



	ITEM	ACTION BY/WHEN
1	ATTENDANCE Members: Jessica Worrall - Chairperson Lisa Beaumont - Minute Secretary Kathy Barrett-Lennard, Kellie Beacham, Nicole Boak, Jodie Crane, Jenni Griffiths, Sue Hathaway, Rozana Kemp, Nerida Kickett, Tania Lindau, Billie McCarthy, Meriel McGill, Fatima Rebola-Gibson, Kay Synnott, Fran Stanley, Monique Wheatly, Donna-Lee Wynne. Guests: Bet Beacham David Harley from National Australia Bank	
2	WELCOME BY PRESIDENT The president welcomed all members and especially Bet Beacham and David Harley.	
3	APOLOGIES Kate Bone, Helen Collis, Annette Davis, Kay Gerard, Robbie Howson, Pat Kregor, Bev Moxham Valeri Pain, Tonia Swetman, Denise White.	
4	CONFIRMATION OF MINUTES The previous BPW Club Minutes of Meeting dated 21 August 2000, were noted to be missing an apology from Meriel McGill. With that amendment the minutes were accepted. Moved: Jenni Griffiths, Seconded: Fatima Rebola-Gibson	
5	MATTERS ARISING FROM MINUTES	
5.1	Informal Function Kay Gerard has made up a list of suggestions for an informal club function in October. The list has been included in the latest club newsletter, all members are encouraged to give feedback	
5.2	Member Tax Deductions Lisa Beaumont contacted NorthWest Accounting Services for guidelines concerning member tax deductions when attending state & interstate club meetings/conferences. The ruling is a gray area and an individual's eligibility and criteria will be different in each case. An important factor is whether or not a member generates an income or develops skills to enhance their opportunity to generate an income from the event attended. All club members need to discuss their own situation with their tax agent. Item Complete	
6	REPORTS	
6.1	President's Report Nil to report.	



ITEM	ACTION BY/WHEN
<p>6.2 Secretary's Report The Correspondence Log was tabled for the period 4 – 13 September 2000.</p>	
<p>6.3 Treasurer's Report Lisa Beaumont reported that at 01 July 200 there was \$2613.95 in the bank account and that monies owed to the Federal and WA Division have been remitted to them.</p>	
<p>6.4 Vice President's Reports Nil to report.</p>	
<p>7 GENERAL BUSINESS</p>	
<p>7.1 Rotary Youth Leadership Camp – 30 September to 6 October, Dampier Rotary Karratha invited BWP Pilbara to nominate and sponsor someone to attend this camp. Due to the short notice a suitable candidate from within the club was not able to be put forward. Karratha College as BPW Pilbara sponsor was approached to determine if a joint sponsor was feasible. Although it was considered so in the future it was not possible at present.</p>	
<p>7.1.1 Motion <i>BPW Pilbara consider nominating and sponsoring someone from within the club for 2001 camp giving plenty of notice to all concerned.</i> Moved: Jessica Worrall, Seconded: Meriel McGill Motion carried.</p>	
<p>7.1.2 Action <i>Letter of thanks to be forwarded to Rotary Club of Karratha advising of inability to participate this year and willingness to be involved next year.</i></p>	Valeri Pain
<p>7.2 State Division AGM - 23/24 September, Perth No member available to attend the AGM 23/24 September this year.</p>	
<p>7.2.1 Motion <i>It was proposed that the club supports nominating someone from the existing committee to attend 2001 WA Div AGM.</i> Moved: Jessica Worrall, Seconded: Jenni Griffiths Motion carried</p>	
<p>7.2.2 Action <i>Club to flag date early 2001 to ensure adequate notice and suitable nomination.</i></p>	Committee
<p>7.3 BPW National Conference – 20/23 October, Adelaide Jessica Worrall advised that the costs of attending this conference would be approximately \$1200 in registration (\$245), airfares (\$660) and accommodation (~\$400+). There is some assistance (possibly up to \$400) provided by BPW Australia.</p>	
<p>7.3.1 Motion <i>It was proposed that this year the BPW Pilbara supports a nominated member to attend the national conference. This support to include the payment of reasonable costs associated with the conference registration fees; return airfare, accommodation and a daily meal allowance.</i></p>	



ITEM

**ACTION
BY/WHEN**

It was further proposed that for this conference only the max amount for meal allowance the club will subsidise will be \$55.00 per day and that receipts for the cost of transport (i.e. taxi, bus, train) will be ratified after the event

Moved: Fatima Rebola-Gibson, Seconded: Lisa Beaumont
Motion carried.

7.3.2 Motion

It was put forward that the president, Jessica Worrall be nominated to attend the conference as BPW Pilbara's delegate.

Moved: Nerida Kickett
Motion carried unanimously.

7.4 Fund Raising / Sponsorship

Discussion occurred as to how the club was to ensure that funding could be obtained to meet clubs needs which should be identified in an annual budget. It was considered that the fundraising/sponsorship sub committee should be established.

7.5 Short Notice of inability to attend by club member

7.5.1 Request

Sarah Lehane requested that due to personal reasons, she be allowed leniency in her apologies for attendance at club meetings and that she not be penalized if she can not attend at last minute
Request approved.

7.6 Sub-Committees

Jessica Worrall pointed out that the sub-committees working on mentoring, mission and vision and now fundraising are low on numbers. Club needs to start working on these areas.

7.6.1 Action

All members to consider what sub committees they may assist with.

All

Post Meeting Note:

The following members advised they would participate in the following sub committees:

Funding/Sponsorship:

Annette Davis (Co-ordinator), Kellie Beacham, Lisa Beaumont, Jessica Worrall, Donna-Lee Wynne

Mission & Vision of BPW Pilbara

Sue Hathaway (Co-ordinator), Fran Stanley, Jessica Worrall

Mentoring

Nerida Kickett (Co-ordinator), Kathy Barrett-Lennard (after Christmas), Monique Wheatley, Jessica Worrall

7.7 Nominations for Facilitators – Weekend with Joan Kirner

Still looking for club members interested in helping out.

7.7.1 Action

Advise Jessica if available to act as facilitator.

All

Post Meeting Note:

The following members advised they would participate as workshop facilitators:
Kay Synnott, Nerida Kickett, Jessica Worrall



ITEM	ACTION BY/WHEN
8.0 MEETING ADMINISTRATION	
The action secretary confirmed that the actions were correct as noted above.	
9.0 NEXT MEETINGS AND OTHER DATES	
16 October	Club Meeting cancelled due to Soroptimist weekend
20 November	Club Meeting Archipelagos Restaurant
14-15 October	Women in Decision Making - A Weekend with Joan Kirner Call Judi Pettitt on 9185 5869 for more information.
23-24 September	Workshop "The Five Ages of Women" & BPW WA Division Annual General Meeting – Landsdale Farm School, Perth
20-23 October	BPW National Conference – Adelaide
10 CLOSE OF MEETING	
Meeting closed at 7.45pm	
11 MEAL	
Post Meeting Note:	
The extra funds collected (deduction of dessert) were agreed by those present to donate to BPW Pilbara. In the end, these covered the cost of venue hire with a little left over.	
12 PROFESSIONAL DEVELOPMENT SESSION	
12.1 "Launch of the BPW Pilbara Website" Lisa Beaumont	
Lisa, representing the Website Sub Committee of BPW Pilbara presented our new and dynamic website. Lisa outline the aims of the Web as determined by the Sub Committee. She showed us how to navigate through the site. The Sub Committee is asking for user feedback on the usability of the site as well as whether the sub committee has met the stated aims.	
The group agreed that the site looks fantastic and expressed our thanks to Lisa and the Sub Committee.	
12.2 "The Internet & Your Money" David Harley National Australia Bank	
David as the branch manager of one of the local banks showed us how to use the Internet to look after money matters. These included using the it for personal banking, business banking and share trading. A representative from the Commonwealth Bank unfortunately was unwell and could not provide us with his presentation. Out thanks to both of these gentlemen.	
13 END OF EVENING	
ATTACHMENTS	
Correspondence Log; Treasurer's Report; Web Sub Committee Feedback Form.	

BPW Pilbara Correspondence Log 20/08/00 – 12/09/00

IN				
No.	DATE	Who To/From	Description	Action taken
in4-2000	04/09/2000	BPW Aust	Welcome to Jessica from Ella Keenan with last 3 chats	table @ meet
in5-2000	04/09/2000	Challenge Bank	Cheque book -	give to LB
in6-2000	04/09/2000	BPW WA div	Letter re changing acct name + receipt for fees paid \$576	give to LB
in7-2000	04/09/2000	SIKD	Questionnaire and envelope to return same	me to reply
in8-2000	04/09/2000	Kta Florist	Services rendered, payment \$197.30	give to LB
in9-2000	04/09/2000	BPW Darling Range	Newsletter Aug 2000	table @ meet
in10-2000	04/09/2000	BPW Narrogin	apology at not being able to attend charter night	?reply
in11-2000	04/09/2000	BPW WA div	Newsletter x 44	table @ meet
in12-2000	12/09/2000	WA Div	Accomm costs for BPW Australia conference	table @ meet
in13-2000	12/09/2000	BPW Resource kit	on floppy disk from Marg Monteith, QLD	email to JW,email thanks to Marg
in14-2000	12/09/2000	BPW Harvey	Newsletter August 2000	table @ meet
in15-2000	12/09/2000	Challenge bank	Statement #7	to LB
in16-2000	12/09/2000	Business News	2 copies,	table @ meet
in17-2000	12/09/2000	A.T.O.	Important information from the tax office	to LB
in18-2000	04/09/2000	SIKD	Women in Decision Making w/e format	table @ meet
OUT				
out1-2000	20/08/2000	Darling Range BPW	thankyou + our newsletter	email
out2-2000	20/08/2000	Harvey BPW club	thankyou + our newsletter	AP mail
out3-2000	20/08/2000	APEX Karratha	no show @ changeover	email
out4-2000	13/09/2000	BPW Aust VPIP	thanks for resource kit	email
out5-2000	13/09/2000	Soroptomists	Questionnaire on our club exec	AP mail



Valeri Pain
BPW Pilbara Secretary Correspondence

BPW PILBARA

FINANCIAL REPORT 1 July – 31 August 2000

Opening Balance		\$ 3,559.88	
Description	Credit	Debit	
New Memberships & BPW Functions (inclusive of \$110 GST)	\$ 2,115.00		
Interest	\$ 10.06		
Postage, Printing & Stationary		\$	48.00
Annual BPW Australia Federation Affiliation Fees (inclusive of GST)		\$	2,041.60
BPW WA Division Membership Fees		\$	576.00
Advertising		\$	223.50
Catering – BPW Function		\$	150.00
Gifts/Flowers – BPW Guests		\$	30.00
Stamp Duty/Bank Fees		\$	1.89
TOTAL	\$ 2,125.06	\$	3,070.99
CLOSING BALANCE			\$ 2,613.95

Lisa Beaumont
BPW Pilbara Treasurer

BPW Pilbara

PO Box 1450

Karratha W.A. 6714

President: Jessica Worrall**Treasurer:** Lisa Beaumont**Correspondence Secretary:** Valeri Pain**Minute Secretary:** Bev Moxham**Web committee:** Valeri Pain & Lisa Beaumont

The web subcommittee has spent approximately 47 hours building a site and we ask you to supply feedback to us, using the Strategies and Goals we developed. There are a few technical issues to still be worked thru.

LAUNCH OF BPW WEB SITE TO MEMBERS: Monday 18th Sep 2000

If you wish to be identified, please put your name here: _____

Indicate if you thought we have, have not achieved the goal. You might decide our goals were not appropriate, feel free to make comprehensive comment.

GOAL	STRATEGY	YES/NO/COMMENT
Provide a forum for distribution of agendas, minutes and newsletters to members.	Make the web fast loading, and have clear and concise pathways to newsletters, minutes and agendas. Keep these current. Provide tuition to any members who have difficulty in using on-line material.	
Provide a convenient communication tool between our members and committee.	Have clear hyper-linked committee names, with an explanation of that committee member's role, to assist members in directing queries and information to the correct member. Provide online forms to submit speaker possibility, agenda items, apologies if unable to attend next meeting.	
Provide information for potential BPW Pilbara members.	Clear description of BPW Pilbara meeting times, mission statement, online application forms.	
Share BPW Pilbara activity easily with other BPW clubs.	Approach other online BPW clubs to link our site to theirs. Approach other women's group pages and other Pilbara pages to link to our site. Reciprocate.	This will happen after the membership accepts the web page.
Showcase the speakers who stimulate our club.	With speaker permission, showcase their information, business, and contact details. Add thumbnail photo linked to larger photo	
Promote the Business and Professional women of the Pilbara	Rotate a member profile at regular intervals. Provide a link, if one exists, to their web site.	
Promote the Pilbara region.	Include links to prominent Pilbara pages, make positive statements throughout our web about the Pilbara region.	