

Empower Women NZ (EWNZ) Focus group AGM Sunday 25th April 2010

Meeting opened at 1.40pm

Present: Clare Docherty, Lorna McGregor, Deborah Camons, Jude Lipanovic, Rosemary Grueber, Jacqui Wright.

Apologies: Bea Phillips, Rachel Hallam, Ree Stansfield (who passed along a message she is 'happy to do anything' – i.e. take on any role).

Check-in: A check-in round was completed.

Clearings: Not a clearing, but Rosemary asked if she could give feedback later in the meeting.

Welcome: We were welcomed by Clare, as President. Reading from "Circle of Stones".

President's report: Clare Docherty, as attached.

Rosemary gave feedback re how much has been achieved. A lot of things started a while ago have come to fruition. Jude agreed.

Clare has missed out of her report that we now have templates, etc in gmail, so we have information stored and don't have to keep re-inventing the wheel. Clare asked for permission to add this to her report. Permission granted.

Secretary's report: Jude Lipanovic, as attached.

Lorna suggested term Administrator, as opposed to Secretary.

Rosemary suggested Executive Administrator.

Jude will look the word secretary up in the thesaurus, to see if any other suitable words.

Clare appreciates to continuity of having had the same secretary since the conception of the FG. She commended Jude for her integrity, accountability & commitment – thank you.

Treasurer's report: Deb Camons, as attached.

Clare asked if the web hosting is paid in arrears or advance. Deb responded in advance. Clare said Rachel had given us a donation to go towards the web hosting fee. Clare would like it tabled that Rachel has offered her facilitation fee and suggests other women may want to offer to donate money on a yearly basis towards the web hosting costs. Deb will do a double entry so the donation shows up.

Jude thanked Deb for such a great job. Clare agreed, as the Treasurer's role is a position of integrity & trust.

Celebration/Events Co-ordinator report: No report, as no one is officially in this role at present.

Lorna raised that the last Celebration was fragmented, and organisation was 'muddy' but would like to focus on the outcome, which was great. Rosemary commented she felt the February celebration was positive. Clare felt that now having the Women's Centre as a venue was good.

Jacqui suggested that as a learning process, it would be a good idea that all communication goes to all members of the FG. Clare responded that full FG things are definitely always cc'd. However, when organising a specific event, okay not to cc everyone. We now have a template on gmail, which can be handed to whoever is organising a celebration. It is a good role to have 2 people doing.

E-circle Co-ordinator report: Lorna McGregor, as attached.

Rosemary commended Lorna on her great newsletter, but felt that saying 'many circles' was an overstatement.

Feedback was given to Lorna about her ideas for E-circles e.g. resources for ideas, using the manual. Clare raised whether the manual plus a guide were needed, and if this should be for the 8 weeks of the manual. Rosemary would like to see the manual used as a guide only, not as the complete structure. There was discussion around the need for flexibility, but robustness about what we offer as a package to women in E-circles.

Website Development Co-ordinator report: Lorna McGregor, as attached.

Does this role need a better name? Multi-media co-ordinator/administrator?

Positive feedback was given to Lorna about the website. Clare raised the possibility of finding out from other women in the WW International community about Facebook, how they look, how they were done, etc.

Communications Co-ordinator report: Rachel Hallam, as attached.

Clare has been miscellaneously & randomly acting in Communications role as well. Rachel has used Clare to 'bump things off'.

Jacqui will miss Rachel from the FG & community. We all agreed. Clare commented Rachel has offered a special energy to the role & honoured her commitment. Deb asked if Rachel will still be a part of the community – Clare says yes. Rachel will need to hand her role over to the next person.

Australian Liaison report: Jacqui Wright, as attached.

Jude suggested this is a role that needs to be discussed more fully at a FG meeting. This was seconded by Clare.

Election of Officers: No nominations were received for any of the roles, so nominations carried out verbally today.

President: Clare Docherty was nominated for the role of President by Rosemary Grueber, seconded by Deborah Camons. Clare has accepted the position.

Secretary: Jude Lipanovic was nominated for the role of Secretary (with review of role name) by Rosemary Grueber, seconded by Jacqui Wright. Jude has accepted the position.

Treasurer: Deborah Camons was nominated for the role of Treasurer by Clare Docherty, seconded by Lorna McGregor. Deb has accepted the position.

E-circle Co-ordinator: Jacqui Wright put herself forward for this role, but has stated she would need acceptance from the FG that she won't be present at FG meetings. Clare asked Jacqui if the FG could discuss that at the next FG meeting.

Jacqui Wright was nominated for the role of E-circle Co-ordinator by Rosemary Grueber, seconded by Clare Docherty. Jacqui Wright accepted the nomination, depending on the outcome of the above discussion.

Website Development Co-ordinator: Lorna McGregor was nominated for the role of Website Development Co-ordinator (with review of role name) by Jude Lipanovic, seconded by Deborah Camons. Lorna has accepted the position.

Communications Co-ordinator: Lorna McGregor was nominated for the role of Communications Co-ordinator by Clare Docherty. Lorna wants to think about it. Clare has requested Lorna get back to her with her answer in 1 week.

Events Co-ordinator: Ree Stansfield was nominated for the role of Events Co-ordinator, seconded by Rosemary Grueber. Jacqui Wright suggested we need to check this out with Ree. Clare suggested Jacqui tells Ree to look at the role description on the website, and ask Rachel Hallam if she is willing to hand over the role.

General Business:

Eldership: Rosemary Grueber gave her thoughts on eldership. "When elders speak, you stop and listen". She hasn't been in contact with Richard Solomon yet.

Availability for 2010: Rosemary not sure about being able to make any commitments to Intensive weekends this year. Deb not available July & October. Jude not available end August/beginning of September. Lorna is going to the UK this year, ? when. Javqui not available in August, if the WW weekends go ahead in Australia.

Focus group meetings: 6-8 weekly. Jacqui feels she can commit to attending a meeting every 8 weeks.

Feelings about the future of the FG & Community: Jacqui suggested there are things we need to reflect on as a group e.g. why are people not staying in the community; how can we grow community; why are the E-circles small;

Rosemary suggested we need to be more of a part of the MKP NZ community.

No date was set for the next FG meeting.

Meeting closed at 3.55pm



President's Report 2010

Phew! - the first word that comes to mind when thinking back over the past year for Empower Women NZ's Focus Group. In a nutshell, it has been a very BUSY time!

Dedication, commitment, flexibility and passion are a few other words that come to mind. We are a volunteer not-for-profit group who, since inception around 7 years ago, has continued to rely on the efforts and focused intentions of a small group of hardworking and dedicated women who make the commitment to find time – sometimes a whole lot of it – to do what needs to be done to grow our community of women. And the passion they bring to this is immense!

This reality is something I believe we should continue to keep at the forefront when reflecting on the accomplishments of the FG for the last period, and also acknowledging the cumulative achievements that have been possible due to previous years of grounding and building work of former FG's and other women.

Throughout the year as I uncovered more things that I thought needed attending to I continued to feel encouraged and nurtured in my role by the FG's unwavering focused intention. And I feel incredibly grateful and blessed to be part of such an amazing bunch of women.

The year involved starting with a clearing, of the administrative documents and database variety, then we officially earned our .org.nz website status in the big wide online world, women both new and well established in the EWNZ community shared in a fabulous and delicious New Year Celebration Circle and recently the FG came together for an inspiring Strategy and Planning meeting.

- Celebration Circle – 10 February 2010 good turnout of 13 women who were a mixture of those who have sat in E-Circle for many years, those on new journeys with E-Circle and those who previously sat in E-Circle. A fabulous night of connection, honouring, food and frivolity.
- FG Strategy and Planning meeting – weekend at Lake Rotoehu where much “business” was achieved and also opportunities to honour and connect with each other, including a round for each women of the gold they bring to the FG and our community, EWNZ future visioning collages and fun & games to get to know each other in whole new ways!

Administration

- Database clean up and update
- Gmail email and documents hub expanded
- Permission granted from publishing company of Circle of Stones to use some quotes in written material
- Standardised templates developed for documents, flyers, correspondence etc incorporating logo
- Role descriptions more fully defined

Relationships

- MKP NZ – Meetings with MKP NZ Co-Centre Director were established and are ongoing. Discussions on how to work more closely together at the FG and Council level, specific areas/projects for our communities to work together on, and building a “whanau” community were addressed and continue to be explored. EWNZ continue to have a welcome presence and speaking slot at MKP Graduations, as well as marketing flyers being put in MKP New Warrior Training packs.
- Waratah Woman Australia community – Australian Liaison role on Focus Group did not function well in the way it was originally intended and though open communication and support channels have been established, there still remains some difficulties with how to best grow the connection and working relationship with the Australian community. This continues to present a healthy challenge that is an important one to meet.
- WWI – Regular communications and sharing of information and resources and initiation of discussion around offering workshop/s to EWNZ community when WWI Leader visits in October 2010
- International communities – Initiated connections with Transitions Europe and Women for Afrika to promote through our website

Learnings:

- Responsibility of President to have “co-ordination” role important for ensuring someone has oversight of everything that’s going on and ensures it is achieved within the timeframes agreed
- Good lead-in times to allow planning for events eg E-Circle Intensive and Celebration Circle
- Important to maintain up to date database contacts and documents
- Ensuring there is support guide available for E-Circles beginning after E-Circle Intensives, approx. 4-8 meetings depending on need

Ongoing Developments for 2010/2011 year:

- Investigating the feasibility of holding WW trainings in NZ and meanwhile continue to explore how best to support women attending WW trainings in Australia when available
- Possibility of workshop/s offered to community in October 2010 run by Rhonda G from WWI
- Looking into the benefit and role of creating Elders for the community – discussions already in process
- Continue to investigate feasibility and best process of becoming a Charitable Trust
- Continue to encourage more women to be actively involved in FG activities and EWNZ community events
- Explore re-offering 8 week E-Circle

So like the mighty Pohutukawa Tree, this coming year may we continue to blossom and reach out our branches while holding a strong, grounded rootedness from the sense of belonging we have grown for place of being and for the other places our seeds blow to. Let us continue to encourage, challenge, nurture and empower ourselves and other women to reclaim themselves and celebrate who we really are.

As President of this wonderful community of women I feel honoured. I feel nourished. I feel clear.

Secretary's report for the EWNZ Focus Group AGM Sunday 25th April 2010

"Chance favours those in motion" – James H Austin

The role of Secretary has been a challenge, as our meetings certainly gain a motion and momentum, and as I don't know shorthand it can be a challenge to keep up.

So it is always appreciated when fellow FG members do read their meeting minutes, and pull me up when I have recorded something incorrectly, or not recorded it at all.

I see the Secretary role as a role that is growing and evolving. It isn't a 'true' secretary role, in that I'm not the attractive female appendage that silently sits and just takes the notes. So in that light, I wonder if the role could be given a different name – I haven't thought of one myself yet, but I would like to put it out there as something to think about.

I think the big improvement this year has been the 'To Do' list at the end of the Minutes. I feel this is useful to other roles as a reminder of their tasks.

I am happy to be nominated again to continue in the role of Secretary, but also willing to give up the role if someone else wants to have a go.

I see it as a good role for someone who wants to be involved, but may be fairly new to the community and wants to (maybe) do something a little less 'hands on' till they find their feet.

Annual Report for Communications Coordinator 2009-2010

The year has been a busy one with lots achieved.

Tasks included: Updating and tidying up the database – removing women who no longer wished to be on our contact database and getting all contacts into their right groups, etc

: Loaded templates for Intensive weekends

: Communicated with community about Australian International Weekend, made sure all contacts and interested parties had the right contacts and information etc.

: Communicated with community about cancellation of International weekend, made sure all NZ women received support ie: information about circles, Intensive weekends etc.

: Communicating with community about upcoming Intensive in December, took and organised registrations and weekend details, sorted and nurtured needs,

I'm sure there were a few more things completed and achieved but these were the main ones.

I have felt extremely privileged to have been part of the focus group this year and assisting in its movement forward.

I have thoroughly enjoyed my time with the other members and loved the laughs as we have gotten to know more about ourselves and each other.

In honouring and staying true to myself, I am resigning from Communications Coordinator and from the Focus Group.

I would like to take this opportunity to honour the women who have serviced with me and acknowledge their passion and commitment to the wider community.

I also honour the women who choose to take up these roles for the following year and bless them with love and blessings as they serve.

In service

Rachel Hallam

Empower Women NZ A.G.M.

Sunday 25th April 2010

E-Circle Coordinator Report

The E-Circle formed from November 2008 Intensive Weekend dissolved in early 2010. After contacting several members of the Circle, none of them wanted to carry on in a E-Circle and several reasons were stated in reference to why the circle collapsed.

An E-Circle was set up in Christchurch.

An E-Circle was formed after the December 2009 Intensive Weekend. This was supervised by Jacqui Wright who is following the 8 week program from the Woman Within Training manual. Jacqui is now currently sitting in the circle.

At this time, to the best of my knowledge, this is the status of the current E-Circles:

Circle 1: OPEN (2 women)

Circle 2: OPEN (4 women)

Circle 3: N/A

Circle 4: N/A

Circle 5: CLOSED (?)(6 women)

Christchurch Circle: OPEN (4 women)

I also fulfilled my role description by booking the Auckland Women's Centre for our 2009 IW and held the supplies for the weekend. I have created a document in Gmail outlining the information needed for making a booking at the Auckland Women's Centre.

Thoughts for future ideas:

- Speak to Jacqui about how the 8 weeks program is going and look at this as a possible model for the future of setting up E-Circles
- More communication with the E-Circle community via emails and the Newsletter
- Hold more "open" E-Circle evenings for interested women
- Create a file of ideas for E-Circle themes/exercises for women of the community to use when they need ideas (could also be good resource for celebration evenings/get togethers etc).
Ask established members of the community for ideas

Empower Women New Zealand Treasurer Report April 2010

This is the first year of undertaking the Treasurer's duties and the bank account funds were transferred from the previous Treasurer Anita Lin on 29th July 2009.

With an opening balance of \$2,321.14 there was a total of \$1,520.00 earnings for the year although it was unanimously agreed that intensive fees for one participant were to be reimbursed. These earnings were as a result of the Intensive course held in December which took place in Auckland.

Expenses for the year were \$2,159.18, in part for the website registration and hosting fees as well as the building of the website.

Total expenses for the website to date are \$760.82, this includes the design of the website and the hosting fees up to and including 31st March 2010, a new invoice is expected during April 2010 for another 12 months. The cost to host the website is \$15.00 / month plus GST and expected to be \$202.50 (GST inclusive). A most generous donation was received from Rachel Hallam to the value of \$150.00 to be put towards hosting fees for 2010.

Total facilitator expenses paid are \$883.44 and venue hire to the value of \$315.93 plus the purchase of the Circle of Stones book at \$38.99.

Current bank balance is \$1,667.88. Total bank charges were \$22.50, plus \$8.42 credits for interest paid.

A full list of transactions for the year to date is attached.

**Deborah Camons
Treasurer
Empower Women New Zealand**

Empower Women NZ A.G.M.

Sunday 25th April 2010

Website Development Coordinator Report

The website was created by Alister Gates of KauriPoint Media in 2009 using Wordpress. Initial contact was August 2009 and after a long, interesting process the website was up and running fully by November 2009.

The website is using a server owned by Platinum IT and we are renting the space on a monthly basis.

The logo was created by Victoria Laverick and was given to us as a gift. We have put her information on the Links page of our website and have given her a gift as a thank you.

Alister gave me an in depth training session on how to use Wordpress and change information on the site. I then passed this training on to the President, Clare Docherty. Between the two of us we have added nearly all the information on to the website and changed event dates and information.

Alister also offered to give the Focus Group a talk on promoting our website/organisation using the Web. We did not take him up on this offer.

I have created a Newsletter which was sent out for the first time via email on Thursday 22nd April.

Thoughts for Future Ideas:

- Upload "Testimonials" info onto website
- Upload photos onto "Facilitation Team" page
- Upload logos on "Links" page
- Expand on Newsletter, info included, how often it is sent etc
- Possible changes to "Home" page to make it more dynamic
- Look into EWNZ blog on website
- Explore Facebook page
- Promotion of organisation using these tools

Australian New Zealand Coordinator

The past year has gone very quickly. This role has developed over the year through discussed at a number of committee meetings and in liaison with the Waratar Woman Australia committee. There is ongoing discussion with regards to the development of this role within the New Zealand focus and the value it will bring to the focus group.

There are a number of points the need to be verified for this role;

- Need for clear description of role and inclusion of role within the Empower Women NZ charter within the Gmail account and if this role is to continue.
- Need for clarity on the types of information that Empower Women NZ focus group is looking for, for example manuals, contact lists, promotion of Women Within International training, updates of activities of each community.
- Process on who is going to liaise with whom and how this will come about either through email, or reporting back to focus group person to person.

Some of the news for the year has been the Woman Within Training to be held in Australia along with the numbers of woman registered, also the cancellation of the training that was scheduled for 2009 and the updates on training scheduled for August 2010. There is a major problem with promotion of the weekend training and the economic downturn affecting the number of woman able to afford to go. The numbers for August at very low so far and we have to the end of May to have the amount need for it to go ahead.

The other important news that has been the gifting of a new revised manual to the Australian community. There is still discussion on how the manual will be distributed and how women, who wish to have it, will pay it for. This is to cover printing and postage costs, whether it should go through the Australian community for New Zealand or go to the New Zealand community. This should be finalized be the next Australian committee meeting scheduled in May 2010.

