Women in Print Australia Incorporated

Board Meeting Minutes

Date:	5 February 2025
Time:	2:00 PM – 3:30 PM AEST
Place:	Online: Zoom
Next Meeting 14th May 2025 2pm – 3.30pm	

Board Members and Office Bearers

Name	Initials	Company	Board Position	State of Residence
Stephanie Gaddin	SG	Rocking Rose P/L	Chair	VIC
Rita Karagiannis	RK	IVE Group	Deputy Chair Patron TAS and VIC	VIC
Kimberley Skinner	KS	Total Digital Solutions	Treasurer Patron WA	WA
Irene Daws	ID	Winc Australia	Hon. Secretary	VIC
Diana Nikolic	DN	Ball & Doggett	Patron SA	SA
Karen Lawler	KL	Cactus Imaging	Patron ACT and NSW	NSW
Kerry-Ann Boyd	KB	Signright Australia	Patron QLD	QLD

Apologies:

No Apologies.

Minutes / Notes

Item	Description	Minuted
1	Welcome and introductions, Agenda Changes	SG called meeting to order. SG and KS Pause Financial reporting to allow for a review of the books after the resignation of Hina Chadha. KS to distribute financial reports by email once done. RK added an update for Managing Anxiety Webinar
2.	Apologies	ID: No Apologies All in attendance
4	Review & Acceptance of minutes of previous Board meeting	Nov Minutes Moved: SG Second: KB
6	2024/2025 Budget • Updated discussion about Dropbox - • Cancel Survey Sparrow Survey software	SG discussed the need to come back to the vote on dropBox license ($185/year) This is for storage of all assets and documents and archiving of information as required - shared as required with whomever may need specific access to very large files. As we cannot use the new Portal and Hub immediately on the web site for storage as it will be inefficient and cause issue with the website in the future. The Dropbox will be licensed to the secretary@womeninprint.com.au email address so it can be transferred to new board members as needed. Motion to vote on the addition to the budget for dropbox: Proposed: SG Seconded: KL Unanimous vote to add Dropbox Single License to the annual budget and add the subscription. $185 AUD per year ——————— Cost of Survey Sparrow is $117.00 per quarter Rocking Rose (Technology Partner for WiP) can build surveys through Women in Print Hub - Website has survey capabilities. SG explained that there is much more control over surveys in the website , and infinite flexibility through the technology sponsorship of Rocking Rose. Motion to vote on the removal of Survey Sparrow Proposed: SG Seconded: RK Unanimous Vote of the board to remove Survey Sparrow from the Budget and cancel the account immediately.
8	CAV registration update	SG is in process of writing a new constitution to include paid memberships as a tier of membership; to accompany the application for ARBN number so we can trade nationally as a registered body. Further updates will come at the next Board meeting. No Changes or further amendments to the costs that were approved at a prior Board meeting at this stage.
9	Membership Report	SG reported back on the membership program – launched in Dec24/Jan25 50 paid members, so have reached the first target. Discussion on the demographics of the members who are joining and that many of them are women who have never attended a breakfast and have come from small or solo owned businesses. Additional Membership Benefits that could be added, or are in negotiation.

		Avery Dennison has courses and benefits that could be added into membership programme. (SG to follow Up) Could be discounts or a scholarship SG working with Avery. SG to confirm progress SG also confirmed: Membership Newsletter talks about general news and general membership General Newsletter is the same except that it has a CTA on membership. Membership is promoted in all WIP communications.
10	HP Indigo Scholarship Progress	SG: Open a form for application pack for the wider network. A lot of interest How to apply, things they need to get 2 people subscribed to be notified about scholarships. Additional comms option added to be notified regarding scholarships in WIP forms was added
11	Breakfast Series: ▪ Breakfast Series status update on events: o WA – booked 55 / aiming for 80 o VIC/TAS – VIC 3 April / TAS 4 April 200 goal / 20 o ACT/NSW – venues 170/180 ACT – 20 -30 o SA- venue (deposit outstanding) 110 goals o QLD – venue done, 150 ▪ Gift Proposal (Diana/Rita) - ▪ Sponsorships (Steph) -	Patrons have locked in venues and are underway with state-based keynote speakers. Individual State Updates : WA: KS to send information to SG regarding keynote speaker to write promo. Venue is booked. VIC/TAS: RK: VIC : Venue booked for 3 April - Keynote: Craig Harper health and wealth has been booked TAS: Hobart – No keynote. Engaged Laura from Mercury Walch to be local TAS committee. NSW: KL: Committee meeting and then advise venue location, will be a panel and no keynote speaker. ACT: KL Met with Jo (from ACT) – venue confirmed as ICP conference centre SA: DK : Venue confirmed. Bio of Keynote speaker to be sent to SG. QLD: KA: Venue confirmed. Bio of keynote to send to SG Patrons to send information to ID to update tracking spreadsheet for Breakfast series. SG asked all Patrons to complete the event form on the website so that ticketing could be completed and opened, and to do that ahead of sending any info to ID, as ID will receive a copy of the forms once completed. Pricing: (discussed at Breakfast planning meeting prior to Board meeting) WA: Non-M - $75.00 Mem $65.00 SA: Non-M $70.00 Mem $60.00 VIC: Non-M $85.00 Mem $76.50 TAS: TBC NSW: Non-Mem $85.00 Mem $75.00 QLD: Non-M $75.00 Mem $65.00 ACT: Non-M $45.00 Mem $40.00 Gift: Lunchbox confirmed Logo circle icon and slogan

		1 Design. Sponsorships: KA has been able to get Media Super (CBUSS) onboard Cactus Imaging – thinking about sponsorship SG to Centralise list of targeting companies KS speaking to Print Media Group to take a Women in Print Ally sponsorship Discussion around how to manage the overlaps of contacts and sponsorships between state based companies and national companies - Run sponsorship by SG to ensure that we are targeting the right people at the right level, and that we don't inadvertently get multiple sponsorships from the same company. ID has contacts at Ball &Doggett and Allenby Press interested in sponsorships – will confirm with SG
12	Contact Sheet for Board Members – include physical address for deliveries of items	Secretary
13	Jo Wise Leadership Program	UPDATE SG: has quotes for Rydges in Melbourne. 2 Days not including accommodation $800- $900.00 includes venue. Morning/Afternoon tea and lunch for the 2 days and Jo's fee. Members will have a discount – TBC SG has asked Hotel to whether they can give us rates /discount Codes for rooms if required. SG to announce Jo Wise Program in March after breakfast tickets have opened for sale.
14	Other Business: Update on the Managing Anxiety Webinar RK International Women's Day (UN Events)	Chair Webinar RK Stephen Gamble presenter 98 Registered as at meeting date International Women's Day Lunches - Tickets open for Sydney Perth, Melbourne and Brisbane based on the EOI's received in January. Tables / Seats will be booked only in cities where more than 1 person has inquired
15	Meeting close	There being no further business to discuss the meeting was closed

Decision Summary

Decision #	Decision Taken	Related Action(s)
D1	Pro Drop Box Account approved for the Budget, and to be opened using the secretary@womeninprint.com.au email address	SG - Dropbox Account to be created using secretary@womeninprint.com.au – subscription will be tied to Chair Debit Card. KS to update Budget
D2	Survey Sparrow subscription cancelled and removed from the budget.	SG to cancel Survey Sparrow KS to update Budget
D3	Breakfast Series: ▪ Attendee gift – lunch box with laser engraved bamboo lid	SG and Patrons - Approve quote, place order, proof artwork. RK to source sample.

Actions arising from the meeting

Agenda Item and/or Decision #	Action to be taken	Responsibility
1	Update and review financial reports. Once complete send via email for approval and review by Board ahead of the next Board meeting	SG and KS
6/D2	Cancel Survey Sparrow and upgrade Dropbox to Pro Version	SG
8	CAV registration. Constitution and rules to be rewritten in line with what was approved the AGM 2024 and Paid memberships. Women in Print to become a National Body SG to send to all board members to read.	SG
10	HP indigo Scholarship SG to liaise with committee chair and next step is to open applications with an application pack for interested parties	SG
11	Breakfast Series. State Patrons to send information including invoices etc to Secretary to update Breakfast tracker. Patrons to fill in the form on the website so the tickets can be opened on humanitix	Patrons
11 / D3	1. Source physical samples for review 2. Brief Designer for artwork 3. Approve Quote and confirm payment arrangements with supplier	1. RK 2. SG 3. KS +SG