



Goldfields Women's Health Care Centre Board Meeting

Tuesday, 20 February 2024 at 5.30pm

GWHCC Conference Room | 15 Dugan Street KALGOORLIE WA 6430

		Actions
1. Open	The meeting was declared open at 5.36pm by KM .	
2. Attendance	Kylie McLerie KM (via MS Teams) Alex Naylor AN Danielle Nordeck DN (via MS Teams) Tara McRobbie-Rout TMR Elise Wheadon EW (via MS Teams) Lillian Walters LW Blessings Masuku BM Amanda Barker AB Gloria Moyle (Chief Executive Officer) GM	
3. Apologies	Robyn Steenbach RS Ash Armstrong AA	

A handwritten signature in black ink, appearing to be "dmh", is written above the "Endorsed:" text.

Endorsed:

<p>4. Register of conflicts of interest</p>	<p>Ongoing conflicts noted as below:</p> <ul style="list-style-type: none"> • 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>Update: Blessings no longer works for CKB</p>
<p>5. Acceptance of minutes from previous meeting</p>	<p>The minutes of the meeting dated 24 January 2024 had been previously circulated and were taken as a true and accurate record of that meeting.</p>	<p>Approved by consensus.</p>
<p>6. Matters arising from the previous meeting</p>	<p>Audit</p> <p>KM thanked board members for their participation in the recent audit. GM advised GWHCC has passed the audit, with six recommendations to be actioned. Report pending and will be distributed to the board once available.</p>	<p>Action: GM</p>
	<p>Board Self-Assessment Analysis</p> <p>Report included in Item 10.0.</p>	



Endorsed:

<p>7. Operational Report</p> <p>CEO Gloria Moyle (GM)</p>	<p>GM provided a verbal Operational Report as follows:</p> <ul style="list-style-type: none"> • GWHCC audit complete with six recommendations to be actioned. • GM advised of some changes to the speakers for the IWD breakfast on 8 March 2024. Tickets are selling well. • City of Kalgoorlie-Boulder have provided \$9K of funding for the IWD breakfast. Ali Kent MP and Top Drill Pty Ltd have committed to donations for the breakfast also. • Christine Kupe has been appointed to the role of Carer's Co-ordinator. Christine currently in Perth for training. 	
<p>8. Correspondence</p>	<p>Correspondence received as follows:</p> <ul style="list-style-type: none"> • Department of Health (reporting request). • Round table regarding sector funding to be held on 3 April 2024. GM to attend. 	
<p>9. Finance Report</p>	<p>The Board noted financials have not been received from external accountants, Business Precision, since November 2023 despite repeated requests.</p> <p>The Board acknowledged the significant governance risk at present due to financial information not being available.</p> <p>GM to contact Business Precision to request an urgent meeting with GM, KM and DN to discuss next steps. Request to be made to Business Precision for refund / discount for payments made for services for the months of December 2023, January 2024 and February 2024.</p> <p>Update to be provided to the Board at the March 2024 meeting.</p> <p>Consideration to be given to sourcing an alternative external accountant.</p>	<p>Action: GM</p> <p>Action: KM / GM</p> <p>Action: KM / DN / GM</p>



Endorsed:

<p>10. Board Self-Assessment Analysis</p>	<p>Discussion took place regarding the results of the recent Board Self-Assessment Analysis. The following priorities were agreed to be undertaken as a priority:</p> <ol style="list-style-type: none"> 1. Legal and ethical obligations of Board members, governance and risk mitigation training. 2. Regular review of strategic items and progress towards these via the CEO Operational Report. 3. Clear reporting metrics provided to CEO and Finance Team. <p>Other items highlighted in the board self-assessment analysis included:</p>	
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	<ul style="list-style-type: none"> • Communication to staff. • Setting and monitoring of policies. • Board engagement and preparedness. • Director ID's. • CEO performance management (who is involved). • CEO capacity building (professional development) 	
<p>11. Board Structure</p>	<p>Discussion took place regarding the board structure. The meeting agreed sub-committees to be formed to report to the board as follows:</p> <p>Fundraising Committee Robyn Steenbach Blessings Masuku</p> <p>Governance and Risk Committee Danielle Nordeck Kylie McLerie</p> <p>Marketing and Membership Committee Ash Armstrong Elise Wheadon Alex Naylor</p> <p>Finance and Remuneration Committee Robyn Steenbach Tara McRobbie-Rout (TBC)</p> <p>Reporting rhythm to be determined and board calendar to be updated.</p> <p>Calendar link to be provided in board agenda monthly.</p> <p>Succession planning for CEO to be a focus for the board this year.</p> <p>Board skillset and diversity gaps identified include:</p>	<p>Action: DN</p> <p>Action: KM</p>

	<ul style="list-style-type: none"> • Financial • Legal • ATSI representation 	
<p>12. IWD Format and Board Responsibilities</p>	<p>Discussion took place regarding the upcoming IWD event on Friday, 8 March 2024. The following was noted:</p> <ul style="list-style-type: none"> • Board members to assist with 'meet and greet'. • GM meeting with The Tower Hotel tomorrow regarding the event. • IWD lunch will be held in Kambalda following the breakfast. • Board members to wear their GWHCC badges. KM to source pink lanyards. • Door prizes have been confirmed. • GM to notify board members if assistance is required with set up. 	<p>Action: KM</p> <p>Action: GM</p>



Endorsed:

<p>13. Any other business</p>	<p>Fundraising Event <i>Celebrating You</i></p> <ul style="list-style-type: none"> • <i>Celebrating You</i> cocktail event will be held on 11 May 2024. • Band to be confirmed. • Tables of 8 or 4. No individual tickets will be sold. • Debernales confirmed for catering. 	
	<p>GP Service</p> <p>GP Service to be added to agenda for March 2024 meeting.</p>	<p>Action: KM</p>
<p>11. Date of Next Meeting</p>	<p>The next meeting will be held on Tuesday, 19 March 2024 commencing at 5.30pm at GWHCC, 15 Dugan Street, Kalgoorlie.</p>	
<p>12. Close</p>	<p>There being no further business the meeting was declared closed at 7.05pm by KM.</p>	



Endorsed: