



**National Minutes
and
Information from National Council**

October 2020

MINUTES AND INFORMATION FROM NATIONAL COUNCIL MEETING

Sunday 18 October 2020

via Zoom

PRESENT:	<p style="text-align: center;">National Executive</p> <p>National President Anne-Louise O'Connor, National Vice Presidents Joanne Gray and Beryl Pike</p> <p style="text-align: center;">National Councillors</p> <p>Evelyn Berg Gold Coast and Darling Downs ; Elizabeth Birch Upper Mid North Coast of NSW and Inland; Sally Cronberger New England and North Central NSW; Margaret Elliott The Sunshine and Fraser Coast; Judith Hemmingway Lower Mid North Coast of NSW and Inland; Anne Strangway / Janice Spraakman Metropolitan Adelaide and Surrounds including Sunraysia; Gail Tooth Riverina, MIA, Snowy Mountain Foothills and South to Victorian border; Betty Van Heeswijck Brisbane and Surrounds; June Weise Canberra and surrounding areas; Marg Woodhouse North and Western Metropolitan Melbourne & North and Western Country</p> <p style="text-align: center;">National Office Staff</p> <p>VIEW National Manager - Maryanne Maher</p> <p>Administration Coordinator - Linda Custer (Minute Secretary)</p> <p>Business Analyst - Olga Shkuropatova</p>
APOLOGY	Rosemary Day Western Sydney region
GUESTS PRESENT	David Sloan National Manager Corporate Partnerships The Smith Family Leonie Green Head of State and Territory Operations The Smith Family
1. WELCOME	
	<p>National President Anne-Louise O'Connor welcomed all to the first National Council meeting via Zoom.</p> <p>Anne-Louise commenced by proposing that National Council adopt voting by electronic means from remote locations due to COVID-19 restrictions limiting travel for National Council. This proposal was carried Unanimously.</p> <p>Anne-Louise congratulated National Councillors on keeping their clubs and members energized and enthusiastic over the last six months.</p> <p>She noted that notwithstanding the challenges faced during this year, VIEW members lived up to "60 years of Strength and Support" with many clubs embracing new ways of staying connected. The resilience of members, especially Victorian VIEW clubs has been amazing. While some clubs have returned to their meetings there are many, that are still not able to have meetings due to venue and COVID-19 restrictions.</p> <p>Despite the lack of club meetings, VIEW has been able to increase its <i>Learning for Life</i> students this year and a number of clubs have welcomed new members.</p>

	<p>During 2020, three new clubs have opened - Ocean Grove and Point Lonsdale in Victoria and Wangi Wangi in New South Wales. Maryborough in Queensland due to open in late November.</p> <p>While members have been unable to fundraise, they have continued to maintain their generosity often donating their lunch or evening meal money holding virtual or on-line raffles, and many other creative ways to continue supporting their <i>Learning for Life</i> students.</p> <p>The Executive, National Councillors as well as some of the VIEW club members have taken part in The Smith Family State Zoom Conferences with each State making time to celebrate VIEW's 60th Anniversary.</p> <p>VIEW Executive stayed in contact with Councillors, members and clubs via phone and many zoom meetings and enjoyed reading the "Stay Connected" page on view.org.au where members shared photos, recipes, book reviews, patterns etc.</p> <p>Anne-Louise thanked all the members who had been busy stockpiling craft, making quilts, knitting reading rugs, sewing library bags and congratulated the innovative members who made and sold facemasks to raise funds for their <i>Learning for Life</i> students.</p>
<h2>2. MINUTES AND BUSINESS ARISING</h2>	
	<p>Minutes - National Council ratified the minutes of the February 2020 meeting.</p> <p>Moved Marg Woodhouse Seconded Evelyn Berg</p> <p>Accepted Unanimously</p> <p>As the June National Council meeting was cancelled these minutes contain events and actions from March – October 2020 not previously reported.</p>
<h2>3. NATIONAL COUNCIL <i>LEARNING FOR LIFE</i> STUDENT – UPDATE</h2>	
	<p>National Councillor Rosemary Day was not present therefore no update on <i>Learning for Life</i> student sponsored by the National Council was available. Jessica's sponsorship has paid up to 2021.</p>
<h2>4. SUB-COMMITTEES</h2>	
<p>4.1 Resolutions</p>	<p>National Vice President Beryl Pike spoke to the paper circulated prior to the meeting, reminding all clubs/members to submit their resolutions. Submissions close Friday 27 November 2020.</p> <p>At the 2021 February National Council meeting, all resolutions received will be reviewed by National Council and Three to Five key resolutions will be selected, for all members to vote on.</p> <p>In March 2021 all clubs will receive the selected resolutions and voting procedures including tally sheets for club participation. Clubs will have five (5) months (April-Aug) to arrange for resolution debate and voting prior to returning forms back to National Office by 31 August 2021. Clubs are reminded to include Resolution Debate and Voting in their 2021 Club calendar calendars so all members can participate.</p>
<p>4.2 External Relations</p>	<p>Maryanne Maher spoke to the papers circulated prior to the meeting advising National Council that <i>Economic Security for Women (eS4W)</i> had updated its 2018 White Paper - <u>Policy reforms needed to boost women's financial well-being</u>, made a Pre-budget submission; held its' Women & Work Parliamentary</p>

	<p>Friendship Group meeting_ and subsequent to the Federal Budget, produced two issues papers:</p> <ul style="list-style-type: none"> • A gender lens on economic policy including in the budget October 2020 • Childcare – affordable and accessible <p>All of these papers including vignettes providing a visual snapshot of the issues are available on VIEW.org.au website. (https://www.security4women.org.au/es4w-a-snapshot-of-how-covid-has-further-impacted-womens-economic-security/).</p> <p>eS4W will continue to facilitate economic Security for Women - Roundtables findings and recommendations, face to face where possible and hold virtual meetings if necessary.</p>
<p>4.3 VIEW in the Community incl Events, New Clubs</p>	<p>National President Anne-Louise O'Connor spoke to the paper circulated prior to the meeting.</p> <p><i>International Women's Day (IWD)</i></p> <p>In March this year VIEW Clubs hosted a number of IWD events in each State supporting the theme, #EachforEqual, calling for a better gender-balanced world:</p> <p>WA - VIEW Clubs held two significant events. West Coast VIEW Club hosted an event attended by 175 members at Hillary's Yacht Club. This is the biggest fundraiser of the year for the club who sponsor 21 <i>Learning for Life</i> students. The other WA IWD Event was hosted by First WAVE (Western Australia VIEW Evening) Club at the Marmion Angling and Aquatic Club. Ian Moore The Smith Family General Manager WA attended both events.</p> <p>VIC – 194 VIEW members gathered at a sold out event at World Trade Centre, Docklands. There were six guest speakers, including Anton Leschen The Smith Family General Manager VIC. Tertiary <i>LfL</i> student Emily' spoke of her incredible <i>LfL</i> journey reinforcing the importance of the work of VIEW Clubs.</p> <p>SA – 160 VIEW members and friends from SA celebrated IWD at the Port Adelaide Football clubrooms. Guest speaker, Lainie Anderson, of the Adelaide Sunday Mail gave an interesting and entertaining account of her career as a journalist. Marion VIEW Club also held a sold-out IWD luncheon, and Victor Harbor VIEW Club was prominent in organising the annual Fleurieu Peninsula IWD breakfast attended by all local service club members.</p> <p>QLD - Aspley VIEW Club hosted an IWD Luncheon at Kedron Wavel Services Club. Mandy Breese, The Smith Family's Regional Programs Manager Queensland, interviewed Shukri, a <i>Learning for Life</i> student, who shared her journey from Ethiopia to Australia, and spoke of the help received from The Smith Family as she continues her studies.</p> <p>NSW – Many IWD events were held across NSW, from Lugarno in the south, Yamba in the north and Tamworth in the West.</p> <p>Clubs are encouraged to start thinking about IWD 2021 – due to COVID-19 and restrictions on large gatherings, it may be more prudent for clubs to host smaller IWD events rather than larger area or State IWD events next year.</p>

COVID-19 and VIEW Clubs

- In line with Government advice on 17 March VIEW National Office advised Clubs to cancel their monthly meetings events and activities from March - June 2020 with further advice to be given at a later date. VIEW Club members' response was overwhelmingly positive.
- From July, as Federal and some State governments in accordance with health authority advice, began relaxing COVID-19 containment measures, clubs were able to work towards resuming VIEW meetings and activities.
- All clubs were emailed *Guidelines for Face to Face Activities*, Member Statement of Responsibility and a Club event/activity register template in readiness for return to regular meetings.
- Some VIEW Clubs resumed regular meetings and began to plan future activities with larger clubs, looking at necessary meeting alternatives. Other clubs are planning to resume later in the year or early next year.
- **View.org.au/Stay Connected** – To help members remain connected, in March the “*Stay Connected*” section of VIEW website was created. Members contributed photos, reviews (books, movie, TV), recipes, etc National Office posted VIEW photos from the archives, trivia, and history newsletter from VIEW's records (Nostalgia Bites).

VIEW 60th Anniversary Diamond Jubilee Events

Vice Regal

During March, VIEW began to celebrate its 60th Anniversary - Diamond Jubilee – to launch this milestone sixtieth year, The Hon. Margaret Beasley AO QC Governor of New South Wales, hosted a morning tea for over 100 VIEW members and guests, with Nicholas Moore Chairman, The Smith Family in attendance. VIEW members travelled from all over NSW to attend this Vice-Regal reception at Government House, which included celebratory champagne, a magnificent birthday cake, light refreshments and an Army Jazz Quartet. Her Excellency congratulated VIEW members for their significant contribution to assist the needs of disadvantaged Australian children.

The Governors of Tasmania, Queensland and South Australia also hosted VIEW 60th Anniversary celebratory events in March at their respective State Government Houses. These special events were an excellent way to acknowledge the many great achievements of VIEW over 60 years, the contributions of its members and the outcomes of the long-standing partnership with The Smith Family.

On Tuesday 13 October, the Governor-General of Australia, His Excellency the Hon, David Hurley AC DSC (Retd) and Mrs Linda Hurley hosted an afternoon reception at Government House, Yarralumla to celebrate VIEW's 60th Anniversary. Due to COVID-19 restrictions, VIEW members in attendance were limited to 30. The Governor-General congratulated past and present VIEW women on their significant contribution to changing the lives of children and young people over many years.

Other significant events postponed, rescheduled or cancelled

- 60th Anniversary regional Galas - Organisers are currently working on rescheduling these events to 2021.

- **Sydney 60th Anniversary Celebrations** postponed from July then **cancelled in October** - Due to the ongoing risks, uncertainty, and government restrictions, associated with COVID-19, regrettably the decision was made to cancel Sydney 60th Anniversary Diamond Jubilee celebrations.
- A “thank you for your support” card was sent to all registered delegates together with a memento badge and an invitation to the VIEW National Convention in Adelaide September 2021 to celebrate VIEW’s 60+1 years!

VIEW Leadership Conference via Zoom

The June National Council meeting was cancelled due to COVID-19 restrictions throughout Australia at that time. In its place a zoom leadership team meeting was held. The first part was VIEW oriented with updates from VIEW National Office.

The second part of the meeting was Smith Family oriented with updates on COVID-19 *Learning for Life* students and the digital divide and the Winter Appeal Marketing and Communications strategy.

The Smith Family CEO Dr Lisa O’Brien joined the Zoom meeting to congratulate VIEW on its 60th Anniversary - *60 years of strength and support* and led everyone in a rousing Happy Birthday before sharing a video - **60 students for 60 years**. This video is available from National Office.

VIEW National Executive

Monthly Executive Messages – VIEW National Executive emailed themed messages to VIEW Clubs. eg April – Easter; May – Mother’s Day, June, July and August. During the second lockdown in Victoria, VIEW Executive sent a message of support to all Victorian VIEW Clubs.

VIEW Executive Monitoring LfL sponsorship - National Executive have continued to monitor VIEW Clubs’ ability to maintain *Learning for Life* sponsorship payments, whilst being unable to raise funds in the community. Contact has been made with all VIEW Clubs, who have identified as having potential difficulties with a view to providing alternative options.

New Clubs

Point Lonsdale (PL) & Ocean Grove Day (OGD), VIC - official inaugural celebrations in March for PL and OGD were postponed due to COVID-19. With the introduction of mandatory wearing of face masks in Victoria, PL members quickly responded seeing an opportunity to raise funds by using their craft skills to make and sell fabric face masks. PL have raised a significant sum and will sponsor their first two *Learning for Life* students in 2021.

OGD initiated a VIEW partnership with Ryman Healthcare in Ocean Grove. Ryman Healthcare have agreed to sponsor two *Learning for Life* students for two years and when announced, OGD were able to sponsor another two students.

A number of other VIEW Clubs in Victoria (Ocean Grove Evening, Point Lonsdale, Geelong Evening and Altona) have also been using their craft skills, to make and sell fabric face masks to help raise funds for their *Learning for Life* students.

	<p>Wangi Wangi (NSW) - On 14 September Wangi Wangi VIEW Club (near Lake Macquarie) held its inauguration in the Wangi RSL Club. National President Anne-Louise O'Connor, presented new members with their badges. Smith Family Program Co-ordinator Margaret Woodhouse attended and presented information about the <i>Learning for Life</i> program in the Hunter region. VIEW members from Redhead, Bel Air, Cessnock and the Hunter VIEW clubs joined in the celebrations with three new members joining the Wangi Wangi on the day.</p>
<p>4.4 Promoting our Brand/ Speaker's Bureau</p>	<p>National Vice President Jo Gray spoke to a paper circulated prior to the meeting.</p> <p>Media and Events</p> <p>Australia Community Media (ACM)</p> <p>This year VIEW partnered with Australia Community Media (ACM) for a Women in Community content series which included five (5) VIEW articles published on line, and across the ACM regional network, recognizing VIEW's 60th Anniversary.</p> <ul style="list-style-type: none"> • <i>Power of women: VIEW celebrates 60 years of friendship, strength and support</i> (March) • <i>Six decades of a collective voice for women</i> (March) • <i>Family affair: The united front of women with passion for supporting kids in need</i> (April) • <i>VIEW Clubs and The Smith Family's Learning for Life offers children a better future</i> (June) • <i>Community of women supporting education for all</i> (August) Future Focus Magazine <p>Links to these articles can be found at http://view.org.au/resources/media-releases/.</p> <p>Promoting VIEW</p> <p>In mid-October, ACM provided a week of pro-bono advertising for VIEW Clubs across the ACM network online, and in papers. ACM also designed the advertisements incorporating photos of Mosman VIEW Club members.</p> <p>The Radio Sales Network (TRSN) created 30 second radio advertisements promoting VIEW clubs to be aired during October throughout Australia across its radio station network.</p> <p>VIEW's recognition on SA Community television</p> <p>VIEW acknowledges SA VIEW member (Jennie Lee) who was interviewed by Malcolm Harslett, Channel 44 Community Television, about VIEW and its support of The Smith Family.</p> <p>VIEW Matters Magazine</p> <p>Preparation has commenced on 60th Anniversary November 2020 edition. VIEW Historian PNVP Susan Groenhout is presently working on capturing 60 years of VIEW history. This edition will be mailed out to Clubs Mid-November and will be available on view.org.au.</p>

	<p>Speaker's Bureau</p> <p>Our speakers have found opportunities to promote and profile VIEW, and our connection with The Smith Family to other organisations, and hopefully encourage others to join us and become involved in our work.</p> <p>Reports:</p> <p>Chris Newell, PNVP - presented to East Gosford Probus Club in October. Chris will be contacting other Probus Clubs on the Central Coast (NSW) offering to attend as guest speaker.</p> <p>Lorraine Wilson, PNC - presented via Zoom to a local U3A group in Hamilton, Victoria. Lorraine prepared an excellent PPT to visually engage her audience of 25 members, including one from Alice Springs. She included information about her own club and reported some contacts from this presentation.</p> <p>Speakers Bureau kits</p> <p>The Speakers Bureau kit is available by contacting Coordinator PNP Gwen Wilton. It is downloaded onto a USB and includes the speech (tailored for each state), a PPT to accompany the speech, some new student stories to add interest to the presentation plus presentation tips and a report form to be completed and returned following the presentation.</p> <p>Please forward contacts and/or details for speaking engagements to National Office and/or PNP Gwen Wilton, gwenwilton@bigpond.com.</p>
<p>4.5</p> <p>Development</p>	<p>National Councillors provided an update on their areas. Comments included:</p> <ul style="list-style-type: none"> • Some VIEW Clubs have returned to meetings. Many large clubs are still unable to return, with others having limited attendees at meetings on a first come first serve basis. • Upon returning, some clubs have reported new members joining • Membership has slowed but not stopped. • Clubs have proved to be innovative fundraisers with all clubs keeping up with sponsorship payments. • There are a number of promising areas for potential new clubs which Councillors will follow up in 2021. • ACT – Currently working on a new Club in Gungahlin (Yerrabi) area Advertisements have been placed in local newspapers and Government newsletter. Letterbox drop will be commenced shortly. For information Contact June Weise – 0412 617 085 / june3@iinet.net.au • Other prospective areas are: <ul style="list-style-type: none"> ○ Tasmania - Launceston ○ NSW- Iluka and Grafton Evening ○ SA – Berri (Riverland) ○ Qld: Gladstone, Bundaberg and Helensvale Supper/Evening ○ Vic – Wallington (Bellarine Peninsula) <p>If you have friends, family etc in any of these areas who may be interested in being part of VIEW – please contact National Office (view@thesmithfamily.com.au) for more information.</p>
<p>5. WORKING GROUPS</p>	

The following papers were circulated prior to the meeting.

<p>5.1 History Working Group</p>	<p>Clubs' History</p> <p>A number of clubs have been using this period of social isolation to work on the history of their clubs, particularly those who have milestone birthdays to celebrate.</p> <p>Member's Contributions</p> <p>The poetry, written by VIEW members, which appeared in the VIEW magazines between 1964 and 1999 is being compiled to complement the collection of short stories and it is hoped that they will be available later this year.</p> <p>VIEW History Archiving</p> <p>As the electronic archiving continues, we are continuing to profile the many clubs which have closed over the decades including many which were only footnotes in our history</p> <p>In order to assist in the archiving of our history we remind Zone and National Councillors that details of club inaugurals and closures need to be recorded on the relevant History form and forwarded to view.historymatters@gmail.com</p> <p>If a VIEW member is able to scan any photos from club closures or inaugurals and place them on a CD this would be of immense assistance to our work.</p>
<p>5.2 Website & Social Media</p>	<p>Website</p> <p style="text-align: center;">Update details</p> <p>The Working Group reminds VIEW Clubs that it is important to update their Club webpage with changes to Contact Details (phone and email). 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 private addresses (email/postal) should not be listed.</p> <p style="text-align: center;">Club News</p> <p>Feedback from a number of clubs has shown that including the name of future guest speakers in Upcoming Events section of their web page on the VIEW website has encouraged visitors to attend their upcoming event and resulted in them joining the club!</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;">Area/Zone (State/Regional) News</p> <p>Councillors are reminded that News items from their area will be listed under State news. State news items are then shown to all Clubs in that State. These should be sent to admin@view.org.au. Similarly for upcoming events – a great way to promote to all VIEW Clubs and potential new members.</p>

	<p>Social Media</p> <p style="text-align: center;">Facebook</p> <p>VIEW Clubs with a Facebook page are encouraged to advise the Website & Social Media Working Group of their Facebook link so it can 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 “http://view.org.au/resources/how-to-help/” section of the website.</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 the inclusion in the Subject line the State before the club's name. eg NSW Snake Gully VIEW Club</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 style="text-align: center;">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>5.3</p> <p>Future of VIEW Working Group</p>	<p>Food Handling Guide</p> <p>With COVID-19 affecting the way food service is conducted, the FoV WG have revisited the VIEW Food Handling Guide (http://view.org.au/media/5588/policy-food-handling-policy.pdf) and updated it placing more emphasis on hygiene and sanitising. Clubs are advised to download the updated guide and ensure that Club members participating in BBQs, bring a plate events, etc all read and familiarise themselves with the updated guide. It is important for clubs to complete and retain with their records, The <i>VIEW – Food Safety Record</i> form available at http://view.org.au/resources/forms/.</p> <p>Workstudy 2021</p> <p>FoVWG, is working with VIEW Executive and National Office to review Workstudy 2021 content to reflect both Zone and National Councillor roles and delivery methods. This new style of learning and development training will be introduced for the 2022-23 National and Zone Councillors.</p> <p>Club and Councillor Handbooks 2022-23</p> <p>FoV WG is working with VIEW Executive and National Office to review and update both the Club and Councillor Handbook for 2022-23.</p>

6. GENERAL BUSINESS	
6.1 Name Change – Redlands Evening VIEW Club	<p>National Vice President Beryl Pike advised that a request had been made (accompanied by a copy of Club Minutes evidencing agreement of majority of members) for Redlands Evening VIEW Club (Zone QA02) to become a day club and be known as Redlands VIEW Club.</p> <p>Betty Van Heeswijck moved that Redlands Evening VIEW Club become a day club and be known as Redlands VIEW Club.</p> <p>Seconded by Marg Woodhouse Carried unanimously</p>
6.2 Area Name Change – Area NM	<p>National Vice President Jo Gray spoke to a paper circulated prior to the meeting requesting that Area NM's descriptor be amended.</p> <p><i>NSW Upper Mid North Coast of NSW and Inland</i> is now no longer geographically representative of the Area.</p> <ul style="list-style-type: none"> • NM Area covers the nine VIEW Clubs of Upper Mid North Coast NSW from Nambucca/Macksville through to Woolgoolga. • The reference to Inland is no longer appropriate as Dorrigo Plateau VIEW Club originally described as Inland, closed January 2019. • The four VIEW Clubs of the NSW North Coast could be more accurately described as Clarence Valley as the North Coast extends from Grafton through to the Qld border. The Clarence Valley description would cover the Grafton, Maclean, Yamba Day and Yamba Evening VIEW Clubs. <p>National Councillor Elizabeth Birch moved that Area NM Area descriptor be changed to <i>Upper Mid North Coast and Clarence Valley Region NSW</i>.</p> <p>Seconded Judith Hemmingway Accepted Unanimously</p>
6.3 MP reports	<p>National Manager Maryanne Maher spoke about the importance of National Councillors and/or Zone Councillors continuing to make contact with their Local, State and Federal MPs. The aim is to increase awareness about VIEW and The Smith Family, who we are, what we do and seek local MP's help/support to promote VIEW in the community to others, find support for local clubs and any grants that may can be applied for (Event support or computer equipment).</p>
6.4 Zone Councillor Resignation – Judith Worland VC03	<p>National Council accepted, with regret, the resignation for personal reasons, of Judith Worland Zone Councillor (VC03) North and Western Metropolitan Melbourne & North and Western Country. If there is a VIEW member interested in taking on the Zone Councillor role please contact Marg Woodhouse on 0418304220 or nationalcouncillorvc@gmail.com.</p>
6.5 Zone Councillor Brenda Caligeros – stepping up to National Councillor 2021	<p>Northern Rivers NSW - Area NJ currently has an Area Advisor, Kathie Diskin (PNC). Current Zone Councillor Brenda Caligeros NJ02 has agreed to take on the National Councillor role for the NJ Area from 1 January 2021.</p> <p>National Council Unanimously ratified Brenda Caligeros as National Councillor NSW Northern Rivers (NJ) for 2021, thanked Kathie Diskin and noted that she would continue to provide assistance to the Area.</p>
6.6 National Schedule of Dates – 2021	<p>All Councillors and Clubs are reminded to make note of all Schedule of Dates when arranging meetings.</p> <p>Note: Dates are subject to change</p> <p>WHEN WHAT</p>

JANUARY	
14 January	Agenda items to Executive Mentor
14-15 January	Executive Meeting (Zoom meeting)
25 January	January Monthly Mailout
FEBRUARY	
12 February	Agenda sent to National Councillors
20 February	Executive Meeting (F2F meeting)
21 February	National Council Meeting (Zoom)
25 February	February Monthly Mailout
MARCH	
5 March	National Minutes distributed via email
Week Beginning 8 March	Zone Councillor Meeting (F2F) w/- National Councillor
12 March	Executive Meeting (Zoom meeting)
Week Beginning 15 March	Delegates Meeting (F2F/Zoom) w/- Zone Councillor
25 March	March Monthly Mailout
APRIL	
8 April	Executive Meeting (Zoom meeting)
9 April	Agenda items to Executive Mentor
22 April	April Monthly Mailout
MAY	
7 May	Agenda sent to National Councillors
15 May	Executive Meeting (F2F meeting)
16 May	National Council Meeting
27 May	May Monthly Mailout
28 May	National Minutes distributed via email
Week Beginning 31 May	Zone Councillor Zoom w/- National Councillor
JUNE	
Week Beginning 7 June	Delegates Meeting Teleconference/Zoom w/- Zone Councillor
10 June	Executive Meeting (Zoom meeting)
24 June	June Monthly Mailout
JULY	
8 July	Executive Meeting (Zoom meeting)
22 July	July Monthly Mailout
AUGUST	
12 August	Executive Meeting (Zoom meeting)
12 August	Agenda items to Executive Mentor
26 August	August Monthly Mailout
SEPTEMBER	
2 September	Agenda sent to National Councillors
8 September	Executive Meeting (F2F meeting)
9 September	National Council Meeting
10-12 September	National Convention
24 September	National Minutes distributed via email
Week Beginning 27 September	Zone Councillor Zoom w/- National Councillor
OCTOBER	
Week Beginning 4 October	Delegates Meeting Teleconference/Zoom w/- Zone Councillor
7 October	Executive Meeting (Zoom meeting)
8 October	Agenda items to Executive Mentor

	<p>21 October 30-31 October (TBC – Subject to change)</p> <p>NOVEMBER 5 November 12 November 13 November 14 November 25 November 26 November Week Beginning 29 November</p> <p>DECEMBER Week Beginning 6 December 9 December</p>	<p>October Monthly Mailout Workstudy sessions</p> <p>Agenda sent to National Councillors Executive Meeting (F2F meeting) Learning & Development/Changeover Dinner National Council Meeting November Monthly Mailout National Minutes distributed via email Zone Councillor Zoom w/- National Councillor</p> <p>Delegates Meeting Teleconference/Zoom w/- Zone Councillor Executive Meeting (Zoom meeting)</p>
<h2>7. NATIONAL OFFICE UPDATE</h2> <p>Clubs are reminded that they have <i>already been furnished with some of the following information</i></p>		
<p>Certificate of Currency 2020-21 now available</p>	<p>2020-21 Certificate of Currency has been emailed to all VIEW Clubs (via club email address). Club Secretaries have been reminded to keep a copy of this on file. National and Zone Councillors are reminded to keep a copy for their records.</p>	
<p>Anti-Poverty Week 11-17 October</p>	<p>Clubs were thanked for dedicating their October meetings in support of Anti-Poverty week and placing the VIEW Media Release in their local newspapers.</p> <p>Anti-Poverty week aims to strengthen public understanding of poverty and hardship in Australia and the rest of the world and encourage local discussion and action aimed at addressing these problems.</p>	
<p>National Convention – Adelaide (10-12 September 2021)</p>	<p>Registration for National Convention 2021 will open in November. VIEW members and their friends are invited to Adelaide SA to enjoy world famous wines, indulge in award winning restaurants, enjoy sophisticated culture, heritage architecture and abundant natural delights. For more information visit our website www.view.org.au. Copies of the National Convention Registration Pack will be sent to all clubs in November.</p>	
<p>Blue Illusion – National Shopping Day in support of The Smith Family</p>	<p>Blue Illusion have advised that they will not be holding a National Shopping Day for VIEW and The Smith Family this year due to COVID-19 restrictions and disrupted trading. In-store events are not possible during this time. Blue Illusion will continue to work with VIEW/The Smith Family and hope to hold an event in 2021. Clubs are encouraged to still support and approach their local Blue Illusion stores when appropriate.</p>	
<p>VIEW Matters magazine- 60th Anniversary edition</p>	<p>The November 2020 60th Anniversary edition will shortly be delivered to Clubs. This commemorative issue rounds out our celebrations for VIEW's Diamond Jubilee. For Members this is also a great promotional item to share at Information Stalls/Expos, etc.</p> <p>We will also be trialing a Flipbook online version of 60th Anniversary VIEW Matters Magazine and will be sharing the link with all clubs to on send to members. The VIEW Matters Magazine will also be available on the view.org.au website.</p>	

	<p>If more copies are required, Clubs are reminded to contact National Office by completing a Stock Order form and emailing it to view@thesmithfamily.com.au.</p> <p>Submissions for the April 2021 edition are now being accepted with submissions required by COB Wednesday 10 March 2021.</p>
Toy & Book Appeal	<p>Toy & Book Appeal Information has been provided to clubs for their use (a copy is also available at view.org.au/resources/mailouts/). Last year, VIEW raised \$60,000 towards the Appeal. These funds helped to purchase toys and books for children most in need. To find out how to contribute to the Toy & Book Appeal, please email view@thesmithfamily.com.au.</p>
Toy & Book Christmas Events	<p>The Smith Family's annual Toy & Book Christmas event is a very special time of the year. In light of the uncertainty caused by the COVID-19 pandemic, there are many more considerations than usual for this year's Toy and Book Appeal events.</p> <p>In Victoria, given the current COVID-19 restrictions the Toy and Book event in its usual format will not proceed. A digital gift voucher for each child who would have otherwise received a Christmas gift pack will be given.</p> <p>The Smith Family plan to hold Toy and Book events in all other States in the same format as last year. COVID-safe procedures will be in place for each of those events, and COVID restrictions and guidelines will be monitored and followed in each State.</p>
Christmas Volunteering with The Smith Family	<p>To enquire about volunteering opportunities with The Smith Family at Christmas please email xmasvolunteering@thesmithfamily.com.au.</p>
Christmas Appeal	<p>The Smith Family Christmas appeal will commence on 1 November 2020. A Media Release will be provided to clubs. Clubs are asked to place this if possible with their local media channels to promote VIEW and The Smith Family Christmas Appeal</p>
Christmas Wrapping	<p>Clubs are encouraged to contact their local shopping centre early to enquire about Christmas wrapping this year. Due to COVID-19 restrictions there may be limited opportunities available.</p> <p>Christmas wrapping at local shopping centres is a good way to raise significant funds and also an opportunity for members to be seen in their 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 to view@thesmithfamily.com.au.</p>
VIEW Advertisements – ACM & TRSN	<p>As mentioned in 4.4 Promoting our Brand - VIEW is grateful for the pro-bono support and assistance of:</p> <p>Australian Community Media (ACM) for developing VIEW advertisements which were published (both print and online) through ACM's network during the week of 12 -17 October.</p> <p>And</p>

	<p>The Radio Sales Network (TRSN) who developed and recorded 30 second VIEW radio Community Service Announcement which will be broadcast on their radio network around Australia during the month of October.</p> <p>Any clubs who would like to provide either the VIEW online or print advertisements or radio CSA to their local news outlet should contact VIEW National Office (view@thesmithfamily.com.au) to request a copy.</p>												
Club Gmail accounts	<p>Clubs are encouraged to have a shared Gmail account for Committee use. This means that all members of the committee can:</p> <ul style="list-style-type: none"> • receive emails to this account and retrieve as necessary • keep personal email address for personal correspondence • share the workload and allows committee members to take breaks knowing that other Committee members can access emails • prevents disruption when committees change <p>A short guide has been developed to help clubs create their own Gmail account. It is available at view.org.au/resources/how to...(Help).</p>												
VIEW Annual Audit 2019	<p>VIEW Annual Audit 2019 has been completed and all books are currently being returned to Clubs and Councillors. Covid-19 caused some delay and Treasurers are thanked for their patience.</p> <p>The updated VIEW Cashbook together with guidelines will be available in January 2021 on www.view.org.au.</p> <p>Please see VIEW Annual Audit 2019: results and recommendations, which will be emailed to all Clubs with the Audit 2020 reminder in November.</p> <p>Cash Book Training sessions (via Zoom) for Treasurers and Councillors will take place in November/December 2020.</p>												
Mailout Dates 2021	<table border="0"> <tr> <td>25 January</td> <td>25 February</td> <td>25 March</td> <td>22 April</td> </tr> <tr> <td>27 May</td> <td>24 June</td> <td>22 July</td> <td>26 August</td> </tr> <tr> <td>21 October</td> <td>25 November</td> <td></td> <td></td> </tr> </table> <p>Please note that there will be no mailout in September due to National Convention.</p>	25 January	25 February	25 March	22 April	27 May	24 June	22 July	26 August	21 October	25 November		
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21 October	25 November												
Updated Forms	<p>National Office will be updating all forms on the website early January 2021. Club Secretaries are asked to download these updated forms for their use in 2021. Secretaries are also reminded that National Office no longer provides hardcopies of forms to Clubs.</p>												
Succession Planning	<p>National and Zone Councillors are reminded to consider VIEW Members to succeed them for the 2022-23 term. Relevant nomination forms will be available on the website.</p>												
Contacting National Office	<p>Please note that the best way to contact National Office is by sending an email to view@thesmithfamily.com.au. If you phone and leave a message, it may not be retrieved for several days if the person you are calling is not in the office. The mailbox however is monitored by both Linda and Olga.</p>												
National Office Christmas Closure	<p>Councillors and Clubs are asked to note that VIEW National Office will be closed over the Christmas break from 21 December 2020 to 4 January 2021.</p>												
International Women's Day (IWD) 2021	<p>As mentioned in 4.3 above - Clubs are encouraged to start thinking about IWD 2021 – due to COVID -19 and restrictions on large gatherings, it may be more</p>												

	<p>prudent for clubs to host smaller IWD events rather than larger area or State IWD events next year.</p> <p>Details of proposed events should be sent to National Office view@thesmithfamily.com.au.</p> <p>Clubs should also remember to promote their events on the VIEW website and Club Facebook pages including high resolution photos of the attendees.</p>
<p>Making a Difference Award Nominations</p>	<p>Winners for February-April and May-July “Making a Difference Awards” have been recognised on the website (view.org.au). Clubs are able to nominate deserving members until July 2021. Information on nominating a member and the nomination form is available on the website (http://view.org.au/resources/forms/).</p>
<p>Diamond Jubilee Raffle – purchase ticket now before it’s too late</p>	<p>VIEW received a generous donation from a member to purchase a Diamond to be raffled as part of VIEW’s 60th Anniversary Celebrations - solitaire diamond pendant valued at \$9,950!</p> <p>All funds raised will go towards The Smith Family’s <i>Learning for Life</i> program, creating opportunities for young Australians in need by providing long-term support for their participation in education.</p> <p>For full details please go to http://view.org.au/events/diamond-jubilee-raffle/.</p> <p>The raffle is open to all Members and their friends (except WA & NT – see terms and conditions). Raffle closes 10 December 2020. Winner will be drawn in National Office on Friday 11 December.</p>
<p>Payment Options</p>	<p>Councillors were reminded of a memorandum sent to clubs prior to the meeting about the options available to members to make payments to their club including:</p> <p>Square Reader</p> <p>The “Square Reader” facility enables Clubs to accept donations (on tap and go cards, chip cards, Apple Pay or Google Pay) and also enables members to pay in the same manner by using tap and go cards, etc) for their VIEW activities.</p> <p>Club to follow procedures as set out in the Square Reader Information Booklet available on the website. (http://view.org.au/resources/organisational-information/).</p>
<p>Annual Subscriptions due 31 March 2021</p>	<p>Members are reminded that Annual Subscriptions are due in the first quarter of 2021. Clubs are asked to pay the bulk of member subscriptions collected by this due date.</p> <p>National Office has remained open during COVID and relies on member’s annual subscriptions to keep the organisation operating.</p> <p>Members are reminded that Annual Subscriptions contribute to the following:</p> <ul style="list-style-type: none"> • Development and production of VIEW promotional materials: VIEW wallet cards, VIEW display banners, flyers, brochures, A4 & A3 posters, and letterhead • Website maintenance and support • Postage • Two hard copy VIEW magazines per year, distributed to 15,000 members in Clubs across Australia • Ongoing Media and Public Relations support from a dedicated PR resource • 1800 free call number for members and teleconference calls

	<ul style="list-style-type: none"> • Insurance – The Smith Family maintains public liability insurance. It also maintains personal accident insurance for its volunteers which include VIEW club members. Claims are subject to the Terms, Conditions and Exclusions of the Policies • National and Zone Councillor travel reimbursements including venue hire, accommodation, catering and associated costs for National Council meetings • Dedicated team of VIEW staff based in The Smith Family's National Office who provide extensive administrative support covering club stationery, club certificates, National Minutes, raffle books, receipt books, club cash books, club handbook – any 'day to day' item for club administrative use. <p>Annual Subscriptions can be paid directly into the club account even if members are unable to attend a meeting. When making payments in this way members should include their name and description of payment eg Marg Jones Subs.</p> <p>Annual Subscriptions are due by <u>31 March 2021</u>. If a club requires an extension for payment, please contact National Office (view@thesmithfamily.com.au).</p>
Club Elections and AGMs 2021	National Councillors were reminded of a memorandum which had been sent to all Clubs prior to the meeting, and were asked to ensure that their clubs had received and read this memo. Zone Councillors are also reminded that they did not need to attend any of the Election/AGM meetings, with clubs utilizing a local Past Senior Officer or past Club President or other VIEW Club President in the Area to chair their AGM.
Committee Lists	National Office will be providing Zone Councillors with a copy of the current information held by National Office for them to share with their representative conducting AGM/Elections meeting. The representative should update/complete the Committee list and return to Zone Councillor or National Office by due date 28 February 2021 or as soon as possible after a postponed AGM/Election meeting. Clubs should ensure they notify National Office of any meeting postponements.
VIEW 60th Anniversary Limited Edition Scarf	During October, Black Pepper have been promoting and selling a VIEW 60th Anniversary Limited edition scarf through their retail stores and online. \$10 from the sale of each scarf goes to The Smith Family <i>Learning for Life</i> program. Due to popular demand more stock was ordered and this promotion has been extended until the end of November.
8. Learning and Development	
David Sloan National Manager Corporate Partnerships	David Sloan spoke about how The Smith Family Corporate Partnerships' team work with companies, the type of fund raising activities Corporate Partners participate in and the selection process.
Leonie Green Head of State & Territory Operations	Leonie Green spoke about The Smith Family research conducted with families during April/May in relation to how families were coping with the challenges of students learning at home. This research focused on the parents/guardians of students, the next part of this research will focus on the students. Leonie also spoke to the recent Federal Budget announcement of the Australian Government's commitment of \$38.2 million to support

	<p>disadvantaged young people to participate in high quality career support programs.</p> <p>This funding will enable The Smith Family to offer career support to young people experiencing disadvantage in communities across Australia. Research shows that connecting students with employers has a positive impact on their academic results, as well as their motivation and aspirations.</p> <p>For more information https://www.thesmithfamily.com.au/about-us/media/2020/76000-high-school-students-to-benefit-from-new-funding.</p>
<p>9. OTHER BUSINESS</p>	
<p>What I learned in 2020</p>	<p>National Councillors shared what they had learned in 2020:</p> <ul style="list-style-type: none"> • Members are resilient, strong and caring • Zoom is a very good tool to stay connected with people • New ideas for fundraising • To be flexible and think laterally • The value of Club Newsletters to keep members informed • How generous our members are • VIEW members are passionate about supporting their <i>LfL</i> students
<p>Dates Of Next Meetings</p>	<p>National Executive meeting - 14-15 January (via Zoom), 20 February (via Zoom)</p> <p>National Council meeting – 21 February (via Zoom)</p>

Summary of Decisions at National Council Meeting

October 2020

Area of Work	Decision, Policy and/or Procedure	Agenda Reference
Sub-Committees	Resolutions – time to submit	4.1
General Business	Name Change - Redlands VIEW Club, Qld	6.1
General Business	Area Name Change: <i>NSW Upper Mid North Coast of NSW (Area NM) to Upper Mid North Coast and Clarence Valley Region NSW (Area NM)</i>	6.2
General Business	Zone Councillor Resignation – Judith Worland VC03	6.4
General Business	Zone Councillor Brenda Caligeros – stepping up to National Councillor 2021	6.5
General Business	Schedule of dates	6.6
National Office Update	National Office Update	7.0