



Goldfields Women's Health Care Centre Board Meeting

Tuesday, 15 August 2023 at 5.30pm

GWHCC Conference Room | 15 Dugan Street KALGOORLIE WA 6430

		Actions
1. Open	Lucy Dorotich LD Meeting opened at 5.40pm with an acknowledgement to country.	
2. Attendance	Lucy Dorotich LD Alex Naylor AN (via MS Teams) Danielle Nordeck DN Tara McRobbie-Rout TMR Maureen Duddy MD Denise Roberts DR Elise Wheadon EW Gloria Moyle (Chief Executive Officer) GM	
3. Apologies	Yvette Hanks YH Blessings Masuku BM Lillian Walters LW Robyn Steenbach RS	

Endorsed by President Lucy Dorotich

<p>4. Register of conflicts of interest</p>	<p>Ongoing conflicts noted as below:</p> <ul style="list-style-type: none"> • Lucy Dorotich is an employee of Northern Star Resources Ltd (GWHCC has a funding contract). • CEO is as member of the KBCCI. • CEO represents the GWHCC on Something Pink Committee. • Blessing Masuku is employed by City of Kalgoorlie-Boulder who funds GWHCC for International Women's Day. 	<p>Ongoing conflict of interest form signed and noted</p>
<p>5. Acceptance of minutes from previous meeting</p>	<p>The minutes of the meeting dated 16 May 2023 had been previously circulated and were taken as a true and accurate record of that meeting.</p>	<p>Moved: DR Seconded: DN Approved by consensus</p>
<p>6. Matters arising from the previous meeting</p>	<p>Strategic plan update</p> <ul style="list-style-type: none"> • Strat plan updated and previously circulated to Board members in July 2023. LD moved the following motion: "That the Board approve the 2023 – 2025 GWHCC Strategic Plan subject to the provision of a risk priority section included in organisational risk. The GWHCC to undertake a strategic risk review involving both Board and operational team members to formulate a risk profile for the organisation by July 2024." 	<p>Moved: LD Approved by consensus Action: GM to update strategic plan to include risk priority section. GM to update website with revised GWHCC strategic plan.</p>

	GWHCC Constitution	Action: DN
<p>7. Operational Report</p> <p>CEO Gloria Moyle (GM)</p>	<ul style="list-style-type: none"> • Board to review the GWHCC constitution, led by DN. Revised constitution to be presented at AGM in November 2023 for ratification and approval by members. Draft constitution to be completed by October to allow for 28 days' notice for AGM. • GM advised Operational Report had not been submitted to the Board due to staff illness. The following verbal update was provided: <ul style="list-style-type: none"> • GWHCC has been nominated for the <i>Western Australian Community Excellence Award</i> by a member of the community. Nomination has been submitted and will be reviewed on 14 September 2023. • GWHCC has submitted a nomination for the KBCCI 2023 Goldfields Business Awards. Interview held yesterday. Awards will take place on 9 September 2023. • Wellbeing days approved by Board previously. GM to provide a report each quarter. • Several staff movements noted and recruitment to commence. • Operations staff annual performance appraisals to take place. • Three year federal grant with Carers WA will commence at the end of the year. • GWHCC will not continue discussions with Hepatitis WA for partnership opportunities. • Medical establishing local health service for FIFO GPs. Further negotiation to take place. Meeting noted costs will be approximately \$9,000 per GP per day. GM to provide paper including recommendation for next Board meeting. • GM continues to advocate strongly for women's health and safety in the region. 	Action: GM

	<ul style="list-style-type: none"> • LD advised annual performance appraisal for the CEO had taken place. LD and DR to insert comments and provide copy to GM for her review. GM advised she has consented to sharing appraisal with the Board at the September board meeting. 	Action: LD / GM
	<p>Purchase of new premises</p> <ul style="list-style-type: none"> • Long term goal is to source additional location. Location of interest in Boulder. EOI has been submitted to City of Kalgoorlie-Boulder. Awaiting response / outcome. 	
	<p>Purchase accommodation for FIFO staff (GP)</p> <ul style="list-style-type: none"> • Purchase of accommodation for FIFO staff (GP). • GM advised properties still be completed. 	<p>Action</p> <p>CEO to source suitable properties to present to Board for approval.</p>
8.	<p>Correspondence</p> <ul style="list-style-type: none"> • Full list of correspondence shared in GWHCC Board member Onedrive folder. 	

<p>9. Finance Report</p>	<p>Financials as at 30 June 2023</p> <ul style="list-style-type: none"> The financials as at 30 June 2023 had been previously circulated and were taken as read and approved. 	<p>Moved: EW Seconded: DR Approved by consensus</p>
<p>9. Finance Report</p>	<p>FY24 Budget V6</p> <ul style="list-style-type: none"> The FY24 Budget V6 was tabled at the meeting and discussed. The budget includes a 4.11% indexation applied for all government grants and a 4.11% increase for staff wages. Additional funds have been budgeted for the property purchase. An additional provision of \$40,000 has been budgeted to assist with securing a second premises (temporary). LD moved the following motion: <i>"That the Board endorse and approve the FY24 Budget V6."</i> <p>Tara McRobbie-Rout left the meeting at 6.34pm.</p>	<p>Moved: LD Seconded: EW Approved by consensus</p>
	<p>Financials as at 31 July 2023</p> <ul style="list-style-type: none"> The financials as at 31 July 2023 to be approved via email once available. 	<p>Action: GM</p>
<p>10. General Business</p>	<p>Board Emails</p> <ul style="list-style-type: none"> All Board members to activate their GWHCC email addresses by the next meeting. Board members to include personal signatures on GWHCC email addresses. 	<p>Action: ALL</p>

	<p>GWHCC Onedrive</p> <ul style="list-style-type: none"> • GM to discuss security permissions for GWHCC Onedrive. Board members currently unable to add / edit documents (read only access). 	<p>Action: GM</p>
	<p>Financials (Business Precision)</p> <ul style="list-style-type: none"> • Discussion took place regarding meeting rhythm for GWHCC Board meetings. Meeting noted Business Precision's difficulty in providing financial reports in time for the meeting (week 3 of the month). The Board agreed the meeting should remain at week 3 for the remainder of this year, with a review at the AGM. LD to communicate with Business Precision. 	<p>Action: LD</p>
	<p>Goldfields Pride Festival</p> <ul style="list-style-type: none"> • Submission received for sponsorship from Goldfields Pride Festival. 	
	<p>Women's Health Week</p> <ul style="list-style-type: none"> • Women's Health Week will be held from 2 – 8 September 2023. Events and week will be promoted to public and service providers. 	
	<p>Fundraising Events</p> <ul style="list-style-type: none"> • GM noted frustration that fundraising events previously discussed have been postponed given operations staff had spent significant time working on events. GM also noted frustration regarding lack of communication from board on the postponement of these events. • DN suggested item titled <i>Items to be Communicated to Staff</i> be included as a standing agenda item for Board meetings to assist with communication between Board and operational team members. 	



11. Date of Next Meeting	The next meeting will be held on Tuesday, 19 September 2023 commencing at 5.30pm at GWHCC, 15 Dugan Street, Kalgoorlie.	
12. Close	There being no further business the meeting was declared closed at 6.55pm by LD.	

Endorsed by President Lucy Dorotich *LD*

