

FCQ Committee Meeting Minutes

Date	Wednesday 14 May 2025
Time	5.30pm – 7:37pm
Location	MS Team – invitation to be email out
Attendees	Rebecca Denny, Carol Eapen, Daniela Henninger, Kerryn Stanford, Natasha Ramsay, Brooke Sandow, Jon O’Mally, Martina Kingi and Rachael Taylor.
Apologies	Alex Price-Busch
Chair	Rebecca Denny
Secretary	Daniela Henninger
Minute Taker	Daniela Henninger (Audio Recording)

Proposed Motions

	Moved	Seconded
Motion 1. FCQ committee to accept the minutes dated 19 Feb 2025.	Natasha Ramsay	Carol Eapen
Motion 2. FCQ committee to accept the new FCQ Privacy Policy.	Carol Eapen	Natasha Ramsay
Motion 3. FCQ committee to accept the Membership Policy, Management Committee Charter, Membership Related Appeals Policy and Dispute and Grievance Policy be amended to remove any wording and reference to FCAQ and updated to reflect the Association’s change of name to FCQ.	Carol Eapen	Natasha Ramsay
Motion 4. FCQ committee to accept the finance subcommittee terms of reference.	Daniela Henninger	Rebecca Denny
Motion 5. FCQ committee to accept the March 2025 Treasurer’s Report.	Natasha Ramsay	Daniela Henninger
Motion 6. FCQ committee is ratifying the bank transactions for the period 1 January 2025 to 31 March 2025.	Natasha Ramsay	Rebecca Denny
Motion 7. FCQ committee approves the membership applications presented in the April 2025 membership report.	Martina Kingi	Carol Eapen
Motion 8. FCQ committee approves the progress of a formal application to FCIF for innovation funding Vanguard Technical Financial Counselling Support (VTFCS).	Kerryn Stanford	Martina Kingi

Meeting Agenda

<p>1</p> <p>1.1</p> <p>1.2</p>	<p>START RECORDING</p> <p>Meeting Opened – 5:30pm</p> <p>Acknowledgement of Country In the spirit of reconciliation, FCQ acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, waters and community. We pay our respect to the people, the cultures and the Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples with us today.</p> <p>Apologies – Alex Price-Busch</p> <p>Special Welcome to Brook Sandow, our newest member</p> <p>Previous Minutes: Motion 1 - FCQ committee to accept the minutes dated 19 Feb 2025. Motion 1 Passed</p>	<p>Rebecca Denny</p> <p>Rebecca Denny</p> <p>Natasha Ramsay</p>	<p></p> <p>Carol Eapen</p>
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p>FCAQ Chair Update</p> <p>Rebecca and Carol will attend the Rep Council meeting in May at the FCA conference</p> <p>Upcoming FCA Conference at the end of May; attendees include Jill, Jon, Carol, Rachael, and Rebecca.</p> <p>Jillian Fletcher Award Update Structure of sub-committee to review applications discussed, to avoid any potential conflicts, the subcommittee will include: Sitting FCQ Chair A life member Josh Fletcher (Jillian’s son) Applications will be handled by operations team.</p> <p>Murri Connection Update Plans for a breakout session at the FCA Conference were cancelled due to overlap with other projects. Consideration of a video project similar to last year is underway. Upcoming Vicarious Trauma Training scheduled for 17th and 18th of June with Mel Brown. Future planning for a breakout session on financial responsibility planned for next year.</p>	<p>Rebecca Denny</p> <p>Rebecca Denny</p> <p>Martina Kingi</p>	<p></p>

2.3	<p>Policy Sub-Committee Update</p> <p>Motion 2 - FCQ committee to accept the new FCQ Privacy Policy. Motion 2 Passed</p> <p>Motion 3 - FCQ committee to accept all existing policy documents with wording and references to FCAQ be amended to reflect the change of name from FCAQ to FCQ. Membership Policy Management Committee Charter Dispute and Grievance policy Membership related appeals policy</p> <p>Motion 3 Passed</p>	Carol Eapen	Natasha Ramsay
3.	<p>FCQ CEO Report and Operations: Has been shared through SharePoint.</p> <p>3.1 Good Practice Guide Review</p> <ul style="list-style-type: none"> • Committee and operations team have completed review of 3 guides currently up for review • Recommendations to be sent to FCA 15/5/25 for consideration <p>3.2 Finance and Admin Officer – maternity leave due late July 2025 to early Jan 2026, options discussed to fill staffing gap.</p> <ul style="list-style-type: none"> • Kerryn Stanford left meeting for discussion due to conflict of interest • Issues with seeking external staff outlined • Option to subcontract existing treasurer, Kerryn Stanford to complete finance tasks • Conflict of interest identified with KS to step out of treasurer role while contracted to work in finance team • Committee reviewed interest for role of acting treasurer • Committee agreed in principle option to subcontract • KS returned to meeting <p>3.3 FCQ committee approves the progress of a formal application to FCIF for innovation funding</p>	Jon O'Mally	Rachael Taylor

3.4	<p>Vanguard Technical Financial Counselling Support (VTFCS) Motion 8 Passed</p> <p>Committee Email and SharePoint Updates</p> <ul style="list-style-type: none"> • Rachael explained changes to FCQ email accounts and the process to migrate outlook accounts to new email address. • Email instructions to be sent to committee 15/5/25. • Some members prefer emailed documents over accessing SharePoint directly. • Privacy concerns about accessing SharePoint from organisational devices. • Committee to ensure FCQ outlook is accessed via personal device. 	Kerryn Stanford	Martina Kingi
4.	<p>Secretary's Report: Has been share through SharePoint.</p>	Daniela Henninger	
5. 5.1 5.2	<p>Treasurer Report: Has been share through SharePoint.</p> <p>Key Discussion Points</p> <ul style="list-style-type: none"> • Additional funding streams beyond June 2025 • Disaster funding – Department requesting payment of \$6,700 • Work on 2026 budget underway • Terms of Reference has been completed and agreed by subcommittee <p>Motion 4 – FCQ committee to accept the finance subcommittee terms of reference. Motion 4 Passed</p> <p>Motion 5 – FCQ committee to accept the March 2025 Treasurer's Report. Motion 5 Passed</p> <p>Ratification of Accounts</p> <p>Motion 6 - FCQ committee is ratifying the bank transactions for the period 1 January 2025 to 31 March 2025. Motion 6 Passed</p>	<p>Kerryn Stanford</p> <p>Daniela Henninger</p> <p>Natasha Ramsay</p> <p>Natasha Ramsay</p>	<p>Rebecca Denny</p> <p>Daniela Henninger</p> <p>Rebecca Denny</p>

6.	Membership Report (to be viewed on SharePoint)	Rachael Taylor	
6.1	<p>2024 Membership Approvals</p> <ul style="list-style-type: none"> • Current membership 205 individual members, with 161 members now on new electronic database. • 64 Practising Accredited • 19 Non-Practising Accredited (5 missing from the database) • 38 Associates (10 missing) • 31 Affiliates (18 missing) • 9 Students (8 missing) <p>Motion 7 – FCQ committee approves the membership applications presented in the April 2025 membership report. Motion 7 Passed</p>	Martina Kingi	Carol Eapen
7.	General Business (Committee concerns and contributions)	Rebecca Denny	
	<ul style="list-style-type: none"> • Rebecca provided an update regarding the complaint received and discussed the next steps 		
8.	Next FCAQ Management Committee Meeting: 1 August 2025 at the conference at the Langham	Rebecca Denny	
	Close of Meeting: 7:37pm		

FCAQ Chair: Rebecca Denny

FCAQ secretary: Daniela Henninger

Date: 15/05/2025

Date: 14.05.2025

Signature: *Rebecca Denny*

Signature: *D. Henninger*