



Meeting Minutes

Forum Board of Director Teams Meeting

Thursday, 27 June 2024, 2:00pm AEST

General meeting

1. Acknowledgement of Country
2. Welcome and Apologies, No apologies
3. Attendees: Wynetta Dewis, Phee Clarke and Corina Martin
4. Minutes from previous meeting (to be recirculated)
5. Actions from the previous meeting

Actions	Timeframe	Level of completion
Kerry to get NFVPLS Staff to pull out the Forum's journey to being a PEAK		Completed
Set up Board Workshop for membership levels		Carried forward to new actions with more clarification
Kerry will send through updated Delegations Register for Board		Sent – 7 June 2024
Kerry to send out Operational Plan to Board with deadline for comments		Sent
Kerry will update the financials and budget – send through as flying minute		Sent – 7 June 2024
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		This was completed with KWM, given there could be a conflict Kerry to seek alternative ProBono support.
KG to better label minutes & agenda files for Board; send through items at least 1 week before board meeting.	N/A	Completed – 20 May 2024

Discussion to resend previous minutes along with items sent in the action list above as a pack to board members.

With relation to the above action " Set up Board Workshop for membership levels " this refers to Governance training for the board. More specifically to source training regarding ASIC reporting responsibilities as they differ to ORIC and training regarding the new FNAAFV constitution and charter.



Discussion regarding flying minutes: Kerry to confirm and document the process for flying minute board approvals under ASIC does this need to be all members or a quorum like a meeting to move and pass a motion. Then is the motion tabled at the next board meeting.

6. May Financials Tabled

Move that the financials tabled be accepted and endorsed by the board.

Moved: Phee Clarke; Seconded Corina Martin.

Action: need to find out and document a process for financial approvals and payroll now that the transition to Breakthrough will be occurring from the 1st July 2024.

Project/Policy Updates:

7. FNAAFV Updated budget endorsed – by flying minute

- Re-circulate

8. FNAAFV Policy Documentation – sent through by flying minute

- Delegations Policy updated based on Corina's suggestions
- Wynetta already endorsed Delegations items (Delegations Policy, Register, Purchasing Authority Delegations, Managing Contracts and Funding Accounts Policy)

9. Review flying minute endorsement of new FNAAFV Logo (logo 1 – colour palette 1)

- This was endorsed by all board members via flying minute and re-endorsed today.

10. Sector Strengthening Plan

- Discussion and update on the SSP and that there is now a Scoping assessment that needs to occur prior to the SSP occurring. An EOI will be circulated at the Coalition of Peaks and process explained to ensure transparency and inclusion.

11. Community of Practice

- Make sure members are updated on their role to pass out to contacts. This will also be added to the next members meeting.
- Discussion on what this can achieve for Target 13

12. Move to FNAAFV

- Breakthrough to be supporting with Human Resources, Governance, Payroll and Finance
- True North to be supporting IT
- NIAA, to change contract from QIFVLS to FNAAFV from 1st July

General Business

13. Face to Face at the end of the year (draft agenda)

- To be re-circulated.

14. Independent Financial Board Member

- KG followed up with Elizabeth Blunt of BDO (referred to BDO by Grant Thornton) – sent Forum/FNAAFV Info to her to share with her partner group



- Ms. Blunt also suggested Women on Boards (<https://www.womenonboards.net/>) as a way to advertise an open Board position.
- Updated on the independent board members position, APA has been contacted we will follow up. Once a potential candidate has expressed interest their resume will be circulated to the board. If the wish to proceed FNAAFV will arrange for them to be interviewed/meet with the board.

15. Ochre Ribbon

- Ensure the promotion of Ochre Ribbon, AFLS WA to give a small supply to FNAAFV to distribute when we are with members.
- Add Corina to next members meeting to discuss 10 year anniversary and how we could use Ochre Ribbon to acknowledge when and Aboriginal or Torres Strait Islander individual has lost their life to violence. Marlo to connect with Corina and update.

16. General Discussion

- The Board acknowledged all the hard work Lianne has done to get the new branding up and communicated.
- Discussed the goal for all FVPLS be stand alone and the that Sister in Spirit in the ACT are looking to become FVPLS. Meeting to discuss with ATSILS to be arranged.
- Follow up with Dr Mundy regarding a response back to AG from the meeting today. AG has asked how would see an expansion occurring across FVPLS hot spots, given the current NLAP review.

17. Next meeting

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

Actions from this meeting:

Actions	Level of completion and who responsible	Actions
Set up Board Workshop Governance Training. Focus on: ASIC reporting and new constitution	Kari two quotes one from AIGI	Set up Board Workshop Governance Training.
Send board pack to include: Previous minutes plus current minutes Operation Plan Three horizons Implementation plan Face to Face agenda for October members meeting Delegations Register May Financials Budget sent to NIAA	Kari, by 10 th July	Send pack to board members



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All board documents to be loaded into the Board Portal. Board to be given training and access Board portal.	Kari by Mid August	Kari to load up Governance documents into the portal Kari to arrange a time to train board to use portal.
Look for alternative Pro bono support for constitutional support	Kerry to follow up End of July	Kerry to source alternative option to KWM
Flying minutes approval process	By next board meeting	Kerry to follow up with ASIC
Document and circulate to board approval process for invoices and payroll	By end of July	Kari to work with Breakthrough to develop
Independent accountant to be appointed to the board. APA has been contracted and Kari will continue to follow up. Process to be to CEO to explain business if potential is interested, a CV and interview will be arranged with the board.	End of August	Kari to follow up with APA and other avenues as suggested above. Maybe also link with AICD to see any interest.
Community of Practice to be added to next members meeting		Kari to add to members agenda
Ochre Ribbon, Corina to discuss 10 anniversary ideas with members at the next members meeting. Marlo to connect with Corina and update on conversations regarding the use of Ochre ribbon to acknowledge the passing of individuals to violence.		Kari to add to members agenda. Marlo to email Corina
Initial meeting with ATSILS to discuss ACT FVPLS, to find out what has been discussed.		Kerry to arrange a meeting with Karly and Board.
Arrange a time for the board to meet with Dr Mundy to discuss expansion and hot spots		Kerry to arrange a meeting for the board and Dr Mundy ASAP
Add to Implementation Plan updates to Standing Agenda for FNAAFB Board Meetings		Kari G to add to all future Agendas