

Minutes of SC1.23 Urgent Decision-Making Meeting held on Saturday 14 January, 12pm AEDT

Present:

Bruce Henry (presiding Clerk), Carol Thornton (AYM Finance Committee member), Sharon Matthews (WARM Co-Clerk), Jo Jordan (SANTRM Clerk), Jacque Schultze (AYM Secretary), Kerstin Reimers (Elder).

The purpose of this meeting was to consider the Transition Implementation Working Group's (TIWG) report on the role descriptions for the new positions for the AYM Office structure.

We opened the meeting with a period of silence. Bruce Henry gave an Acknowledgement of Country.

The meeting began with Friends sharing their general impressions of the role descriptions and recommendations. Friends noted the range of consultations that TIWG have conducted, and the thoroughness of the TIWG report.

The Transition Description Working Group's report on the role descriptions for the new positions for the AYM Office structure, Part B: Items for consideration:

1) RECOMMENDATION

The role descriptions for the two paid roles of QA Coordinator and QA Communications & Publicity Manager be accepted, with missing details (highlighted) to be finalised by the appropriate office holder or committee.

- Note that the Selection Committee may ask us to develop the employment contract into these documents. This does not, in our view, impact acceptance of these role descriptions as they stand, as they are complete task descriptions.
- Note that, while our recommendation is that the Coordinator position be a permanent part-time position, and that neither paid role must necessarily be in Quaker membership, this may not be the view of all Friends. We hope that the Urgent Decision-Making group will make the final discernment.

MINUTE:

We ask the PC to seek advice from Friends to engage an HR consultant, to give us advice before all the role descriptions are finalised. We recommend that this consultant be asked to prepare short-form draft contracts for the paid positions, which can inform the work of the selection committee.

We ask the Selection Committee to refine the role descriptions for the two paid positions, especially with respect to the rates of pay, and relevant insurance certificates.

We accept the role description for the QA Coordinator, subject to the advice of an HR consultant.

We accept that this role should be a permanent part-time position.

We recommend that there be a probation period of 6 months, with performance reviews annually.

We raise the issue that the leave requirements may be out of line with what is required legally.

We accept the role description for the QA Communications & Publicity Manager.

We strongly recommend that this person is a Quaker, or has extensive experience with Quakers because they will be the primary point of contact for external stakeholders and enquirers.

We accept that this position will initially be a one-year contract position.

2-4) RECOMMENDATIONS

The guidelines for the two key volunteer roles, Staff Oversight & Support and Probity Adviser, be accepted.

MINUTE:

We accept the guidelines for this key volunteer role:

a. Staff Oversight & Support

We ask the Nominations Committee to work with the TIWG to find and appoint a Friend for the Staff Oversight & Support role, to begin a three-year term from the start of the hand-over in June 2023. (This term may end in September or another month rather than July in 2026.)

We accept the guidelines for this key volunteer role:

b. Probity

We ask that the role description include a working knowledge of our financial reporting requirements (ACNC, ASIC, ATO, etc.).

We ask Nominations Committee to work with the TIWG to find a suitable Friend to be the Probity Adviser, to begin a three-year term from the start of the hand-over in June 2023 or from Yearly Meeting (YM) in July 2023.

5-6) RECOMMENDATIONS

We ask that all financial tasks be devolved to Bookkeeper, Treasurer, and/or Finance Committee, with support.

MINUTE:

We accept the recommendation that all financial tasks be devolved to Bookkeeper, Treasurer, and/or AYM Finance Committee.

We accept that a volunteer Friend be appointed to support the Finance Committee, through AYM Nominations Committee, if requested by the AYM Finance Committee.

7) RECOMMENDATION

The Coordinator have a physical office for records management. We recommend that, if possible, a volunteer should scan the backlog of records. We note that, in order to answer Friends' questions, the current Secretary needs to have ready access to many physical files of undigitised records.

Financial implication: there will be removal costs incurred to transport our records and filing cabinets, etc., from our current Secretary's home office to the new Coordinator's office. These costs cannot be known until the location of the new Coordinator is known.

MINUTE:

We accept that the Coordinator should have access to a physical office for records management. We understand there may be costs associated with the relocation of the office. We recommend that, if possible, a volunteer be found to scan the backlog of records.

8) RECOMMENDATION

That QA engage specialists to review our current practices in HR (contracts management), OHS, and risk. Reviewing these could be a five-yearly task, and should be budgeted accordingly. This will provide a solid basis from which the Probity Adviser can start; and will facilitate our compliance as an organisation with legal obligations, both immediately and ongoing.

Financial implication: We have not calculated costs, as it is possible Friends may offer their expertise *pro bono*.

MINUTE:

We agree that specialists be engaged to review our current practices in HR (contracts management), OHS, and risk. Reviewing these could be a five-yearly task, and should be budgeted accordingly. This will provide a solid basis from which the Probity Adviser can start; and will facilitate our compliance as an organisation with legal obligations, both immediately and ongoing.

9) RECOMMENDATION

We ask Nominations Committee be asked to find a Friend or Friends who could develop an induction package for the two new paid staff, especially as it is possible one or both of them may not be Quakers.

MINUTE:

We ask the Selection Committee to consider what induction materials might be helpful for the two new paid staff.

10) RECOMMENDATION

The Coordinator should have a period of in-person hand-over in Jacque's home office. We recommend a period of two weeks for this in-person induction. We note that when she commenced in her position as AYM Secretary, Jacque had a period staying with Jude Pembleton for her in-person induction, and continued to be unofficially mentored by seasoned Friends during her first year.

Financial implications:

- We estimate an additional cost of \$2,160 for the overlap, i.e., 27h/w @ \$40/h for 2 weeks, plus on-costs (2022-23, prior to YM23).
- There may be travel and accommodation costs for the new Coordinator to spend time with Jacque Schultze during hand-over. These costs cannot be known until the location of the new Coordinator is known.

MINUTE:

We accept the recommendation that the Coordinator should have a two-week period of in-person hand-over in the current Secretary's home office. We realise there will be financial implications for this measure which may include accommodation, per diems and travel costs.

11-12) RECOMMENDATIONS

That Jacque continue to work as at present, i.e. 4 days/week, and at her current rate of pay, until the end of August 2023, and at a reduced rate (paid pro rata) of 2 days/week throughout the month of September 2023.

We note that Jacque will be handing over to, and mentoring, more than one individual who will be taking on other aspects of the work she currently completes by herself.

We have made an assumption that a significant amount of hand-over and mentoring will still be needed in July and August. Should this not be the case, we recommend that Jacque's hours in July and August be reduced by mutual agreement with Jacque, the new QA office staff, and the Presiding Clerk.

Financial implication: We calculate the cost of Jacque's paid hours from YM23 (i.e., from 10.7.23 until 30.9.23) at \$11,667.20, with additional adjustments for CPI rises, noting that this figure does not include on-costs. As her salary was budgeted in full until 30.9.23, there will be a small surplus.

MINUTE:

We accept that the current Secretary will continue to work as at present, i.e., 4 days/week, until the end of August 2023, and at a reduced rate (paid pro rata) of 2 days/week throughout the month of September 2023. We ask that her rate of pay be adjusted after YM23 to be equal with that of the Office Coordinator.

We note that the Secretary will be handing over to, and mentoring, more than one individual who will be taking on other aspects of the work she currently completes by herself.

We have made an assumption that a significant amount of hand-over and mentoring will still be needed in July and August.

Should this not be the case, we accept that Jacque's hours in July and August be reduced by mutual agreement with Jacque, the new QA office staff, and the Presiding Clerk.

We agree that, following this period, Jacque Schultze be retained as a mentor and 'go-to' person as needed, at an agreed consultancy rate, until YM24.

13) RECOMMENDATION:

An overlap period of up to two weeks for the incoming Communications & Publicity Manager and the current Communications & Media Support Assistant, to effect hand-over, which could be online.

Financial implication: We estimate an additional cost of \$1,360 for the overlap, i.e., 17h/w @ \$40/h for 2 weeks (2022-23, prior to YM23).

MINUTE:

We agree with an overlap period of up to two weeks for the incoming Communications & Publicity Manager and the current Communications & Media Support Assistant, to effect hand-over, which could be online. We understand this presumes that finance for this position is available