

FCQ Committee Meeting Minutes

Date	Wednesday 24 September
Time	5.30pm – 7:00pm
Location	MS Team – invitation to be email out
Attendees	Rebecca Denny, Carol Eapen, Daniela Henninger, Natasha Ramsay, Martina Kingi, Brooke Sandow and Rachael Taylor.
Apologies	Jon O’Mally, Alex Price-Busch.
Chair	Rebecca Denny
Secretary	Daniela Henninger
Minute Taker	Daniela Henninger (Audio Recording)

Proposed Motions

	Moved	Seconded
Motion 1. FCQ Management Committee to accept the minutes dated 1 August 2025. <i>Motion 1 passed</i>	Natasha Ramsay	Martina Kingi
Motion 2. FCQ Management Committee delegates the approval of membership applications and termination of lapsed memberships to the CEO. <i>Motion 2 passed</i>	Carol Eapen	Natasha Ramsay
Motion 3. FCQ committee accepts the September Treasurer’s Report. <i>Motion 3 passed</i>	Rebecca Denny	Brooke Sandow
Motion 4. FCQ committee approves the membership applications presented in the September membership report. <i>Motion 4 passed</i>	Rebecca Denny	Martina Kingi

Meeting Agenda

1	<i>START RECORDING</i>		
1.1	<i>Meeting Opened – 5:30pm</i> <i>Acknowledgement of Country</i> 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. Apologies – Jon O’Mally, Alex Price-Busch	Rebecca Denny	

	<ul style="list-style-type: none"> • Carol asked the committee members to review over the next week and a motion will be sent via circular resolution to approve • Delegation of membership approval to operations • Membership policy update outlined by Carol • Changes due to implementation of digital membership process, all applications and renewal forms must be completed through the portal. • Renewal period: 1 December – 31 December. • A grace period of two additional weeks granted under certain circumstances. • After 15 January, member will no longer be deemed “eligible for membership” and therefore not meet requirements to practice as required by the licensing exemptions. • External training, i.e. training completed outside of FCQ, must have evidence uploaded to the portal. • Rachael noted all agencies will be provided with information about how to seek approval for training provided to staff. • Supervisor logbook must be fully completed. • Clinical supervision requires evidence to be provided. • Audit Process discussed - A random audit will be conducted on 20% of membership applications. • Late applications may be automatically audited. • Members who received special provisions the previous year will be audited. • Upgraded memberships will all be audited. <p>Motion 2 – FCQ Management Committee delegates the approval of membership applications and termination of lapsed memberships to the CEO.</p> <p>Motion 2 passed</p>	Carol Eapen	Natasha Ramsay
3.	<p>FCQ CEO Report and Operations: Has been shared through SharePoint.</p> <ul style="list-style-type: none"> • Potential funding opportunity – small business support – Rachael discussed proposal submitted to Department – follow up required to determine if FCQ proposal will fit within proposed scope. • Conference 2026 – registration pricing review Registration opens 01.12.2025 Committee discussed conference budget and requested registration fee increase of 5% from previous year • QLeave – discussed eligibility of FCQ to sign up to portable long service scheme Lodging an application to QLeave to see if FCQ would be eligible to offer that to FCQ staff 	Rachael Taylor	

	<ul style="list-style-type: none"> Strategic Plan 2023 – 2026 review of progress towards goals provided for review Conference partners – new organisations seeking partnership opportunity at 2026 conference discussed - Revive Financial, Alinta, Australian Retirement Trust and Brotherhood of St Laurence <ul style="list-style-type: none"> The committee agreed to decline the request from Revive Financials, who are a debt management service provider. The committee discussed opportunity to secure additional superannuation funds as conference partners and importance of super organisations in sector The committee approved providing partnership applications to Alinta, ART and BSL 																	
4.	<p>Secretary's Report: Has been share through SharePoint.</p> <ul style="list-style-type: none"> The Secretary inbox does not receive many emails because the majority are routed to the Admin inbox through the website. 	Daniela Henninger																
5.	<p>Treasurer Report: Has been share through SharePoint.</p> <table border="1" data-bbox="300 1070 1013 1265"> <thead> <tr> <th>Bank Balances</th> <th>Aug 25 \$</th> <th>June 25 \$</th> </tr> </thead> <tbody> <tr> <td>CORE (only account) 10421429</td> <td>233,293.54</td> <td>170,082.15</td> </tr> <tr> <td>EVERYDAY SAVER</td> <td>408,783.49</td> <td>406,204.75</td> </tr> <tr> <td>SPECIAL PURPOSE 30803946</td> <td>2,633.95</td> <td>4,990.80</td> </tr> <tr> <td>Total</td> <td>644,710.98</td> <td>581,277.70</td> </tr> </tbody> </table>	Bank Balances	Aug 25 \$	June 25 \$	CORE (only account) 10421429	233,293.54	170,082.15	EVERYDAY SAVER	408,783.49	406,204.75	SPECIAL PURPOSE 30803946	2,633.95	4,990.80	Total	644,710.98	581,277.70	Rebecca Denny	
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5.1	<p>Key Discussion Points</p> <p>Finance Sub Committee:</p> <ul style="list-style-type: none"> last Finance Subcommittee meeting was 9 September 2025 Finance Subcommittee reviewed the bank reconciliations as at 31 August 2025 and ratified the transactions between 1 July 2025 and 31 August 2025 in line with the delegations in the FCQ Finance Policy. <p>Finance Team (JO, RT, BO + KS) Focus:</p> <ul style="list-style-type: none"> Actual to budget reporting – Xero to Excel End of month processes Change in financial year to July to June 																	
5.2	<p>Motion – FCQ committee to accept the September Treasurer's Report.</p>																	

	Motion 3 passed	Rebecca Denny	Brooke Sandow
6.	Membership Report (to be viewed on SharePoint)	Rachael Taylor	
6.1	2024 Membership Approvals FCQ Membership: 213 individual members, including 91 Accredited (includes 21 non-practising), 48 Associate, 56 Affiliate, 15 student members, and 3 Life Members. Motion – FCQ committee approves the membership applications presented in the September membership report. Motion 4 passed	Rebecca Denny	Martina Kingi
7.	General Business (Committee concerns and contributions) N/A	Rebecca Denny	
8.	Next FCAQ Management Committee Meeting: 26.11.2025	Rebecca Denny	
	Close of Meeting: 6:46pm		

FCAQ Chair: Rebecca Denny

FCAQ secretary: Daniela Henninger

Date: 16/10/2025

Date: 24.09.2025

Rebecca Denny

Signature:

D. Henninger

Signature: