



MEETING MINUTES

First Nations Advocates Against Family Violence – Board of Directors Meeting

At Port Lincoln Hotel, Port Lincoln, SA

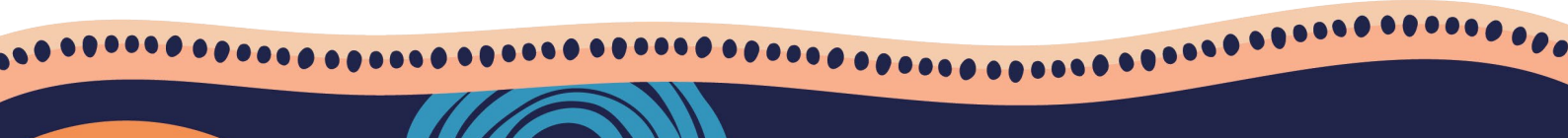
16 October 2024

1. Acknowledgement of Country by Wynetta Dewis – start at 4:35pm
2. Welcome new Directors by Wynetta and there were no Apologies
3. Election of Chair and Deputy Chair
 - Corina Martin nominated Wynetta as Chair of the Board; Kathleen Wincen seconded the nomination
 - Wynetta accepted the nomination
 - Nomination carried
 - Corina nominates Phynea Clarke as deputy chair of the board; Wynetta seconds the nomination
 - Pyee accepted the nomination
 - Nomination carried

Director's Meeting:

4. Minutes from previous meeting
 - Circulated via email and provided to Kathleen in person
 - Corina moves to accept previous minutes; Wynetta seconds to accept
5. Actions from last meeting

Actions	Timeframe	Level of completion
Kerry to email members so that they are aware that 3 volunteers will be asked for during AGM to carry out elections and be scrutineers.		Completed
Board policies to be reviewed together in one meeting and not spread across all board meetings, include track changes to show any alterations to documents for approval.		FNAAFV to schedule reviews in line with the Policy Schedule
Look to develop a risk appetite for FNAAFV, at future training		To be included in governance training (Jan 2025)
Kerry to check if FNAAFV Insurance covers travel		Completed – need to circulate wording
Kerry & Kari to present FNAAFV September Implementation Updates at Board meeting in October in Port Lincoln		Held until next meeting; send to board





		prior to meeting for review
Draft for Wynetta to send Kathleen a letter to acknowledge receipt of EOI and to inform her of the outcome.		Completed

Policy action: not all FNAAFV policies need to come through the Board; policies to be reviewed by the Board have been selected out by CEO and the list will be sent out to the Board for review at a future meeting.

Additional action: Kerry & Kari to send out colour-coded policy schedule to mark out which policies are optional and which ones are governance.

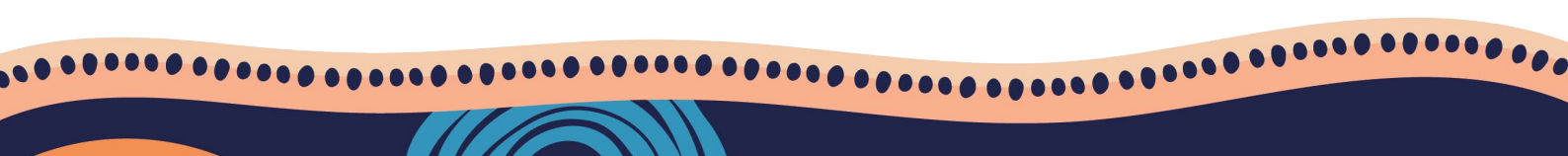
Risk appetite: ongoing discussion, to be possibly included in some future board training, likely at January in person Board meeting

6. Chair to sign previous minutes

- Wynetta has signed

7. Quarterly Financials

- Kerry presented quarterly report for board meeting
- Kathleen asked who handles the financials for FNAAFV. Kerry answered that FNAAFV's financials are handled by a 3rd party provider: The Breakthrough Office
- **Action: The board asked to have Jason (Breakthrough) to present at Board Meetings to answer questions about financial reports**
- Wynetta asked to review the self-funded amount to see how FNAAFV is progressing. Kerry provided an overview of the line items, which are: grant income, membership income, sitting fees, interest. Wynetta wants to ensure that these streams are kept separate. Kerry assured Wynetta and the rest of the Board that these items will remain separate.
- Then the Board reviewed the two (2) streams of funding: NIAA and "membership". The board asked for "membership" to be renamed "self-generated."
 - **Action: Kari to have The Breakthrough Office rename the "membership" stream to "self-generated"**
- Regarding the underspend: **Action: at the next Board meeting (Jan 2025) Kerry is to go through the financials to advise the Board on the amount of the underspend and the business case that has been submitted to use it**
- Wynetta asked if the directors were happy with the financial report and how it was presented. All directors agreed that the formatting of the report was good, and the layout was easy to read. They also agreed that Kerry presented the financials well.
- Wynetta asked for an acquittal report with the funding amount, to see more of a forecast and if we are going to experience an underspend to better see where FNAAFV is sitting financially
 - monthly forecasts would be best
 - Needs to have commentary as to why there is a variance

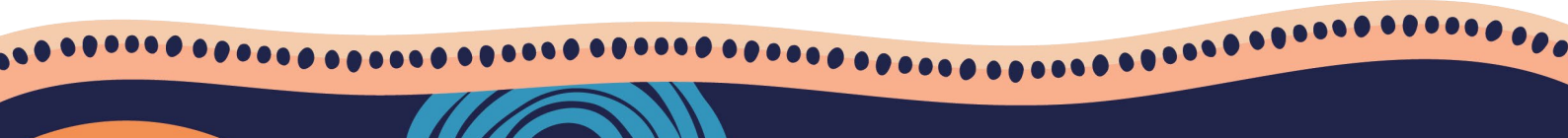




- **Action: Kerry to connect with Zac (Breakthrough) about two items. Firstly, to discuss forecasting for FNAAFV. Secondly, to provide an acquittal report with the funding amount, to see more of a forecast and if we are going to experience an underspend to better see where FNAAFV is sitting financially. Done monthly, with commentary as to why there is a variance**
 - Wynetta moves to accept; Corina seconds – 5:03pm
- 8. Correspondence (letter from Minister Rishworth) – table at meeting
 - Tabled, noted.

General Business:

- 8. FNAAFV Insurance does cover travel for employees (including Board) ([Info re Travel Insurance for Board via FNAAFV](#))
 - **Action: Kari to provide to Kerry with exact wording regarding travel insurance for Board while they are travelling on behalf of FNAAFV (info from Jobs Australia)**
- 9. Governance Training Interest (face to face, online, times, etc.)
 - Board is interested in training and meeting to work on: risk appetite, board fiduciary duties, board director roles
 - The preference is for in-person delivery.
 - **Action: Kari to reach out to KWM or Minter Ellison and possibly use their space to meet on Tuesday, 21 January**
- 10. PEAK Discussion (Confidential)
 - DSS is going to be funding the Peak, which needs to be decided by community, and community is the Coalition of Peaks
 - **Action: the Board suggested that they should have calls to action in November visit to Canberra; trying to get a meeting with Rishworth and McCarthy; talk to LNP**
 - Discussed meeting with Pat; inform Pat about Community if Practice, Peaks, further information; decision was to hold off at this stage. If we proceed, Phee to be included in this meeting with Pat
 - Discussion about building up allyship – who else can strengthen FNAAFV position?
 1. Building on Antoinette’s overseas fellowship with other international organisations
 2. Shine light on FVPLS model and the international recognition
 3. Get a further meeting with Hannah and possibly utilising her networks
 4. Note: Be consistent on the messaging about we’re the only funding ACCO Peak for the FVPLS sector
 5. More of a media campaign to build more support – get spokespeople to help
 6. Discuss connecting with Wally Tallis to promote community radio
 - **Action: Kari to reach out to Justin Mohammed in Canberra ahead of the visits to MP offices in November.**





- Action: Kathleen has contact with community radio in Parliament House. She suggested it would be good to have meeting with him. Kathleen is to send his contact info to Kari.

11. Board of Director Induction, for new board members

- Wynetta wants full board induction to be completed either during or prior to the January 2025 Board meeting.
- Action: Kerry and Kari are to send out induction packet to all Board directors with documents for their review and to prepare for full induction, ideally prior to the holiday/Christmas closure.

12. Board Portal training (1-on-1 sessions with KG)

- KG action: book in sessions with each director for the board portal
- KG action: add Kathleen’s access is updated to be a board director
- KG action: recheck board director’s Director ID numbers and their contact information

13. Independent Directors

- The board floated the idea of putting out a social media call out; Dr. Mundy expressed interest but we need to wait until the end of the year
- Action: Kerry reached out to Floyd, and will chase him up again to get a resume from him so he can possibly join as an independent financial director of the FNAAFV Board.
- Action: Board to send out Eols to their networks, put it up on their socials (Corina said she has already done this) – for independent directors

Project/Policy Update:

14. Update Implementation Plan – To send along with Board Minutes (Action)

- Link to FNAAFV SharePoint Doc: [FNAAFV - Implementation Plan - Activity Status Report.xlsx](#)

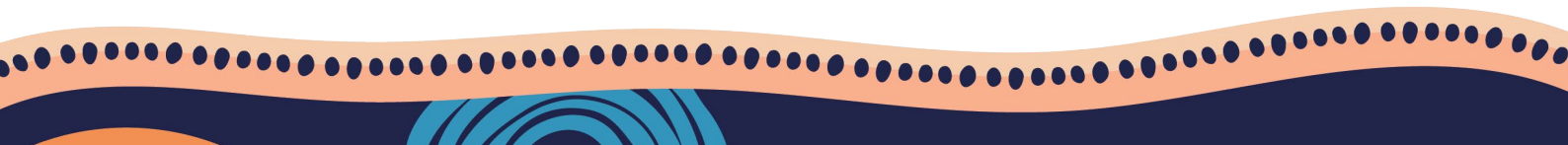
No other business raised

15. Next meetings, **Tuesday, 21 January 2025 from 11am to 12pm AEST (QLD; face to face)**

- **Tuesday, 29 April 2025 from 11am to 12pm AEST (QLD) - KS away; do we want to do early May instead? 13 May as alternative date**
- **Tuesday, 22 July 2025 on a Tuesday at 11-12**
- **October (Including AGM will be at face-to-face) 2025**
- **Action: Kari to send out date claimers for next three (Jan, May, July) board meetings**

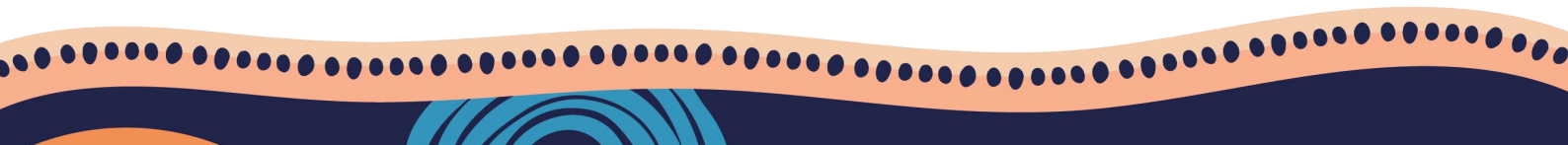
Wynetta declared meeting closed at 5:47pm

Actions	Timeframe	Level of completion
Board policies to be reviewed together in one meeting and not spread across all board meetings, include track changes to show any alterations to documents for approval.		Carry over from previous meeting





Look to develop a risk appetite for FNAAFV, at future training		Carry over from previous meeting
Kerry & Kari to present FNAAFV September Implementation Updates at Board meeting in October in Port Lincoln		Held until next meeting; send to board prior to meeting for review
Kari to provide Kerry with exact wording for Board regarding insurance coverage for while Board is travelling on behalf of FNAAFV (info from Jobs Australia)		Completed
Kari to organise Jason's virtual attendance to future board meetings		Completed – Zac Fitzgibbons sent meeting invites
Kerry to have Breakthrough Office re-term "membership" income to "self-generated"		Completed
Kerry to advise the Board on the amount of the underspend and the business case that has been submitted to use it – for the next meeting		
Kerry to connect with Zack (Breakthrough) about two items. Firstly, to discuss forecasting for FNAAFV. Secondly, to provide an acquittal report with the funding amount, to see more of a forecast and if we are going to experience an underspend to better see where FNAAFV is sitting financially. Done monthly, with commentary as to why there is a variance		
Kerry and Kari to reach out to KWM, MinterEllison, see if we can host the 21 Jan FNAAFV Board meeting in one of their offices		Completed – Jan 21 at Minter Ellison Brisbane reserved
The Board suggested that they should have calls to action in November visit to Canberra; trying to get a meeting with Rishworth and McCarthy; talk to LNP		
Kari to reach out to Justin Mohammed in Canberra in advance of the visits to MP offices in November.		Completed
Kathleen has contact with community radio in Parliament House. She suggested it would be good to have meeting with him. Kathleen is to send his contact info to Kari.		
Kerry/Kari to send following FNAAFV items to the Board: <ul style="list-style-type: none"> • Board of Director's Handbook • Code of Conduct Policy • Confidentiality Policy • Conflict of Interest Policy • Delegations Policy • Risk Management Plan and Risk Assessment Spreadsheet • Updated Implementation Plan (power point version and add graphs from excel spreadsheet) 		Completed
Kari to send out dates to Board members for 21 Jan, 13 May, and 22 July		Completed
Send to Board: Color-coded policy schedule to show what is Board and what is operational		Completed
Kari to recheck all Director's ID numbers		Completed; need Phee's





FIRST NATIONS
ADVOCATES AGAINST
FAMILY VIOLENCE



Kari to confirm with Lianne that Kathleen's portal access is updated to Board Director status		Completed; Kathleen has access
Kari to book in 1-on-1 sessions with all Boad Directors to go over: <ul style="list-style-type: none">• Board Portal• Induction checklist		Kathleen – completed Corina – scheduled Wynetta – completed Phee – reached out
Kerry to reach out to Floyd again regarding being an independent financial director of the board		

