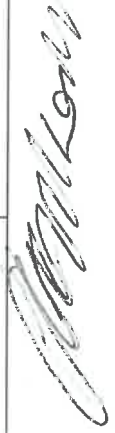


Goldfields Women's Health Care Centre
21 May 2020 Meeting Minutes
Held at GWHCC

Item	Relevant Documents (to be attached)	Actions
1) Open: President	Ali Kent opened meeting at 6.15pm Acknowledgement to Gloria and staff for holding the "ship" in place during Lock down	
2) Attendance:	Ali Kent (AK) Gloria Moyle (CEO) Maureen Duddy (MID) Samantha Duddy (SD) Jo Normington (JN) Elise Wheadon (EW) Denise Roberts (DR) Jill Menhennett (JM) Jennifer Thomas (JT) Ainslee McAlinden (AM)	
3) Apologies:	Lillian Walters (LW)	
4) Register of Conflict of Interest	Nil	

Endorsed:



5) Acceptance of minutes from previous meeting:		Moved: Denise Roberts Seconded: Ainslee McAlinden
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Endorsed:



<p>6) Matters Arising from previous meetings</p>	<ul style="list-style-type: none"> • Fundraising • Strategic Plan • International Womens Day wrap up 	<p>ACTION: Deferred until 16 June 2020</p> <p>ACTION: CEO to add in Operational KPIs Board to endorse on 16 June 2020.</p> <p>ACTION: Deferred until 16 June 2020</p>
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Endorsed:

<p>ACTION: CEO to update Board on outcomes of COVID19 applications</p>	<p>CEO Covid 19 – Staff back at work – Been very busy - cleaning in place</p> <ul style="list-style-type: none"> • Yoga starts back on Thursday – 6 person limit as per current WA Government restrictions. • CEO has completed COVID 19 Plan and staff have • City Kalgoorlie Boulder “COVID19” fund application to be lodged. • KBCCI/KCGM small business grant – not eligible as per are a NFP and have payroll tax benefits, • Synergy grant \$2500 – not sure if eligible due to incorrect status of account. • Outsourcing of HR & Digital Marketing due to lack of senior staff to Simone Pickering . • Gloria to ask Sue Davey at Lucrative Security about cameras etc 	<p>7) Operational Report</p>

Endorsed:



	<p>GP Clinic:</p> <p>Mental Health Portal Partnership: Centrecare Goldfields (CC)</p> <p>FDV Dept of Communities Hub in Kalgoorlie</p>	<p>ACTION: On Hold until flight return due to COVID19 ETA July 2020.</p> <p>ACTION: New contract signed by CC and GWHCC recruiting has begun. Due to no senior staff at GWHCC CEO has outsourced the recruiting to CC HR with the scope of contract.</p> <p>New contract s the approx. \$33,000.00 budget includes an after hours service run at GWHCC Tues-Thursday 5-8pm Saturdays 12-4pm.</p> <p>All Networking events to promote the GMHP are on hold due to COVID19 restrictions.</p> <p>ACTION: Due to COVID19 the State government has called form Expressions of Interest (EOI) This opened on 27 May and is due on 30 June 2020.</p> <p>Consultant Kate Mills has been engaged by GWHCC and its partners Goldfields Women's Refuge (GWR) Goldfields Rehabilitation Services including the Sexual Assault Referral Centre (GRSI) and Goldfields Community Legal Centre (GCLC) We believe we have an excellent service model and have over 140 years' service delivery experience within the Goldfields. CEO to update Board at next meeting.</p> <p>ACTION: Extension letters have been received from Dept of Health until 30 June 2021 for both</p>
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Endorsed:

	<p>The Dept. of Health Women and Newborn – Operational Funding</p> <p>Goldfields Wellness Clinic</p> <p>New Strategic Plan</p> <p>MAJOR ITEMS OF CORRESPONDENCE</p> <p>Inward – Letter From Veronica Chong – Breach of confidentiality whilst working at home during COVID19 insolation period</p> <p>President AK informed the Board of the meetings that had taken place as a result of Contractor Veronica Chong' letter claim of a potential breach of confidentiality by staff. Due to the lack of information provided despite many requests. The CEO and President conducted an investigation and all staff provided Statutory Declarations confirming that at no time during COVID19 insolation when any staff where working from home, no breaches of the GWHCC Privacy & Confidentiality Policy occurred.</p> <p>The Board has agreed by consensus there is no evidence to substantiate the claim and have responded in writing.</p>	<p>Unplanned Pregnancy and Womens Health Funding.</p> <p>ACTION: On hold until 2021</p> <p>ACTION: CEO to make final updates to KPI's Board to endorse 16 June 2020.</p>
		<p>As per Laser fisch</p> <p>Action: CEO: drafted letter for President to sign.</p>

Endorsed:



	<p>Outward- KBCCI COVID19 Small Business Grant</p>	
<p>Moved: Jillian Menhenett Seconded: Denise Roberts</p>	<p>Treasurers Report – Sam Duddy</p> <p>GWHCC Treasurer's Report for Period Ended 30 April 2020</p> <p><u>Profit and Loss Statement</u></p> <p>The centre has reported a year to date net surplus of \$93,361.</p> <p>Our total income for the period is \$400,753. Integrated Care Management income is \$12,500 (32%) over budget and membership fees are 14% over budget.</p> <p>During the month of April we have received \$1,914 Rural in Reach Funding – not sure what this is?</p> <p>Our year-to-date total expenses were \$308,738.</p> <p>Administration expenses are 41% over budget. Bookkeeping expenses of \$9,165 are 100% over budget but this is because they have taken over the processing after Maria left. Also, there is no budget figure next to insurance? Not sure how that happened.</p> <p>Employment expense are 15% over budget. Premises expenses are 48% under budget and motor vehicle expenses are 14% under budget.</p> <p><u>Balance Sheet</u></p>	



Endorsed:

As of 30 April we have cash assets of \$199,459 which includes \$20,000 on term deposit which has been set aside specifically to meet any long service leave liability. Carmen's long service leave is being paid out in May.

Our Total Assets are \$816,914 and our Net Assets (i.e. assets less liabilities) are \$697,332.

Our Total Liabilities are \$119,581 which includes asset replacement provision of \$66,000 and payroll liabilities of \$39,220.

Our total current liabilities are \$53,581 and our quick ratio is 4.09:1, which is very healthy.


Impact of COVID-19 on Finances

We have received the initial cashflow boost of \$10,000 from the Federal Government as part of the March BAS.

We have not been eligible for the Jobkeeper program thus far as we have not met the threshold of a 30% reduction in our turnover (compared to the same period last year). We may meet the threshold in May; however, you must be registered by 31 May in order to claim the fortnights paid in May. By the time we can make an assessment, we may not be able to register in time for this. Effectively this would mean that the June payroll will be the first time we can claim support (and you don't receive it until after payment has been made).

Endorsed:



<p>8)</p>	<p>If the centre is on a business tariff for electricity (which I expect we should be) then we should be eligible for \$2,500 tariff offset on our next electricity bill.</p> <p style="text-align: center;">  Samantha Duddy FIPA FFA, </p>	
	<p>General Business</p>	<p>ACTION:</p>

Endorsed:



10)	Next Meeting: Tuesday 16 June 2020 at 6pm	
11)	Meeting Closed: 8pm	

Endorsed:

