

FCQ Committee Meeting Minutes

Date	Friday 1 August 2025
Time	9.00 – 2.00
Location	The Langham Gold Coast
Attendees	Rebecca Denny, Carol Eapen, Daniela Henninger, Kerryn Stanford, Natasha Ramsay, Martina Kingi, Alex Price-Busch, Brooke Sandow, Jon O’Mally and Rachael Taylor.
Apologies	
Chair	Rebecca Denny
Secretary	Daniela Henninger
Minute Taker	Daniela Henninger

Proposed Motions

	Moved	Seconded
Motion 1. FCQ committee to accept the minutes dated 14 May 2025.	Natasha Ramsay	Brooke Sandow
Motion 2. FCQ committee to approve the Finance Policy.	Carol Eapen	Kerryn Stanford
Motion 3. This was not current anymore as Disaster Ready Fund will be run by FCA.		
Motion 4. FCQ committee to accept the June 2025 Treasurer’s Report.	Kerryn Stanford	Carol Eapen
Motion 5. FCQ committee is ratifying the bank transactions for the period 1 April to 30 June 2025.	Kerryn Stanford	Alex Price-Busch
Motion 6. FCQ committee to accept the proposed budgets FYE2026.	Kerryn Stanford	Carol Eapen
Motion 7. FCQ committee to accept that the Chair Rebecca Denny in the role of Acting Treasurer for the period 4 August 2025 until early January 2026.	Martina Kingi	Alex Price - Busch
Motion 8. FCQ committee approves the plan to change the Associations financial year and membership year to the financial year ending June 30.	Kerryn Stanford	Rebecca Denny
Motion 9. FCQ committee to accept the amended Terms of Reference for the Finance Sub Committee	Kerryn Stanford	Carol Eapen,
Motion 10. FCQ committee approves the membership applications presented in the June membership report.	Alex Price-Busch	Kerryn Stanford

Meeting Agenda

<p>1</p> <p>1.1</p> <p>1.2</p>	<p>Meeting Opened – 9am</p> <p>Acknowledgement of Country</p> <p>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 – nil</p> <p>Previous Minutes:</p> <p>Motion 1. FCQ committee to accept the minutes dated 14 May 2025. Motion 1 moved</p>	<p>Rebecca Denny</p> <p>Rebecca Denny</p> <p>Natasha Ramsay</p>	<p>Brooke Sandow</p>
<p>2.</p>	<p>FCAQ Chair Update</p> <ul style="list-style-type: none"> • Conference reflection Training day was well received • Conference 2026 Discussed moving the 2026 conference to March and location Brisbane • Review of FCA Representative Council <p>Structure is under review, discussed policies, working group to review the structure of the Rep Council, working group have engaged an external consultant to support conversation around boundaries between state and national bodies. All states CEO working collaboratively well together.</p> <ul style="list-style-type: none"> • Strategic plan – current plan 2023 – 2026 <p>Proposed date for strategic planning day, Monday prior to conference in 2026. Discussion around need for an external consultant. Suggested establishing a working group to prepare, Rebecca, Alex, Daniela, Martina, Brooke are willing to participate.</p>	<p>Rebecca Denny</p>	

<p>2.1</p>	<p>Murri Connection Update</p> <ul style="list-style-type: none"> - 2-Day Vicarious trauma training in June (15 members attended) - It was agreed to financially support Martina to engage with an FCQ member in relation to recent personal matters - Discussion around activities of Murri connection and implications with employing agencies 	<p>Martina Kingi</p>	
<p>2.2</p>	<p>Policy Sub-Committee Update</p> <p>As the organisation continues to grow and expand its operations, the Finance Policy requires a comprehensive review to ensure it remains aligned with current needs and best practice standards. It was agreed that the Finance Policy must be reviewed to ensure policies remain transparent and fit for purpose.</p> <p>Delegations Schedule – Appendix A: The committee discussed Appendix A of the policy, which outlines the Delegations Schedule, including: Authority to Approve Expenditure: Clarifying limits for individual roles and ensuring expenditure approvals are consistent and documented. Authority to Enter into Contracts: Defining who has the authority to commit to financial or service agreements.</p> <p>Expenditure Outside the Delegations Schedule: Any financial expenditure not covered under the Delegations Schedule must either approved as part of the formal annual budget, or be submitted to the Management Committee for decision at a scheduled meeting.</p> <p>Employment Decisions: The appointment of any new staff members will be subject to a formal vote by the Management Committee, to ensure transparency and alignment with strategic priorities.</p> <p>Risk Minimisation: A key objective of the policy review is to minimise risks related to</p>	<p>Carol Eapen</p>	

	<ul style="list-style-type: none"> - There are not many incoming emails at the moment. Daniela has checked with Evolve to see if this could be related to the change from the FCAQ to the FCQ email address. At this stage, everything appears to be working correctly. 																
5.	<p>Treasurer Report: Has been share through SharePoint.</p> <p>5.1 Key Discussion Points within Treasurer’s report</p> <p>5.2 Motion 4. FCQ committee to accept the June 2025 Treasurer’s Report. The variance between the actual loss of \$24K and the projected profit is the conference expenses that were paid in the April 2025 – June 2025 period. While the conference remains on budget, the timing of these expenses was incorrectly anticipated. Motion 4 passed</p> <p>5.3 Motion 5. FCQ committee is ratifying the bank transactions for the period 1 April to 30 June 2025. Balance Sheet Financial Counselling Queensland Inc. As at 30 June 2025</p> <table border="1"> <thead> <tr> <th colspan="2">30 JUNE 2025</th> </tr> </thead> <tbody> <tr> <td colspan="2">Assets</td> </tr> <tr> <td colspan="2">Bank</td> </tr> <tr> <td>CORE Account</td> <td>144,345.20</td> </tr> <tr> <td>Everyday Saver</td> <td>406,204.75</td> </tr> <tr> <td>Special Purpose Account</td> <td>4,990.80</td> </tr> <tr> <td>Total Bank</td> <td>555,540.75</td> </tr> </tbody> </table> <p>Motion 5 passed</p> <p>5.4 Motion 6. FCQ committee to accept the proposed budgets FYE2026 noting the inclusion of new funding from successful FCIF grant to be included. Jon will amend the budget and income the new income stream and provide an update within the next 2 weeks to circulate for approval. Motion 6 passed</p> <p>5.5. Rebecca left the room to allow discussion of Acting Treasurer role. Finance and Admin officer now on maternity leave and current Treasurer, Kerryn Stanford has accepted contract to fill 5 hours per week of finance duties as contractor to FCQ.</p>	30 JUNE 2025		Assets		Bank		CORE Account	144,345.20	Everyday Saver	406,204.75	Special Purpose Account	4,990.80	Total Bank	555,540.75	<p>Kerryn Stanford</p> <p>Kerryn Stanford</p> <p>Kerryn Stanford</p> <p>Kerryn Stanford</p>	<p>Carol Eapen</p> <p>Alex Price-Busch</p> <p>Carol Eapen</p>
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<p>5.6.</p> <p>5.7.</p>	<p>Contract signed and to commence 4 August 2025 until early January 2026.</p> <p>Motion 7. FCQ committee to accept that the Chair Rebecca Denny in the role of Acting Treasurer for the period 4 August 2025 until early January 2026. Motion 7 passed</p> <p>Kerryn proposed to change the Associations financial year and membership year to the financial year ending June 30. Kerryn discussed a transition from January 2026 for a 6-month term, then commence new 12-month terms on 1 July 2026.</p> <p>Motion 8. FCQ committee approves the plan to change the Associations financial year and membership year to the financial year ending June 30. Motion 8 passed</p> <p>Discussed change in the TOR Finance Sub Committee</p> <ul style="list-style-type: none"> - Ensure maintenance and effectiveness of key financial internal controls - Review the most recent bank reconciliation at each meeting to ensure accuracy - Review and ratify the bank transactions of the Association including material transaction to ensure compliance with delegations <p>Motion 9. FCQ committee to accept the amended Terms of Reference for the Finance Sub Committee Motion 9 passed</p>	<p>Martina Kingi</p> <p>Kerryn Stanford</p> <p>Kerryn Stanford</p> <p>Kerryn Stanford</p>	<p>Alex Price-Busch</p> <p>Rebecca Denny</p> <p>Carol Eapen</p>
<p>6.</p> <p>6.1</p>	<p>Membership Report (to be viewed on SharePoint)</p> <p>215 individual members including 89 Accredited, 7 Upgrade to Accredited members, 17 non-practising, 51 Associate (2 non-practising), 56 Affiliate, 16 student members and 3 Life Members.</p> <p>Currently 34 FCQ Approved Supervisor</p> <p>2024 Membership Approvals</p> <ul style="list-style-type: none"> • 1 member transferred membership from accredited non-practising to accredited • 1 student member transferred to associate membership • 1 associate member upgraded to accredited membership 	<p>Rachael Taylor</p>	

	<ul style="list-style-type: none"> • 1 associate member application to upgrade to accredited membership received 14 July 2025 • 7 Members have upgraded to accredited membership in this membership year. • transition to membership applications via https://members.fcq.org.au/ <p>Discussion regarding automated records of Supervision and PD. Suggested Auditing process or via the new portal. Operations will review and propose at next meeting.</p> <p>Motion 10. FCQ committee approves the membership applications presented in the June membership report. <i>Motion 10 passed</i></p>	Alex Price Busch	Kerryn Stanford
7.	General Business (Committee concerns and contributions)	Rebecca Denny	
8.	Next FCQ Management Committee Meeting: 24.09.2025 at 5:30pm	Rebecca Denny	
	Close of Meeting: 1:15pm		

FCQ Chair: Rebecca Denny

Date: 18/08/2025

Signature: *Rebecca Denny*

FCQ secretary: Daniela Henninger

Date: 09.08.2025

Signature: *D. Henninger*