

Goldfields Women's Health Care Board Meeting
Tuesday 16 May 2023
5.30pm
GWHCC Conference Room


		Actions
1) Open: President	<p>Lucy Dorotich LD Meeting open 5.34pm Acknowledgement to Country.</p>	
2) Attendance:	<p>Lucy Dorotich LD, Lillian Walters LW, Alex Naylor AN, Dannielle Nordeck DN, Tara McRobbie-Rout, TMR, Robyn Steenbach RS, Maureen Duddy MD Denise Roberts DR, Elise Wheadon EW MD, Gloria Moyle GM,</p>	
3) Apologies	<p>Yvette Hanks YH Blessings Masuku BM</p>	
4) Register of Conflict of Interest	<p>Ongoing:</p>	<p>Conflict of Interest Form signed and noted</p>

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	<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 now works for City of Kalgoorlie-Boulder who funds GWHCC for International Women's Day. 	
<p>5) Acceptance of minutes from previous meeting:</p>	<ul style="list-style-type: none"> • GM proposed acceptance of minutes via email prior to meeting 	<p>Moved: Approved via email Approved by Consensus</p>
<p>Matters Arising from the previous meeting</p>	<p>Strategic Planning Update:</p> <ul style="list-style-type: none"> • GM & LD to review and send to board for approval. <p>Board Actions update from LD</p> <ul style="list-style-type: none"> • Proposal for Board to begin work on Fundraising Strategy early 2023. • LD & DR reviewing GWHCC Constitution 24/10/22. • People Strategy – People & Culture Office: Wellbeing Days: 	<p>ACTIONS: CEO to send to President for amendments to be endorsed by Board.</p>

	<p style="text-align: center;">1 day per quarter in addition to Annual & Personal Leave, non cumulative. Acts as a circuit breaker to stressors at work, or external to work, that may impact wellbeing. Wellbeing days will need to be requested with sufficient notice so as to not disrupt the remainder of the team.</p>	<p><u>ACTIONS:</u></p> <p>Board approved 12 month trial of four Wellbeing Days per financial year per employee (one per quarter), from the 1 July 2023 to 30 June 2024.</p> <p>Operational team to provide the Board with a brief overview of how the wellbeing days will be managed internally at the July 2024 Board Meeting.</p>
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		<p>Review of the Wellbeing Days and key outcomes to be presented to the Board by the 30 June 2024.</p> <p>Approved by Consensus</p>
<p>6) Operational Report:</p> <p>7) CEO Gloria Moyle (GM)</p>	<p> GWHCC Agenda Board Meeting 16th</p> <ul style="list-style-type: none"> • Purchase of New premises- long term goal CEO to source additional location in Boulder. • Purchase of Staff accommodation GP etc Value and Options to be present to the Board. • CEO would like to engage Danielle Lewis for a 3-month period instead of an alternative client service officer. 	<p><u>ACTION:</u></p> <p>After confirmation that the Budget will allow for these recommendations with Joselyn O'Dwyer of Business Precision</p> <p>The Board unanimously voted to approve all recommendations.</p> <p>CEO is to source suitable properties to report to Board for approval.</p>

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	<ul style="list-style-type: none"> Board has approved the following increase in financial delegation: <ul style="list-style-type: none"> All purchase orders must be authorised within the following guidelines: <table border="1" data-bbox="837 784 1268 1668"> <thead> <tr> <th>Items Purchased</th> <th>Persons Authorised</th> <th>Second Authorisation</th> <th>Limit</th> </tr> </thead> <tbody> <tr> <td>Spare parts, components</td> <td>Chief Executive Officer</td> <td>Operations Coordinator</td> <td>\$5000.00</td> </tr> <tr> <td>Equipment</td> <td>Chief Executive Officer</td> <td>Operations Coordinator</td> <td>\$5000.00</td> </tr> <tr> <td>Assets</td> <td>Chief Executive Officer</td> <td>Operations Coordinator</td> <td>\$5000.00</td> </tr> <tr> <td>Stationary</td> <td>Chief Executive Officer</td> <td>Operations Coordinator</td> <td>\$2000.00</td> </tr> <tr> <td>Consumables</td> <td>Chief Executive Officer</td> <td>Operations Coordinator</td> <td>\$500.00</td> </tr> </tbody> </table> GWHCC to sponsor Womens Leadership Forum \$1400.00 KBCCI co-hosting opportunity in September- Womens Health Week 	Items Purchased	Persons Authorised	Second Authorisation	Limit	Spare parts, components	Chief Executive Officer	Operations Coordinator	\$5000.00	Equipment	Chief Executive Officer	Operations Coordinator	\$5000.00	Assets	Chief Executive Officer	Operations Coordinator	\$5000.00	Stationary	Chief Executive Officer	Operations Coordinator	\$2000.00	Consumables	Chief Executive Officer	Operations Coordinator	\$500.00	<p>Board unanimously approved the Sponsorship for KBCCI. CEO has postponed the co-hosting request for another time in 2024</p>
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<p>8) Correspondence</p>	<p>Full list in stored on Share Point Database</p> <p> Correspondence In & Out May 2023.xls</p>																									
<p>Treasurers Report –</p>	<p>GWHCC Treasurer's Report for Period Ended 30 April</p>																									

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<p>Robyn Steenbach (RB)</p>	 <p>GWHCC - Board Reports April 2023 -</p> <p>Joselyn O'Dwyer from Business Precision presented the financials and discussed recommendations to the Board for 2023-2024</p> <ul style="list-style-type: none"> • Recommendation is to engage National Australia Bank to open up relevant bank accounts for the GWHCA Inc that will make the Finance system of payments and payroll easier and to navigate. • The TWO to authorise system as per GWHCC Finance policy is to be maintained. • CEO has authority to engage NAB with Joselyn O'Dwyer and will have Client Services, Operations Manager President and Treasurer and CEO as approved delegations. • A debit Credit card is to be requested for the CEO & Operations Coordinator, 	<p><u>ACTION:</u></p> <p>CEO to liaise with National Australia Bank to open up appropriate Bank Accounts as per direction from Board</p>
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General Business

- **Staff & Board Catch-up – New date required**
130 Women Project Team Sundowner 5pm Hannans Club

ACTION:
CEO to book Hannans Club
30 June

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Next Meeting	Tuesday 20 June 2023 at 5.30pm.	
9) Meeting Closed	LD Meeting Closed 7.37 PM	

CO
was overstay.
 Endorsed Lucy Parroti CH
[Signature]
 30/06/2023.