# ALGWA WA Branch

Meeting 26 August 2019

Held via ZOOM video conference.

Present: Karen, Chontelle, Chamonix

Apologies: Amanda, Catherine, Sam, Cate, Terresa, Alys, Jen

Meeting opened at 7.30pm

Due to lack of quorum present, meeting became discussion points only, to be further discussed at the next meeting.

1. **COMMITTEE ROLES**

Discussed tasking non office bearing committee members with an official role to assist WAWAs to achieve their goals. Some of the roles required were identified as:

* 1. Membership officer

Recruits new members to the WAWA branch, maintains the membership database, ensures adequate representation and coverage in all regional areas, implements strategies to boost membership.

* 1. Sponsorship Coordinator

Implements sponsorship strategies to maximise revenue, forms partnerships and actively seeks new sponsorship opportunities. This could also include grants.

* 1. Event Coordinator

Plans, budgets, coordinates and implements a range of networking and professional development events for the Association both in Metro and Country areas.

* 1. Media Officer

Monitors media coverage for topics relating to Women and Local Government, prepares press releases, drafts WAWA position statements, checks on WALGA policy.

Chamonix has kindly offered to conduct video interviews with current sitting Women in Local Government and make these available for use on the WAWA website and social media pages.

1. **AGM**
	1. Costs

Breakfast cost still being finalised by WALGA, 61 attendees in total.

* 1. Membership

List of attendees received from Ulla, needs email addresses to be added to our database

Welcome letter to be drafted, Karen to provide Presidents update

1. **SOCIAL MEDIA FORUM**
	1. Bookings

Only 6 bookings on trybookings so far – 5 members and 1 non member

Need to schedule an email campaign

Need to promote event on social media

* 1. Event Coordination

Karen to check in with Kott Gunning about the event details

WAWA face to face meeting to be held prior to the event

1. **FINANCES**
	1. Treasury Documents

Karen to check with Candy that all treasury items were received and pass these on to Catherine

* 1. Term deposit

Chon to investigate old minutes about the term deposit, reasons behind why the money was invested, if there are conditions on usage

* 1. Expenses

Question on whether travel expenses for members will be reimbursed if completing a task or project for WAWAs

1. **WEBSITE**
	1. Redevelopment

Chon meeting with the website hosts this week to discuss upgrade or rebuild options for the current website. Will provide update once received.

1. **CONSTITUTION**
	1. Update

Karen to check in with Anne from Kott Gunning to find out progress of the constitutional updates.

1. **ALGWA NATIONAL**
	1. National Meeting

Next meeting to be held Thurs 5th Sept, Karen to attend on behalf of WAWAs

* 1. National Mentor Program

Karen to follow up with Marianne for more details on this program

1. **NETWORKING EVENT**
	1. Parliament House

Can hold a high tea in November, lots of interest from State Members

1. **CONDUCT**
	1. Code of Conduct

Chon to check if there is an existing Code of Conduct for ALGWA and send to members.

1. **MEETINGS**
	1. Schedule

4th Monday of the Month

Chon to send a calendar invite to all WAWA committee members