



**National Minutes
and
Information from National Council
November 2023**

MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Sunday 12 November 2023 - via Microsoft Teams

Attendees: **National Executive:** National President Marg Woodhouse, National Vice Presidents Evelyn Berg and Elizabeth Birch

National Councillors: **Brenda Caligeros** NSW Northern Rivers; **Joan Coleman** Metropolitan Adelaide and Surrounds including Sunraysia; **Rosemary Coleman** South Eastern Metropolitan Melbourne to the Mornington Peninsula & Gippsland; **Dianne Fiddes** Lower Mid North Coast of NSW and Inland; **Robyn Garard** Brisbane and Surrounds; **Sandra Jankovskis** Macarthur, Southern Highlands & Illawarra region including Wollongong; **Jean Jennings** The Sunshine and Fraser Coast; **Bev Orgill** North and Western Metropolitan Melbourne & North and Western Country; **Lorraine Thomson** Gold Coast and Darling Downs

Advisors:

Sally Cronberger New England and North Central NSW; **Cynthia Guyenette** Upper Mid North Coast and Clarence Valley Region; **Pat McRae** NSW South Coast Berry to Eden; **Franci Morsink** Sydney North Shore & Northern Beaches; **Anne-Louise O'Connor** Hunter/Central Coast Region, NSW Central Tablelands, Central and Western Slopes and Western Plains and Riverina, MIA, Snowy Mountain Foothills and South to Victorian border; **June Weise** Canberra and surrounding areas; **Jennie Wynd** Central & Eastern Metropolitan Melbourne;

VIEW National Office National Manager Maryanne Maher, Business Analyst Olga Shkuropatova and Office Coordinator Linda Custer

Apologies: **National Councillor**

Pauline Glover Metropolitan Adelaide and Surrounds including Sunraysia;

Advisors

Toni Thomas Western Sydney Region; **Gloria Walter** Western Sydney Region;

Guests: Fiona Coluccio General Manager NSW/ACT The Smith Family

1. WELCOME

Welcome.

National President Marg Woodhouse welcomed everyone to the November National Council meeting and the last for the 2022-23 term.

Acknowledgement of Country.

Marg began by acknowledging the Traditional Owners of the different lands on which all the Councillors and Advisors were joining the meeting.

Marg mentioned that this was certainly a bitter sweet moment as the end of her Executive term draws near.

Reflections on VIEW Achievements.

Marg reported that she, Elizabeth and Evelyn could only describe their time as VIEW National Executive as truly amazing. They were in awe of the commitment, dedication, loyalty, warmth and care our members show to each other and have shown to them at every opportunity as they travelled the width and breadth of Australia meeting with them.

She commented that... following on from the pandemic lockdowns, members were initially hesitant to return to meetings. With lots of positive

Resolutions 2024-25

The results of the Resolutions debated in 2023 are as follows:

Results	Yes	No
1. Social housing and local and regional support networks to address homelessness	6,412	472
2. Providing adequate internet access to children in rural and remote areas of Australia.	6,308	635
3. Restrictions on Sports Betting Companies advertising	5,951	728

Thank you to all the members who took the opportunity to vote at Club level or at Convention.

Next Steps:

As the **recent resolutions debated at VIEW National Convention 2023** are for 2024-25, VIEW Resolutions Sub Committee, early next year will send letters to Government Ministers, NGOs and relevant Statutory Authorities informing them of VIEW's recent resolutions and calling for more action on these three issues.

All members are encouraged to actively participate by contacting their local MP's and community organisations in support of these resolutions.

Template letters, information about the specific resolutions and guidelines on how to approach your local, State or Federal members, NGOs, and other community leaders to inform them of the issues which are important to members of VIEW **will be available on the website in 2024** for clubs and members to personalise.

For consistency of messaging and correspondence clubs/members are asked to use the template letters. Contact your Zone or National Councillor for more information.

The VOICE of VIEW Resolution cycle will begin again in 2024. All VIEW Clubs/members are encouraged to submit a motion/resolution next year on a relevant National issue. The final resolutions will be determined for Club debate/voting and the final debate will take place at National Convention in September 2025.

Thank you to NC Lorraine Thomson, PNVP Beryl Pike, PNC Rosemary Day, and Rena O'Sullivan Bayswater City VIEW Club, for their dedication diligence, encouragement, support, and tireless efforts over our online meetings, also to PNVP Susan Groenhout for her ongoing support and advice.

The full list of Resolutions debated at Convention since 1965 are located on the webpage. <http://view.org.au/who-we-are/resolutions/>.

4.2
VIEW in the
Community
Events
incl

NVP Elizabeth Birch spoke to a paper circulated prior to meeting _ noting the following:

Event Notification

VIEW Clubs Event Notification for Insurance and email contact

Clubs are reminded to send through details one month prior of **any VIEW events held in the name of their VIEW Club which are** in the pipeline.
- to view@thesmithfamily.com.au.

Events and Activities held in the name of VIEW, require an Event notification form be submitted for Insurance purposes.

Please refer to the VIEW Club Handbook for information on Public Liability and Personal Accident Insurance. The current updated forms "online and pdf" 2022-23 are located on the VIEW website <http://view.org.au/resources/forms/>. Please discard any outdated and over photocopied forms with faded print and edited email addresses held by your VIEW Club.

Important notes about VIEW Insurance Coverage not extending to non-VIEW activities: please see the bottom of the Event form page 2 Section B.

Changes to VIEW Club Details: If your club is planning to move venues or has recently moved your meeting location, please submit a 'Change to Club Details' form to notify National Office.

One off meeting changes just require the VIEW Clubs Event Notification for Insurance be completed. This information needs to be provided in a timely manner to ensure that Clubs are covered for insurance and keeps VIEW National Office records up to date. Note: notifying the Website Working Group is not deemed to be notifying National Office. Forms are located at: view-clubs/resources/forms.

Committee Meetings. Please note only committee meetings held in a private home require an event notification form with Section B Risk assessment comments filled in and signed by the home host. FAQ Insurance in Residence, VIEW website [/view-clubs/resources/organisational-information/policy/event-insurance-in-residence-faq.pdf](http://view-clubs/resources/organisational-information/policy/event-insurance-in-residence-faq.pdf)

VIEW Gala:

National President Marg Woodhouse attended Vic: Area VC Gala - North and Western Metropolitan Melbourne & North and Western Country on 13/10. A well attended event with 158 attendees. Guest speakers included Jaidyn *LfL* student and Anton Leschen General Manager Victoria The Smith Family. Raffle proceeds raised to support seven Digital Learning Essentials Packs for *Learning for Life* students. Congratulations to National Councillor Bev Orgill and her team for a successful event.

Birthdays attended by Executive.

National President Marg Woodhouse attended Vic: Heidelberg 30th Birthday on 11/10 and Geelong Evening on 16/10.

National Vice President Elizabeth Birch attended Grafton 56th Birthday on 3/11.

Clubs are reminded to forward invitations for Executive attendance at events to National Office view@thesmithfamily.com.au. It may not be possible to have a member of the National Executive attend all events due to prior commitments.

SA Succession Planning Workshop

On 27 September – 2022-23 SA VIEW Leadership team of joint National Councillors: Joan Coleman and Pauline Glover and Zone Councillors Heather Smigiel and Bernie McSwain held a succession planning

	<p>workshop which was attended by 48 members of 18 clubs in the Adelaide Metropolitan area.</p> <p>The SA leadership team developed a program and questions around difficulties faced in getting members to step up to Club committee roles. What was evident was that many of the issues and ideas are the same for all/most clubs given the responses received to the questions.</p> <p>The next step is for clubs to discuss at committee/club level and use suggestions from participants in those discussions.</p> <p><i>Increasing connectivity and communication with The Smith Family</i></p> <p>In October, a WA Planning Workshop was held in Perth in The Smith Family's office with VIEW Club representatives from each of the WA VIEW Clubs and Acting WA General Manager Alan Le May, Julie Walker Regional Program Manager and National Manager VIEW Maryanne Maher. The aim of the planning day was to strengthen The Smith Family's partnership with VIEW Clubs in WA by actively supporting VIEW's key events, keeping clubs informed about Smith Family news, and fostering a mutually rewarding relationship between VIEW and The Smith Family.</p> <p><i>VIEW Executive Lunch & Learn with the Smith Family Team Members:</i></p> <p>On 10 October 2023 VIEW National Executive Marg, Evelyn and Elizabeth presented information about VIEW to Smith Family Team Members across Australia, 142 TSF team members joined the webinar session.</p> <p>Clubs are encouraged to start thinking about ways to promote your club to others in the Community and your events for next year!</p>
<p>4.3</p> <p>Promoting our Brand/ Speaker's Bureau</p>	<p>National President Marg Woodhouse spoke to a paper circulated prior to the meeting.</p> <p>It reported the following:</p> <p>Since September, apart from Jan Roberts there haven't been many opportunities to spread the word about VIEW and our work with The Smith Family. However, a few members have speaking engagements organised for the coming weeks at Rotary and Soroptimists and have been provided with updated information to inform them about VIEW and the work we do with The Smith Family and perhaps offer an alternative to their members who might want to join us.</p> <p>Speaking engagements are excellent opportunities for all members to promote VIEW to others, inspire and inform them that through our longstanding connection with The Smith Family, VIEW is proud to enable better futures for young Australians through the power of education.</p> <p>If there is an opportunity to promote VIEW and The Smith Family to an external audience or for advice on either a speaker in the area or an updated USB with current facts and figures so that audiences are fully engaged and informed, please contact PNP Gwen Wilton.</p> <p>On 31 October, Jan Roberts, PNP, Mackay Qld attended a meeting of OWN (Older Women's Network) in Mackay, presenting to 65 OWN members at their regular meeting where she was met with great enthusiasm. They were interested and impressed to learn of the</p>

	<p>background and connection between The Smith Family and VIEW Clubs of Australia.</p> <p>Jan also promoted Mackay VIEW Club which opened 2 years ago, and now has 44 VIEW members and is currently supporting 2 <i>LfL</i> students.</p> <p>Several women in the audience expressed interest in coming to the November Mackay VIEW Club meeting, a retired schoolteacher was keen to be a volunteer mentor with The Smith Family and a suggestion was made that VIEW and OWN could host an IWD day function together. Great outcomes!</p> <ul style="list-style-type: none"> • Bev Orgill NC advised that she and Castlemaine VIEW Club Secretary Heather Shill recently presented to the Castlemaine Historical Society about VIEW and The Smith Family and Castlemaine VIEW Club. There were a number of volunteering queries with interest in iTrack and virtual volunteering. <p>Upcoming Speaking Engagements:</p> <ul style="list-style-type: none"> • Jeanette Cassidy, PNC Sydney Northern Beaches will be presenting to the Hornsby branch of Soroptimists International on Wednesday 29 November. • Robyn Hampson, PNC Illawarra area, has been approached by Figtree Rotary to address their members on Thursday 9 November in Wollongong to bring them up to date about the workings of VIEW and our relationship with The Smith Family. A full report will be submitted following this engagement. <p>Please forward contacts and/or details for speaking engagements to National Office and/or PNP Gwen Wilton, gwenwilton@bigpond.com. (12 Antill Street Picton NSW 2571)</p>
<p>4.4 Club Development</p>	<p>National Manager VIEW Maryanne Maher spoke to a paper circulated prior to the meeting, which reported as follows:</p> <p>The development and creation of new VIEW Clubs is vital to the continued health and the future of VIEW Clubs.</p> <p><i>Opened Clubs</i></p> <p>VIC: Whittlesea</p> <p>The Whittlesea VIEW Club inaugural was held on 26 October at the Whittlesea Bowls Club. Congratulations to the Vic. Development team and welcome to President Ann Balharrie, the inaugural committee and 31 new members to VIEW. Many VIEW members from surrounding VIEW Clubs in Victoria came to celebrate the occasion. Other attendees included Lauren Kathage Member for Yan Yean, VIEW National President Marg Woodhouse, VIEW National Manager Maryanne Maher and Smith Family Team members: Anton Leschen, Jake Hall and Ryan Lim.</p> <p>The Whittlesea VIEW Club members have already commenced raising funds and are keen to support their first <i>Learning for Life</i> Student. If anyone is interested in joining Whittlesea VIEW Club or knows someone who may be interested contact Ann on 0459 183 835 or whittlesea.viewclub@gmail.com.</p>

Potential VIEW Clubs

SA: Adelaide East

SA Development Team have advised the name change from Campbelltown to Adelaide East. Progress continues to be made. SA VIEW was recently invited by Campbelltown Council to attend an "Aging Well Expo" together with 40 other community stallholders. Many enquiries were made about VIEW and there is hope that some new members will come and join the Adelaide East VIEW Club.

Adelaide East meet on the 2nd Thursday of the month at the Payneham Tavern 11-11.30am and if anyone is interested or knows someone who may be interested in joining Adelaide East VIEW Club contact Jan on 0419 847 087 / jan@mc.com.au.

VIC: Kyneton

A venue has been secured for a potential Kyneton VIEW Club and in 2024 the Vic Development Team will work with local VIEW members to run interest meetings in the area. If anyone is interested or knows someone who may be interested in assisting or joining Kyneton VIEW Club contact Bev on 0459 324 455 or bevorgill@gmail.com.

QLD: Canungra

The QLD Development team have held 6 interest meetings and at this stage have several women interested in forming a new club. The QLD Development Team held a successful trading table at the last meeting and are hopeful that over the next few months as the word is getting around that there will be more interest. The QLD Development Team are providing information about the new Canungra VIEW Club in the local monthly magazine.

The next meeting will be on Monday 20 November at Canungra Bowls Club @11.30 for 12noon (Christmas theme). If anyone is interested or knows someone who may be interested in coming along to this event and or joining Canungra VIEW Club contact Lorraine on 0417 262 627or lorrynemthomson@gmail.com.

QLD – Gladstone - not continuing at this stage

Three interest meetings were held in June, July and August, advertisements placed in the local newspaper, advertising on Council's Electronic notice boards, a live interview on the local ABC radio and other media and social media. As there was a poor response to the interest meetings, the Central Qld Development Team has decided to discontinue their efforts to try and establish a VIEW Club in Gladstone at this stage.

Thank you to the local Smith Family Gladstone team for their support and to all those VIEW members who helped to spread the word about VIEW.

QLD - Rockhampton

Central Qld Development Team are investigating Rockhampton which is the 4th largest city in the Central Queensland region. It also has an established Smith Family presence. If anyone is interested or knows someone who may be interested in assisting with the development or joining Rockhampton VIEW Club contact Jean on 0425 253 064 or jeanjennings06@gmail.com.

We are always interested in hearing members ideas and suggestions for new VIEW Clubs. Please contact National Office (view@thesmithfamily.com.au).

5. WORKING GROUPS

**5.1
History Working Group**

Marg spoke to a paper circulated prior to the meeting reporting as follows:

- Zone and National Councillors are once again reminded that Inaugural Minutes from new clubs need to be sent to the Working Group together with the relevant History Reporting form for archiving.
- A number of requests have been received over the last months from clubs and due to the ongoing digitisation of records we are able to respond positively to the majority of requests.
- If clubs wish to record a club's history, there is a Guideline Document available on request to assist with this. We now have a growing number of club histories in the archives.
- If you have a story about your club or your time as a VIEW member, please contact the History Working Group.
- **Calling interested archivists or historians.**

Scope: Compile VIEW archival information to provide an enduring record for future reference. Respond to search requests for information about members, past events, and milestones in the history of the organisation. Creating a digital archive. **Looking for:** Councillors/members with a passion for historical record keeping. All Members with knowledge of digital record keeping are welcome.

If you would like to join the History Working Group. Please contact view@thesmithfamily.com.au.

**5.2
Website & Social Media**

Olga Shkuropatova spoke to paper circulated prior to the meeting, which reported the following:

VIEW Website Update

On 3 August view.org.au moved to its new Content Management System (CMS) platform supported by The Smith Family.

National Office would like to thank Carleen Maley and Sonia Workman for assisting with the website migration by providing support in preparing content including formatting photos for all VIEW Clubs to required size.

Olga Shkuropatova and Linda Custer worked with The Smith Family teams (Digital Marketing Team, Digital Platform Team, and IT Infrastructure and Cloud Services Team) to migrate the website to the new secure CMS platform which involved the creation of more than 400 pages (including all individual Club pages), reviewing and uploading more than 300 files, resizing and uploading all website photos.

Clubs reviewed their new web pages and notified any updates. At this stage, Club's contact details and meeting information are updated on each Club's page.

Thank you to those Clubs who raised concerns about their content not being updated on their Club page. **There has been a delay in content updates, and we are working to ensure that the backlog and requested updates are completed as soon as practicable.**

	<p><i>Clubs are reminded that updates for venues, meeting dates/times, and contact details are required to be notified to VIEW National Office before advising the Website Working Group.</i></p> <p>Photos for Website</p> <p>Clubs will be asked to limit their photos on the website and are asked to ensure that photos submitted are in a landscape (sideways) format to show them at their best on the website. To share a large number of photos Clubs are encouraged to post them on their Facebook page.</p> <p>Regional News and Events</p> <p>Zone/National Councillors and Advisors are encouraged to complete their Event reports and send along with a couple of photos of their events to their Executive Mentor and National Office, which will then be shared on the website or Social Media.</p> <p>VIEW Clubs should continue to submit their photos/stories to the Website Working Group (admin@view.org.au). No changes to the submission procedure will occur.</p> <p>Social Media - Facebook</p> <p>Most VIEW Clubs have a Facebook page and are encouraged to add a link to their Facebook page on their webpage. If you have not already done so, and would like to, please contact the Website Working Group (admin@view.org.au).</p> <p>NOTE When setting up the Club Facebook add three Administrators for editing purposes in case the main administrator is not available to make changes.</p>
<p>5.3 Future of VIEW Working Group (FOVWG)</p>	<p>Maryanne spoke to a paper circulated prior to the meeting reporting as follows:</p> <p>Future of VIEW Working Group (FoVWG) continue to work through and update the Club and Councillor Handbooks for 2024-25 with National Office. These will be available in February 2024 on the VIEW Website VIEW.org.au under the resources section.</p> <p>FoVWG were involved in developing a discussion paper relating to VIEW Privacy Policy and Clubs obtaining member’s consent to sharing their personal information/contact details with other club members.</p>
<p>5.4 Community Grants</p>	<p>Maryanne spoke to paper circulated prior to the meeting which noted as follows:</p> <p>All VIEW Clubs are encouraged, where possible, to investigate and apply for community grants (Bendigo Bank, etc.) or local council grants. These funds can be used to support a range of VIEW Club activities from promotional events encouraging local women to join VIEW through to the purchase of equipment for use at your Club e.g. microphones, laptop computers, Club banners, etc.</p> <p>Clubs are reminded that:</p> <ul style="list-style-type: none"> • Approval for a grant application must be sought from National Office allowing at least 10 working days to review and approve. • Once approval is received, the Club should complete their application and provide a final draft copy of the application to VIEW National Office – as most grants are online applications they can be easily emailed for

	<p>this purpose. Clubs should not submit final applications until National Office approves the application.</p> <p>Clubs and members are also encouraged to keep a look out for local Community Grants for 2024-25 which will be allocated in the following financial year – from 1 July 24 onwards.</p>
<p>6. NATIONAL OFFICE UPDATE</p> <p><i>Clubs are reminded that they have already been furnished with some of the following information</i></p>	
<p>VIEW National Office and The Smith Family GPO BOX is changing!</p>	<p>The new address for all correspondence to VIEW National Office and The Smith Family is GPO Box 5348 Sydney NSW 2001.</p> <p>All VIEW forms will be updated to show this address from 2024. Beware: if you are using an old form it will have the incorrect GPO Box number!</p>
<p>VIEW Online raffle 2023 ends on 6 December</p>	<p>Our VIEW Online raffle 2023 continues until 6 December with over \$14,000 of prizes to be won including Two (2) return economy tickets Sydney to London via Singapore Airlines! A trip to Flinders Island and loads of great vouchers to be won...</p> <p>Councillors are asked to encourage members to participate and share with others.</p> <p>Tickets are \$5 each and will be available online only until 6 December 2023. The raffle will be drawn on 7 December 2023... just before Christmas!</p> <p>More details on the VIEW Website! (view.org.au)</p> <p>So far the online raffle has raised \$7,317. An Electronic Direct Mail (EDM) will be sent to all VIEW members in November to remind them to purchase tickets prior to closing on 6 December.</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 21 September 2023 and donated \$21,641 (7% of gross sale proceeds for all products sold instore and online on the campaign date). Thank you to all VIEW Club members who supported this event.</p>
<p>VIEW Black Pepper Scarf</p>	<p>At VIEW National Convention in September 2023 Black Pepper women's fashion brand launched another VIEW Scarf (Wineberry) – with \$10 donation to The Smith Family. 280 scarves were sold, and Black Pepper have donated \$2,800 to The Smith Family.</p>
<p>Anti-Poverty Week 15-27 October</p>	<p>VIEW Clubs supported Anti-Poverty Week once again this year by placing the Anti-Poverty Media Release in local media referencing VIEW Clubs and the support they give to The Smith Family in local communities - with a reach of 1.6 million people. Thank you to all who participated.</p> <p>Club Publicity Officers are reminded to use Media Releases which are provided to Clubs. 2023 copies can be accessed on the VIEW web site http://view.org.au/resources/media-releases/. A Media Release will be provided to VIEW Clubs in relation to The Smith Family Christmas Appeal.</p>
<p>VIEW Matters Magazine - November Edition</p>	<p>The November edition of the VIEW Matters magazine will be available on the VIEW Website in e-version and is due to arrive in clubs by the week beginning 13 November.</p> <p>VIEW Matters Magazine April 2024 edition – will be open for submissions on 1 January 2024.</p>

	<p>Please send your article with complimentary high-resolution photos to view@thesmithfamily.com.au.</p>
<p>Final Toy and Book Appeal 2023</p>	<p>Clubs are reminded of the Toy and Book Club messaging they received on 7 September from Doug Taylor CEO The Smith Family - Update on the Toy and Book Appeal – this message is also available on VIEW Website.</p> <p>It related to the news that... After extensive consultation with our stakeholders, including The Smith Family team members who work directly with families, The Smith Family determined December 2023 will be the last time that the Toy and Book Appeal will take place.</p> <p>Doug thanked VIEW Clubs for their steadfast support and all their contributions to the success of the Christmas Toy and Book campaign through donating and volunteering over many years.</p> <p>VIEW National Office have distributed Toy and Book Appeal 2023 donation forms for those clubs who would like to donate to the Toy and Book Appeal in 2023.</p> <p>This decision is unrelated to our annual Smith Family Christmas Appeal, which raises significant funds and will continue, enabling us to provide our programs year-round for children in need.</p>
<p>Workstudy incoming National and Zone Councillors 2024-25</p>	<p>Workstudy is a learning and development seminar designed specifically for incoming National and Zone Councillors. Workstudy was held in two sessions (2.5 hour each) over two days 9 and 10 November via Microsoft Teams allowing for better use of time spent together and reduced travel stress.</p> <p>Workstudy is designed to assist Councillors to gain new skills and confidence so that they can fully participate and enjoy these leadership roles.</p> <p>These seminars were combined with both 2024-25 National and Zone Councillors attending to foster better cooperation and understanding between the two positions.</p> <p>14 National and 26 Zone Councillors have accepted these important leadership roles within VIEW. Thank you to those members for taking on these roles. There will also be a Workstudy refresher seminar in early 2024 for all Councillors.</p>
<p>Christmas Wrapping</p>	<p>Clubs are encouraged, where possible, to contact their local shopping centre to enquire about Christmas wrapping this year.</p> <p>Each year, VIEW members raise funds by participating in Christmas wrapping at local shopping centres. This is not only a good way to raise significant funds but is also an opportunity for members to be seen in the community, raising the profile of VIEW and The Smith Family.</p> <p>We like to promote this fun activity, and ask clubs to post information on the VIEW.org.au website, post your event on your Clubs Facebook page and most importantly send photos and an article for VIEW Matters magazine to view@thesmithfamily.com.au.</p>
<p>Final Expense Claims end of Calendar Year</p>	<p>National and Zone Councillors are reminded that they need to send their expense claim forms for reimbursement together with receipts into National Office for Oct – Dec Expense claims for 2023 by 13 December.</p>

7. VIEW Area Development (Club Health)	
	<p>Olga advised that subsequent to the September National Council Meeting, National Councillors were provided with their Area's Health survey results and asked to follow up with any clubs that were noted as needing support/potential closure in next 12 months. National Councillors are able to share their Area Health Survey results with Zone Councillors.</p> <p>The Area Health Survey will be conducted again in 2024.</p>
8. Governance Project – Geographic Boundaries	
	<p>Maryanne briefed National Council on the Geographic Boundaries project.</p> <p>The key purpose of this project is:</p> <p>Sustainability of organisation by strengthening the governance and leadership structure for VIEW Clubs of Australia</p> <p>The Project Objectives are:</p> <ol style="list-style-type: none"> 1. Review the geographical boundaries of Areas (and Zones if needed) to make the responsibilities of National Councillors (and Zone Councillors if needed) more equitable, sustainable and attractive to future leaders 2. Connect with local members and Investigate ways to increase support and education opportunities for VIEW members to develop leadership skills and an increased sense of agency. 3. Grow (awareness) of VIEW Clubs in local communities and seeking opportunities to promote VIEW via Local Councils, MPs, other community groups, local businesses. <p>Maryanne also shared with National Council and Advisors further information about the proposed project approach and how teams will operate including: National Timeline, Project Governance; Project Plan, Project templates, and other available resources for the project teams.</p> <p>Next Steps were discussed with Councillors and Advisors required to notify National Office of their Area Project Teams.</p> <p>Past Senior Officers, current Zone Councillors and members interested in participating in this project in their Area are asked to contact their National Councillor, Advisor or National Executive mentor by end December 2023.</p> <p>Once an Area Project Team has been formed a briefing will take place with National Office team.</p>
9. General Business	
9.1 <i>Privacy Policy – member's consent to sharing their personal information/contact details with other club members</i>	<p>Maryanne spoke to an updated paper circulated prior to the meeting.</p> <p>Background</p> <p>Some concerns were expressed regarding the sharing of members' personal information (name, address, phone, email etc) and images being used without their permission.</p> <p>Further to this an email was sent to all clubs in June this year directing clubs to the VIEW Clubs Privacy Policy and Media Consent process and stating –</p>

VIEW Club Committees are reminded that VIEW membership details are not to be shared with other VIEW members or with any external organisation.

The above statement created some confusion and was open to interpretation amongst committees and members. Sharing of members' emails and phone contacts occur in a number of situations – interest groups, trips/outings, welfare to name a few.

Member's contact details are not to be automatically shared with other club members.

Member's must consent to their personal information being shared with other Club members.

Recommendations National Office sought clarification from The Smith Family Legal team, and made the following recommendations:

1. To ensure that member's consent *to their personal information being shared with other Club members*

The Application for Membership form be amended as follows:

I give/do not give (cross out as appropriate) consent to the above named VIEW Club to share my first name, phone number and email address with other members of this Club for the purpose of Club activities and other related initiatives eg events, functions and interest groups, etc. If you do not consent to your contact details being shared with other Club members, or this consent is withdrawn at any time, please advise the Club Secretary.

Amend Privacy Statement –

Privacy Statement: *Information given is kept private and confidential and may only be used within VIEW Clubs of Australia to communicate about initiatives of VIEW Clubs or The Smith Family that may interest you and shall not be used for any other purpose, except as explained in the Privacy Policy.* (<https://www.thesmithfamily.com.au/-/media/files/about-us/governance/tsf-consolidated-privacy-policy.pdf>)

Member's Consent to be verified and updated annually

2. A Member's consent ***to their contact details being shared with other Club members*** is to be **verified and updated annually** as their situation may change and they may then prefer to have their contact details remain confidential.

The **“Record of Permission /Refusal to Publish Photographs of a Club Member Form”** kept by the Club Secretary and updated annually to be amended to include consent of sharing member contact details (first name, phone number and email address) for relevant purposes (eg to facilitate the organisation of club activities and social functions). Now known as the **Record of Permission/to Share Contact Details and Publish Photographs/Images of Club Member/s** form.

Only those members who provide written consent to confirm their contact details may be shared with other Club members, will have their contact details and/or photographs/images so shared.

The President/Secretary keeps a list of any members who do not provide consent to ensure that their contact details are not shared with other Club members and their photographs/images are not

published. They should update this list annually, or sooner if a member contacts them to vary their consent.

Note: **Complete VIEW Club membership lists** (containing all personal addresses, email and telephone contacts) **are not to be shared with all members** as sharing this level of personal information increases the risk of a data breach for members of that Club.

The VIEW Clubs of Australia membership listing belongs to The Smith Family and must not be given to any guest speaker, fundraiser, product seller, media outlet or other person. This rule must be complied with at all times, even if the intended purpose is to raise money for The Smith Family. Please refer any questions to the VIEW National Office, your National Councillor or Executive Mentor.

After significant discussion Marg Woodhouse moved that National Council agree to the proposed recommendations as outlined above.

National Office will

a) advise VIEW Clubs via memorandum outlining these changes and remind Clubs of their Privacy obligations in relation to the sharing of member's contact details.

b) b) amend the *Application for Membership form as indicated above* and

c) update and rename *Record of Permission/Refusal to Publish Photographs of a Club member* form so that it incorporates a member's consent to the sharing of contact details with club members. This will be known as the **Record of Permission to Share Contact Details and Publish Photographs/Images of Club Member/s** form and will be available in 2024.

This form is to be kept by the Club Secretary and updated on an annual basis.

Draft copies of these forms are appended to the National Minutes

Seconded by Rosemary Coleman **Carried** unanimously

**9.2
2024-25 National
Councillor
Nominations**

National Council unanimously **ratified** the appointment of National Councillors for 2024-25 as follows.

Area	Nominee	Nominee's Zone	Period of ZC Service
AA	Frances Turner	AA02	2020-21
NA	Angela Carrol	NA01	2022-23
NC	Pam Evans	NC01/02	2022-23
ND	Elizabeth Terry	ND02	2022-23
NG	Pat McRae	NG	Current
NI	Aletia Norman	NI01	2022-23
NJ	Jill Mason	NJ02	2022-23
NK	Dianne Fiddes	National Councillor	Current
QA	Lyll Aldridge	QA01	2022-23
QB	Jean Jennings	QB	Current
SA	Bernie McSwain	SA02	2022-23
VA	Hazel Austin	VA02	2022-23
VB	Rosemary Coleman	National Councillor	Current
VC	Janet Park	VC03	2022-23

	<p>VIEW is seeking National Councillors for the following Areas: NB, NE, NH, NL, NM, QC.</p> <p>National and Zone Councillors are encouraged to work together to fill these gaps. Stepping into a Senior officer role is very rewarding, and these roles play a key part in the communication between Club and National Office/The Smith Family.</p>																																																						
<p>9.3 2024-25 Zone Councillor Nominations</p>	<p>National Council unanimously ratified the appointment of Zone Councillors for 2024-25 as follows.</p> <table border="0"> <thead> <tr> <th>Zone</th> <th>Nominee</th> </tr> </thead> <tbody> <tr><td>NA01</td><td>Bronwyn Hodge</td></tr> <tr><td>NA03</td><td>Dianne Whitten</td></tr> <tr><td>NA04</td><td>Heather Taylor</td></tr> <tr><td>NB01</td><td>Catherine Gallagher</td></tr> <tr><td>NE01</td><td>Sandra Fong</td></tr> <tr><td>NG03</td><td>Anne Pearson</td></tr> <tr><td>NH03</td><td>Lorraine Falkner-Smith</td></tr> <tr><td>NI02</td><td>Mary Hollingworth</td></tr> <tr><td>NJ02</td><td>Patricia Larkin</td></tr> <tr><td>NK01</td><td>Desi Tomlin</td></tr> <tr><td>NK02</td><td>Barbara Gaylard</td></tr> <tr><td>NL02</td><td>Jenny Currie</td></tr> <tr><td>NM02</td><td>Maisie Richardson</td></tr> <tr><td>QA01</td><td>Judy Dittman</td></tr> <tr><td>QA02</td><td>Irene Kinder</td></tr> <tr><td>QB01</td><td>Vonda Cannock</td></tr> <tr><td>QB02</td><td>Christine Foster</td></tr> <tr><td>QC01</td><td>Dianne Stamp</td></tr> <tr><td>SA01</td><td>Heather Smiegel</td></tr> <tr><td>SA02</td><td>Barbara Young</td></tr> <tr><td>VA01</td><td>Carolyn Taylor</td></tr> <tr><td>VA02</td><td>Anne Edwards</td></tr> <tr><td>VB01</td><td>Chris Patmore</td></tr> <tr><td>VB03</td><td>Wendy Walker</td></tr> <tr><td>VC03</td><td>Lorraine Batrouney</td></tr> <tr><td>WA01</td><td>Mary Deakin</td></tr> </tbody> </table> <p>There are still a large number of zones without an incumbent.</p>	Zone	Nominee	NA01	Bronwyn Hodge	NA03	Dianne Whitten	NA04	Heather Taylor	NB01	Catherine Gallagher	NE01	Sandra Fong	NG03	Anne Pearson	NH03	Lorraine Falkner-Smith	NI02	Mary Hollingworth	NJ02	Patricia Larkin	NK01	Desi Tomlin	NK02	Barbara Gaylard	NL02	Jenny Currie	NM02	Maisie Richardson	QA01	Judy Dittman	QA02	Irene Kinder	QB01	Vonda Cannock	QB02	Christine Foster	QC01	Dianne Stamp	SA01	Heather Smiegel	SA02	Barbara Young	VA01	Carolyn Taylor	VA02	Anne Edwards	VB01	Chris Patmore	VB03	Wendy Walker	VC03	Lorraine Batrouney	WA01	Mary Deakin
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<p>9.4 MP Reports</p>	<p>Robyn Garard National Councillor Brisbane and Surrounds (QA) shared her experiences of contacting Local, State and Federal MPs in Area QA. Overall it was a great way to promote the work of VIEW and The Smith Family. Robyn found the exercise easy to complete with the helpful resources provided by National Office. She said it was rewarding, and encouraged incoming National Councillors to participate in this activity in their Areas and encourage Zone Councillors to participate if they would like to be involved</p>																																																						
<p>9.5 Club Closure/s</p>	<p>National Vice President Evelyn Berg informed the National Council with regret that the following NSW Clubs: Heathcote (ND), and Tumut Evening (NL) had closed since the September 2023 National Council meeting.</p>																																																						

<p>9.6</p> <p>Club Name Changes</p>	<p>National Vice President Elizabeth Birch advised that requests had been made (accompanied by a copy of Club Minutes evidencing agreement of majority of members) for the following club name changes:</p> <ul style="list-style-type: none"> • Harden Evening - Harden <p>Carried unanimously</p>																																																																																																
<p>9.7</p> <p>Schedule of Dates 2024</p>	<p>Councillors and Clubs are asked to ensure they add these dates to their calendar for easy reference.</p> <table border="1" data-bbox="507 434 1442 2042"> <thead> <tr> <th>WHEN</th> <th>WHAT</th> </tr> </thead> <tbody> <tr> <td colspan="2">January</td> </tr> <tr> <td>Thursday 18 January</td> <td>Monthly Mailout</td> </tr> <tr> <td colspan="2">February</td> </tr> <tr> <td>Thursday 8 February</td> <td>Agenda sent to National Councillors</td> </tr> <tr> <td>Tuesday 20 February</td> <td>Executive Meeting (F2F)</td> </tr> <tr> <td>Wed/Thur 21/22 February</td> <td>National Council Meeting (F2F)</td> </tr> <tr> <td>Thursday 22 February</td> <td>Monthly Mailout</td> </tr> <tr> <td>Thursday 29 February</td> <td>Audit 2023 Due</td> </tr> <tr> <td>Thursday 29 February</td> <td>Committee List for 2024 Due</td> </tr> <tr> <td colspan="2">March</td> </tr> <tr> <td>Friday 2 March</td> <td>National Minutes Distributed via email</td> </tr> <tr> <td>Week beginning 4 March</td> <td>Zone Councillor Meeting (F2F) w/- National Councillor</td> </tr> <tr> <td>Friday 8 March</td> <td>International Women's Day</td> </tr> <tr> <td>Week beginning 11 March</td> <td>Delegates meeting (F2F) with Zone Councillor</td> </tr> <tr> <td>Thursday 21 March</td> <td>Monthly Mailout</td> </tr> <tr> <td>Thursday 28 March</td> <td>Membership List Due</td> </tr> <tr> <td>Thursday 28 March</td> <td>Annual Subscriptions Due</td> </tr> <tr> <td colspan="2">April</td> </tr> <tr> <td>Thursday 18 April</td> <td>Monthly Mailout</td> </tr> <tr> <td colspan="2">May</td> </tr> <tr> <td>Week beginning 6 May</td> <td>Agenda items to Executive Mentor</td> </tr> <tr> <td>Thursday 16 May</td> <td>Monthly Mailout</td> </tr> <tr> <td>Week 20-26 May</td> <td>National Volunteer Week</td> </tr> <tr> <td>Week 27 May - 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	National Councillors were able to share highlight/greatest learnings from their areas.												
10. Learning and Development													
Moving on from National Council	Maryanne Maher led a session for Outgoing Executive and National Councillors that allowed them to share their achievements during their term 2022-23. Fiona Coluccio, General Manager NSW/ACT, The Smith Family, joined the meeting to give a vote of thanks on behalf of The Smith Family to the 2022-23 National Council.												
Handing over	Olga Shkuropatova led a “Hand over” session for Executive and National Councillors in relation to what needs to be handed over to the incoming National Councillor regarding Bank Account, financial and other records.												
Date of Next Meeting	14-15 February 2024												

Summary of Decisions at National Council Meeting

November 2023

Area of Work	Decision, Policy and/or Procedure	Agenda Reference
National Office Update		6.1
Other Business	Privacy Policy – member’s consent to sharing their personal information/contact details with other club members	9.1
	2024-25 National Councillor Nominations	9.2
	2024-25 Zone Councillor Nominations	9.3
	Schedule of Dates 2024	9.7