



### Meeting Minutes

#### Forum Board of Director Teams Meeting

Monday 20 May 2024, 11:00 AM AEST

#### General meeting

1. **Acknowledgement of Country**
2. **Welcome and Apologies**
  - Corina is an apology
  - Wynetta is chairing the meeting

#### Board Meeting

3. **Minutes from previous meeting (flying minutes)**
  - Supplied on 17 May 2024
    - **Action for KG for future minutes:** more clearly label and attach minutes and agenda to calendar invite
4. **Actions from the previous meeting**
  - Wynetta and Corina have both endorsed requested policies and banking items (by flying minute)
  - Artist Nikita Herd has contract for use of her art.
5. **Finances/Budget**
  - Will run a separate budget with member service fees, only need to report on grant funding and interest earned
  - Need to note FY 22-23 Underspend on FY 23-24 financials
  - For next meeting (August) send financials 1 week prior to meeting

***Phoe moved the motion that the financials tabled as at end of March 2024 be accepted, Wynetta seconded***

- Update the budget – send through as flying minute

**ACTION:** Kerry to confirm with Michael the underspend then send out as a flying minute for the board to approve before submitting to NIAA. This needs to be submitted to NIAA and approved by June 30, 2024.

#### 6. **PEAK Body**

- 2 things: 1) we are only DFSV Peak that's an ACCO; 2) Lisa Charles indicated that there could be some contention into this space – discussion held
- Kerry suggests that the Board and her have a conversation with Deputy Leads, Catherine and Scott,
- We need to ask the questions regarding SNAICC policy officers included on the meeting invite?
- National CoP is about self-determination, and who the CoP wants to put forward not the advisory council
- Should put forward a case study (easy to do) to give more evidence for our case



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- would be good for Wynetta and PC to be at next CoP meeting; Kerry to get allies from CoP members on board to support NFVPLS
- DSS is not going to decide who the PEAK is; Mob will decide and tell DSS
- Looking at membership levels – look at how current membership is structured and might get external support on it
- Currently directors have ability to create various classes and rights of other members, e.g., associate members with a smaller fees
- Separate workshop with a board about what those classes might look, and associate members are not entitled to be board members or vote around FNAAFV

**ACTION:** 1) Kerry to get some advice on membership classifications, and then 2) set up Board workshop for membership levels

**ACTION:** Kerry to get NFVPLS Staff to pull out the Forum's journey to being a PEAK

## Feedback

### 7. Endorsement of Policy Documents previously circulated for approval

- Policies:
  - Board of Directors Handbook
  - Code of Conduct Policy, and Form
  - Conflict of Interest Policy, Form, CoI register, and Related Parties register
  - Confidentiality Policy, and Declaration
  - Risk Management Plan, and Risk Register

***Wynetta moved the motion: That all polices be accepted as endorsed, Phee seconded and has endorsed all above policies at meeting.***

- Delegations policy and register have been set out
  - Kerry will excise out the financials from the delegations register
  - All non-financial approval lies with Kerry, as per Wynetta
  - Lizzie will send register and financial guidance to Kerry & Kari
  - Kerry will note that 4 policies belong to the board, and CEO reviews the rest
  - Non-board polices will be notified of all other operational policies but do not need to endorse
  - Phee agrees with this method
- Wynetta – QIFVLS board only approves 4 (finance, contracts, and 2 more) of them, and Wynetta as the CEO approves all the rest of the policies; Lizzie will send the rest.
  - Credit card policies, grievance, etc. fall under CEO to endorse

***Wynetta moved that policies be approved at CEO level, list of policies and review of policies to be tabled at board meetings throughout the year. Delegations to be completed and set out as a flying minute. Phee Second the motion.***

**ACTION:** Kerry to get a copy of QIFVLS delegations and apply for NFVPLS and sent our for flying minute.

### 8. All other drafted policies under review by Breakthrough

- Type out list of all operational policies, do not need to send them to Board



#### 9. Member's conference moving forward

- Commissioner Kiss will attend and Min. Burney is a possibility as well
- AGM/Board meeting during Conference

**ACTION:** Kerry to review Board Charter and consult with KWM, then send response to Board with view of bringing up Expressions of Interest for other interim board members following upcoming member's meeting.

### General Business

#### 10. Incorporation Status update

- ASIC registration and ABN completed
- ACNC outcome will know in the next two weeks, it has been allocated an assessor
- Insurance – we're getting comparison quotes
- Priority is getting bank applications back
- Will start working on HR contracts and what that will look like from 1 July 2024

#### 11. Bank Signatory Paperwork

*Wynetta moved that the following endorsements be accepted, Phee seconded the motion.*

- Endorsement of Kerry, Wynetta, and PC as bank/ financial signatories with a minimum of two signatories required.
- Endorsement of Breakthrough to manage financial processing of FNAAFV
- Phee endorsed signatories and Breakthrough at the meeting

#### 12. Strategic and Implementation Plan

- Kerry will circulate operational plan that sits behind the Strat plan with a deadline for comments
- Very operational, just an FYI

**ACTION:** Implementation Plan to shared for noting.

#### 13. Discussion/ General Business

- Thank you to Kerry for her advocacy in Canberra last week, connecting with MPs and Ministers and all she did

#### 14. Next meeting

- The next meeting is the **Tuesday, 13 August 2024, at 11:00 AM AEST.**

Closed meeting at 12:02pm

#### Actions from this meeting:

Actions	Timeframe	Level of completion
Kerry to get NFVPLS Staff to pull out the Forum's journey to being a PEAK		
Set up Board Workshop for membership levels		
Kerry will send through updated Delegations Register for Board		



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Kerry to send out Operational Plan to Board with deadline for comments		
Kerry will update the financials and budget – send through as flying minute		
Kerry to review Board Charter & consult w/ KWM; then send response to Board w/ view of bringing up Eol for other interim board members following upcoming member's meeting		
KG to better label minutes & agenda files for Board; send through items at least 1 week before board meeting.		