith Family on Thursday 31 October 2019. Funds raised were \$26,291. Thank you to all VIEW Club members and their friends who promoted and supported this day.</p>
<p>VIEW Matters magazine</p>	<p>November 2019 edition is now arriving at Clubs. Members are reminded that the VIEW Matters magazine is a great promotional item to share at Information Stalls/Expos, Doctors offices, libraries etc. If more copies are required, please contact National Office by completing a Stock Order form and emailing it to view@thesmithfamily.com.au</p> <p>Submissions for the April 2020 edition VIEW Matters are now being accepted with closure of submissions by COB Friday 13 March 2020.</p>
<p>2019 Annual Audit</p>	<p>Clubs and Councillors will be asked to provide their 2019 Cashbooks (and accompanying materials) for audit in January 2020.</p>

	<p>Clubs and Councillors should work to finalise their books for the end of 2019, but NOT SEND their documents into National Office until they receive the official request from National Office. Clubs must include their December bank statement.</p> <p>More information will be provided in the January 2020 mailout including a checklist for Treasurers.</p>
Committee Lists	<p>Zone Councillors are asked to work with their (Representative and) Clubs to update and return these forms to National Office by the due date of 29 February 2020.</p> <p>Committee Lists are an important document providing contact points for the clubs. Without the correct up to date information, correspondence and/or contact cannot be made with Committee Members.</p>
Schedule of Dates 2020	All Councillors are reminded to make note of all Schedule of Dates when arranging meetings. (See Item 8.8 below Page 17)
Mailout Dates 2020	<p>23 January 20 February 26 March 23 April 21 May</p> <p>18 June 20 August 24 September 22 October 19 November</p> <p>Please note that there will be no mailout in July due to Sydney 60th Anniversary Diamond Jubilee celebrations on 23 July 2020.</p>
Updated Club Handbook 2020-21 and Forms	<p>An updated Club Handbook 2020-21 will be available to all VIEW members and VIEW Clubs via the website from January 2020. Updated forms will also be available on the website early January 2020.</p> <p>Committee members are asked to download these updated forms for their use in 2020. Secretaries are also reminded that National Office no longer provides hardcopies of the Club Handbook or forms to Clubs.</p>
National Office Christmas Closure	Councillors and Clubs are asked to note that VIEW National Office will be closed over the Christmas break from 23 December to 1 January 2020.
60th Anniversary-Diamond Jubilee celebrations in 2020	<p>Sydney 60th Anniversary – Diamond Jubilee Registration Pack has been emailed to all Clubs and 2x hard copies of the Registration Pack will be distributed to all clubs.</p> <p>There are two events being held on Thursday 23 July 2020 at the Sydney Masonic Centre</p> <ul style="list-style-type: none"> • During the day: <i>Diamond Jubilee – High Tea</i> (Ita Buttrose has accepted our invitation to attend as a guest speaker) and • During the evening: <i>“All that Sparkles”</i> Gala Dinner <p>Members are encouraged to come to one or both of these events. For all details of how to book please see the Sydney 60th Anniversary – Diamond Jubilee Registration Pack.</p> <p>Bookings are limited to 400 for each event so members are encouraged to book early to avoid disappointment.</p> <p>All Governors, in each State, have been approached to host a VIEW 60th Anniversary Diamond Jubilee morning/afternoon tea in 2020. We are waiting on confirmation of these events and will inform members of the outcome in due course.</p>
8. GENERAL BUSINESS	

8.1 National Executive 2020-21	<p>It was confirmed that Anne-Louise O'Connor (Area NA) had been elected as National President and Joanne Gray (Area NB) and Beryl Pike (Area NI) as National Vice Presidents for 2020-2021.</p>																																																																																																																												
8.2 Zone Councillor 2020-21 Ratification (update)	<p>National Council unanimously ratified the appointment of Zone Councillors for 2020-21 as follows.</p> <table border="1" data-bbox="384 383 1289 1603"> <thead> <tr> <th>Zone</th> <th>Nominee</th> <th>Zone</th> <th>Nominee</th> </tr> </thead> <tbody> <tr> <td>AA01</td> <td>Wendy Studman</td> <td>QA01</td> <td>Robyn Garard</td> </tr> <tr> <td>AA02</td> <td>Frances Turner</td> <td>QA02</td> <td>Lerlene Burrows</td> </tr> <tr> <td>NA01</td> <td>Angela Carroll</td> <td>QB01</td> <td>Clodagh Barwise-Smith</td> </tr> <tr> <td>NA02</td> <td>Dianne Whitten</td> <td>QB02</td> <td>Jean Jennings</td> </tr> <tr> <td>NA03</td> <td>Joy Menzies</td> <td>QC01</td> <td>Lorraine Thomson</td> </tr> <tr> <td>NA04</td> <td>Robyn Clarke</td> <td>SA01</td> <td>Pauline Glover</td> </tr> <tr> <td>NB01</td> <td></td> <td>SA02</td> <td>Joan Coleman</td> </tr> <tr> <td>NB02</td> <td>Sandra Jankovskis</td> <td>VA01</td> <td>Lorraine Beasley</td> </tr> <tr> <td>NC01/02</td> <td></td> <td>VA02</td> <td>Hazel Austin</td> </tr> <tr> <td>ND01</td> <td></td> <td>VA03</td> <td>Helen Burrows</td> </tr> <tr> <td>ND02</td> <td>Elizabeth Terry</td> <td>VB01</td> <td></td> </tr> <tr> <td>NE01</td> <td></td> <td>VB02</td> <td></td> </tr> <tr> <td>NE02</td> <td></td> <td>VB03</td> <td>Ann Warren</td> </tr> <tr> <td>NG01</td> <td></td> <td>VC01/02</td> <td>Beverley Orgill</td> </tr> <tr> <td>NG02</td> <td></td> <td>VC03</td> <td>Judith Worland</td> </tr> <tr> <td>NG03</td> <td>Anne Comery</td> <td>WA01</td> <td>Kris Behets</td> </tr> <tr> <td>NH01</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NH02</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NH03</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NI01</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NI02</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NJ02</td> <td>Brenda Caligeros</td> <td></td> <td></td> </tr> <tr> <td>NJ01</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NK01</td> <td>Marilyn Botwood</td> <td></td> <td></td> </tr> <tr> <td>NK02</td> <td>Carmel Power</td> <td></td> <td></td> </tr> <tr> <td>NL01</td> <td>Jean Gunn</td> <td></td> <td></td> </tr> <tr> <td>NL02</td> <td>Janice Vanzella Lyn Finch</td> <td></td> <td></td> </tr> <tr> <td>NM01</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NM02</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NM03</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>National Council noted with concern that there are a number of vacancies at the Zone Councillor level. All eligible members are encouraged to consider this important position.</p>	Zone	Nominee	Zone	Nominee	AA01	Wendy Studman	QA01	Robyn Garard	AA02	Frances Turner	QA02	Lerlene Burrows	NA01	Angela Carroll	QB01	Clodagh Barwise-Smith	NA02	Dianne Whitten	QB02	Jean Jennings	NA03	Joy Menzies	QC01	Lorraine Thomson	NA04	Robyn Clarke	SA01	Pauline Glover	NB01		SA02	Joan Coleman	NB02	Sandra Jankovskis	VA01	Lorraine Beasley	NC01/02		VA02	Hazel Austin	ND01		VA03	Helen Burrows	ND02	Elizabeth Terry	VB01		NE01		VB02		NE02		VB03	Ann Warren	NG01		VC01/02	Beverley Orgill	NG02		VC03	Judith Worland	NG03	Anne Comery	WA01	Kris Behets	NH01				NH02				NH03				NI01				NI02				NJ02	Brenda Caligeros			NJ01				NK01	Marilyn Botwood			NK02	Carmel Power			NL01	Jean Gunn			NL02	Janice Vanzella Lyn Finch			NM01				NM02				NM03			
Zone	Nominee	Zone	Nominee																																																																																																																										
AA01	Wendy Studman	QA01	Robyn Garard																																																																																																																										
AA02	Frances Turner	QA02	Lerlene Burrows																																																																																																																										
NA01	Angela Carroll	QB01	Clodagh Barwise-Smith																																																																																																																										
NA02	Dianne Whitten	QB02	Jean Jennings																																																																																																																										
NA03	Joy Menzies	QC01	Lorraine Thomson																																																																																																																										
NA04	Robyn Clarke	SA01	Pauline Glover																																																																																																																										
NB01		SA02	Joan Coleman																																																																																																																										
NB02	Sandra Jankovskis	VA01	Lorraine Beasley																																																																																																																										
NC01/02		VA02	Hazel Austin																																																																																																																										
ND01		VA03	Helen Burrows																																																																																																																										
ND02	Elizabeth Terry	VB01																																																																																																																											
NE01		VB02																																																																																																																											
NE02		VB03	Ann Warren																																																																																																																										
NG01		VC01/02	Beverley Orgill																																																																																																																										
NG02		VC03	Judith Worland																																																																																																																										
NG03	Anne Comery	WA01	Kris Behets																																																																																																																										
NH01																																																																																																																													
NH02																																																																																																																													
NH03																																																																																																																													
NI01																																																																																																																													
NI02																																																																																																																													
NJ02	Brenda Caligeros																																																																																																																												
NJ01																																																																																																																													
NK01	Marilyn Botwood																																																																																																																												
NK02	Carmel Power																																																																																																																												
NL01	Jean Gunn																																																																																																																												
NL02	Janice Vanzella Lyn Finch																																																																																																																												
NM01																																																																																																																													
NM02																																																																																																																													
NM03																																																																																																																													
8.3 Process Change reducing paperwork	<p>Pat McRae spoke to a paper circulated prior to the meeting - noting the following:</p> <p>To continue the support of VIEW Clubs and enable smooth and simple administration, VIEW National Office has reviewed the forms required to be completed by Clubs.</p> <p>In this review it was established that:</p> <ul style="list-style-type: none"> Recording of VIEW Volunteering hours continued to be a time consuming and a convoluted process for Clubs and Zone and National Councillors 																																																																																																																												

- Delegates' Reports are often not completed as Clubs may not have a Delegate on committee to complete the report
- Some of the information is duplicated in the Club meeting minutes

VIEW in Community Volunteering Hours (No longer required)

VIEW Clubs and The Smith Family acknowledge the valuable contribution of all VIEW members, and the impact VIEW Clubs are making with The Smith Family and in their local communities.

VIEW have been collecting data on members' volunteering hours in the community for some years and we have a good indication historically of the significant hours that VIEW club members contribute.

Currently the process of recording of VIEW club member's Volunteering Hours is convoluted and multi-staged. The Volunteering form and the process has been changed many times over the years.

Common complaints received and issues:

- The current process for collection of information involves several steps - Club member to Delegate, Delegate to Zone Councillor, Zone Councillor to National Councillor etc.
- Members find the completion of the form tedious and time consuming
- Variation as to what information is collected and what happens to the information

It was proposed that Clubs/Delegates be no longer required to complete the VIEW in the Community – Volunteering form

It was noted that there are many VIEW members who volunteer with other organisations in the name of VIEW in their community eg Meals on Wheels, etc. and they are encouraged to continue volunteering and promoting VIEW in the community, however this information is no longer required to be collected.

Ceasing the requirement for clubs to complete the volunteering form in no way impacts on the amount of funding The Smith Family may receive. The Smith Family collects its own data relating to all volunteer hours for the organisation.

VIEW Volunteering for The Smith Family

The Smith Family captures and records Volunteering Hours of VIEW members who volunteer specifically for The Smith Family.

All VIEW members who currently volunteer for The Smith Family are asked to advise The Smith Family that they are VIEW Club members and want to be recorded as such.

In the future, all VIEW members who volunteer for The Smith Family are asked to ensure their details are recorded accurately in the "My details section on all Volunteering forms" on The Smith Family website by ticking the box "Are you a VIEW Club member?"

Delegate's Reports (No longer required)

Similarly the recording of information contained in the Delegate's Reports is time consuming to collate and is often a duplicate of information in the club meeting minutes, it was proposed that Delegate's Reports are no longer required.

	<p>It was suggested that in preference to National Councillors and Executive members seeking information re number of members, speakers etc., from ZCs and/or Clubs, that the future focus be placed on the health of the clubs, eg maintaining and increasing membership.</p> <p>Guest speaker information can be shared with clubs in Zone/Area via email.</p> <p>Delegates to continue to report at their club meetings, providing information on National Council decisions/issues, upcoming National/Zone events and activities etc.</p> <p style="text-align: center;">VIEW Event/Activities Insurance in residence form (Clubs required to complete)</p> <p>Clubs are asked to continue to complete the VIEW Event form.</p> <p>This form details all fundraising events, activities, promotional displays, expos and events which promote VIEW in the Community and raises awareness about what VIEW does to support and raise funds for The Smith Family - providing long term educational support for Australian children and young people. The form also provides information on events/activities being held in member's residences for insurance cover information.</p> <p>National Council robustly discussed these proposals that Clubs/Delegates:</p> <ul style="list-style-type: none"> • be no longer required to complete the VIEW in the Community – Volunteering form; • the Delegate's Reports are no longer required; and • that VIEW Event/Activities Insurance in residence form <p>As a result of such discussion, it was Unanimously agreed that the Recording of Volunteering hours and Delegate's Reports will no longer be required to be completed by Clubs reducing the pressure on Club Delegates.</p> <p>For Insurance Purposes, Clubs are still required to complete the VIEW Event/Activities Insurance in residence form which should then be forwarded to National Office one month prior to the event (view@thesmithfamily.com.au).</p>
<p>8.4 George Forbes Award</p>	<p>National Council noted that the George Forbes Award was presented at National Convention 2019 to Lyn Masters. National Councillor QA.</p>
<p>8.5 National President's Award</p>	<p>National Council noted that the National President's Award was presented at Convention 2019 to Charmaine Sherman. Zone Councillor WA01</p>
<p>8.6 Meeting with MPs</p>	<p>Contact with Local/State/Federal Representatives</p> <p>National Councillors during 2018-19 have continued to profile VIEW in their communities by making contact with the Local, State and Federal Representatives.</p> <p>Discussion has covered topics such as:</p> <ul style="list-style-type: none"> • Suggestions from representatives of ways to promote VIEW in their community; • Posting by Representative on Facebook/Website/Newsletter/Flyer; • Placing VIEW Club contact details onto Community Website/Noticeboard;

	<ul style="list-style-type: none"> • Invitation to attend Local Community Fair Day –hold a stall and promote VIEW • Grants that can help VIEW Clubs and/or support The Smith Family • Support to local VIEW Clubs eg printing/photocopying, stamps, guest speakers, promoting upcoming events on their website/newsletters <p>Results</p> <p>National Councillors have reported their successes back to National Council.</p> <p>There were two <i>Statements of Support</i> about VIEW Clubs read by MPs in State Parliaments in Victoria and New South Wales.</p> <p>National and Zone Councillors will be asked to continue to make contact with Local, State and Federal representatives during 2020-21</p>
<p>8.7</p> <p>Councillors Attendance at Club Events</p>	<p>A paper was circulated at the meeting clarifying the position and to avoid any confusion as to claimable Councillor expenses.</p> <p><i>Note: This paper focusses on National and Zone Councillors attending club meetings. It in no way impacts on the reimbursement of travel to and from Area Gala, Zone Conference and first Zone Councillor or Delegate’s meetings.</i></p> <p style="text-align: center;">Reasons why Councillors Attendance at Club events is being re –addressed:</p> <ul style="list-style-type: none"> • In an effort to encourage more members to step up to senior officer roles we often hear that reasons for not stepping up is the expectation of significant travel is required. • The cost of reimbursing travel of all Councillors is significant, across the board whether that be the cost of petrol, wear and tear of vehicles and our councillors. • VIEW provide Councillors with teleconference services, and members can easily communicate via email which is a common place method of communication. • When Councillors do attend a club meeting there seems to be confusion as to the most opportune time to achieve the best results which are to inform members and convey messages and not merely attend a social event. • A misguided view that Zone Councillors chair all Club AGMs in their Zone. <p>National Councillors are reimbursed for attending each club once per year to inform members of appropriate Area specific VIEW information, updates on National and Area VIEW events and to convey messages to members that will assist the club's well-being eg VIEW Area PowerPoint presentation.</p> <p>If a National Councillor wishes to attend Club Birthdays or other social events such as Christmas they may do so at any time at their own expense.</p> <p>Similarly Zone Councillors are reimbursed for attending each club once per year (preferably not a the same time as the National Councillor), however, if there is not a National Councillor in the Area then the Zone Councillor may attend a club once to inform members of appropriate Area specific VIEW information, updates on National and Area VIEW events and to convey messages to members that will assist the Club's well-being eg VIEW Area PowerPoint presentation.</p> <p>Past Senior Officers, or past Club Committee members etc, should be asked /utilised to chair Club AGMs. This is not a not an exclusive requirement of a Zone Councillor. If a Zone Councillor chooses to attend and chair a club AGM it will not</p>

be reimbursed, unless extenuating circumstances exist and prior approval from National Office is obtained.

One invitation per year may be extended to a Zone Councillor at no cost to the Zone Councillors. Zone Councillors seeking to visit a club for a second time in one year, need to seek prior approval from their Executive Mentor or National Office or they risk not having their travel expenses reimbursed.

National Council held a robust discussion and **Unanimously** agreed with these amendments would be included in the Councillor Handbook which will be forwarded to all Zone and National Councillors in January 2020.

**8.8
National
Schedule of
Dates 2020**

National Council unanimously **ratified** the 2020 Schedule of Dates. The Schedule appears at the end of these minutes.

WHEN	WHAT
JANUARY	
Friday 10 January	Agenda items to Executive Mentor
Thursday 16 and Friday 17 January	Executive Meeting (Face to Face Meeting)
Thursday 23 January	January Monthly Mailout
FEBRUARY	
Thursday 7 February	Agenda sent to National Councillors
Saturday 15 February	Executive Meeting (Face to Face Meeting)
Sunday 16 February	National Council Meeting
Thursday 20 February	February Monthly Mailout
Friday 28 February	National Minutes distributed via email
MARCH	
Week beginning 2 March	Zone Councillor Meeting (Face to Face) with National Councillor
Week beginning 9 March	Delegates Meeting (face to face) with Zone Councillor
Thursday 12 March	Executive Meeting (Teleconference Meeting)
Thursday 26 March	March Monthly Mailout
APRIL	
Thursday 9 April	Executive Meeting (Teleconference Meeting)
Thursday 23 April	April Monthly Mailout
MAY	
Friday 8 May	Agenda items to Executive Mentor
Thursday 14 May	Executive Meeting (Teleconference Meeting)
Thursday 21 May	May Monthly Mailout
JUNE	
Friday 5 June	Agenda sent to National Councillors
Saturday 13 June	Executive Meeting (Face to Face Meeting)
Sunday 14 June	National Council Meeting
Thursday 18 June	June Monthly Mailout
Friday 26 June	National Minutes distributed via email
Week beginning 29 June	Zone Councillor Teleconference with National Councillor
JULY	
Week beginning 6 July	Delegates Meeting/Teleconference with Zone Councillor
Thursday 9 July	Executive Meeting (Teleconference Meeting)
Thursday 23 July	Diamond Jubilee Celebrations - Sydney Gala Events
AUGUST	
Thursday 13 August	Executive Meeting (Teleconference Meeting)
Thursday 20 August	August Monthly Mailout
SEPTEMBER	
Thursday 10 September	Executive Meeting (Teleconference Meeting)

Thursday 24 September	September Monthly Mailout
OCTOBER	
Friday 2 October	Agenda items to Executive Mentor
Friday 16 October	Agenda sent to National Councillors
Saturday 17 October	Executive Meeting (Face to Face Meeting)
Sunday 18 October	National Council Meeting
Thursday 22 October	October Monthly Mailout
Friday 30 October	National Minutes distributed via email
NOVEMBER	
Week beginning 2 November	Zone Councillor Teleconference with National Councillor
Week beginning 9 November	Delegates Meeting/Teleconference with Zone Councillor
Thursday 12 November	Executive Meeting (Teleconference Meeting)
Thursday 19 November	November Monthly Mailout
DECEMBER	
Thursday 10 December	Executive Meeting (Teleconference Meeting)
National Councillors were reminded to make note of these dates when arranging meetings.	

9. OTHER BUSINESS

9.1 First Wave VIEW Club	A request has been received from First Wave VIEW Club WA to move from an Evening Club to a Day Club whilst maintaining their existing name of First Wave this request was accepted by National Council
---	--

FREQUENTLY ASKED QUESTIONS

<p>If a Zone/ National Councillor is organising a significant event (60th Anniversary Gala, IWD luncheon or Zone Conference, etc) and would like to request the attendance of a <i>Learning for Life</i> student who do we contact at The Smith Family?</p>	<p>The Smith Family National Team Leader for the Tertiary Coordinators is Kirstyn Ross , Kirstyn.Ross@thesmithfamily.com.au.</p> <p>Councillors are reminded that <i>LfL</i> students are in school/university and not always available or able to attend VIEW functions. Students do not attend club meetings.</p>
<p>a) Where is the money collected by clubs (in a jar, green frog etc) for payment of birthday cakes, entertainers, get well cards etc held between meetings?</p>	<p>As VIEW is part of The Smith Family, all VIEW Clubs funds belong to The Smith Family.</p> <p>Any cash donations made by an individual (i.e. a VIEW member, a member of the public or a company) through a VIEW Club must be banked and recorded in the VIEW Club Cashbook. Clubs meet the operating expenses from these funds.</p> <p>The same process applies to “in a jar” donations. All money collected in this way should not be utilised for get well and birthday cards/cakes and other personal gestures (see <i>Appropriate Use of VIEW Club funds on page 68 of Club Handbook 2018-19</i>).</p> <p>The cost of items and activities associated with Club events and functions (eg entertainers) should be covered by the cost of the event and/or paid for from the club bank account as an expense.</p>

<p>b) Should this money be deposited into the Club a/c under miscellaneous or another heading?</p>	<p>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.</p> <p>All money collected is to be receipted and banked into the Club bank account.</p> <p>Money that is collected via a small change jar is counted and banked. A receipt is written to "members and friends". The deposit is shown under "Other" in the VIEW Club Cashbook with a description eg – loose change jar.</p> <p>All transactions must be recorded for VIEW annual audit purpose. Remember each VIEW Club's Cashbook and financial documents are reviewed by internal and external auditors.</p>
<p>Dates Of Next Meetings</p>	<p>National Executive 16-17 January, 15 February National Council – Sunday 16 February 2020</p>

Summary of Decisions at National Council Meeting

November 2019

Area of Work	Decision, Policy and/or Procedure	Agenda Reference
VIEW 5 Year Strategy	Trialling VIEW Advisor Role	6.2
General Business	National Executive 2020-21	8.1
General Business	Nominations for Zone Councillors 2020-21	8.2
General Business	Process Change – reducing paperwork	8.3
General Business	Councillors Attendance at Club Events	8.7
General Business	National Schedule of Dates	8.8