



South Australian Women's Industry Network

**SA WIN Meeting**  
**5<sup>th</sup> November 12:30 pm**

Phone Hook Up

Draft Minutes

**Welcome**

Karen Holder, Gloria Jones, Charmain Wait, Mona Barnes, Tracy Hill, Claire van der Geest

**1. Apologies**

Jean Cannon

**2. Confirmation of Minutes**

Action completed

- Workboot book:
  - thank you letter,
  - purchased made,
  - labels and postage to be sorted by the end of the week
- Website:
  - Tracy to meet with the designers next week to progress the website
- Some items were not actioned from the last meeting. We need to ensure that all people are aware of the actions and these need to be circulated and reviewed more regularly

Motion to accepted the minutes as a true and correct record of the meeting

Moved G Jones

Seconded C Wait

Carried

**3. Business Arising**

None

**4. Correspondence**

None

**5. Finances**

Charmain provided a report on the finances. The SAWIN bank balance is \$11,113.19. Current outgoings total ~\$7,500 and include: Kondinin Group for \$3,400 for the workboot books; DECS ~\$550 for the distribution of the workboot books; Karen Holder \$100 for envelopes and labels.

Motion Charmain to prepare invoices for FRDC with copies of the original invoices, SAWIN to only pay for its half of the invoice.

Moved T Hill

Seconded M Barnes

Carried

**6. General Business**

• **Workboot Book Extension**

Karen provided an update on the program. Regarding the launch of the workboot book, Star of the Sea school did not respond to the numerous correspondence from Karen. There is a current option to tie the launch into the combined WFSA, AFA, PISC Christmas party scheduled for the 17<sup>th</sup> of December at the Birkenhead Tavern.

- Invitee list – add education department personnel
- Pollies
- To do the launch preferentially Catherine Cooper (1); Jane Doyle (2); Carolyn Schaffer or Dorothy Kotz



- Press
  - Press briefing earlier, use press embargo if required
  - Utilise the relationship with Nigel Austin (Advertiser) and Claire Peddy (enviro reporter)
  - Utilise the Largs Bay Primary School for photo opportunities with kids
  - Ensure printed material and press release are available for the press briefing

- **2009 SA Seafood Industry Awards**

- Date: 8<sup>th</sup> May 2008

Moved C van der Geest

Seconded T Hill

Carried

- Venue: Advertiser Building's function rooms, Lakes Resort West Lakes, National Wine Centre; Hilton Hotel City

Motion to get a quote from the Hilton for the awards evening

Moved G Jones

Seconded T Hill

Carried

- Tickets: \$100 per person
- Award categories: motion to mirror the national award categories

Moved T Hill

Seconded G Jones

Carried

- Sponsorship: Sponsorship to be set at \$1500 for the icon award with 2 free tickets; \$1000 for all other award categories and 1 free ticket; Inkind for the fish and chip awards and 2 free tickets
- Fish and chip awards nomination will be again conducted online through the SAWIN website and with the messenger; Rural press and direct communication with the rural papers

Moved T Hill

Seconded C wait

Carried

- Awards: keep the same award with a different critter on the front. This year will be a crustacean
- Entertainment: some ideas for the entertainment includes
  - Silent auction
  - Auction (non silent)
  - Thinker in residence
  - Juggler (side show type act)
  - Singer (music)

### Actions

1. Karen: Hilton details and options for the awards
2. Karen: Press stuff for the workboot book launch
3. Karen: Call Peter Horvat/ Anette Lyons regarding payment of the SAWIN workboot book account
4. Tracy: Press briefing for the workboot book
5. Tracy: Website
6. Charmain: complete SAWIN financial audit
7. Charmain: accounts for FRDC workboot book extension
8. Gloria: Entertainment ideas
9. Gloria: Contacts for the SAWIN database
10. Mona: Entertainment ideas
11. Mona: Contacts for the SAWIN database
12. Claire: Awards budget
13. Claire: Launch document
14. Claire: Nomination document



**South Australian Women's Industry Network**

15. Claire: Call sponsors and sure up award sponsorship

Meeting closed at 2:20 pm

This is a true and correct record of the minutes from the SAWIN meeting.

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President

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Date