

To: National Council of Churches in Australia Ltd Board of Directors

Subject: **Action and Response Sheet – reporting by exception**

From: Liz Stone

Date: 5 April 2024

1. Standing Items		
a) Topics for discussion at Assembly and National Church Leaders' meetings	Board	Ongoing
b) The NCCA Board approved the establishment of advisory groups made up of the members of the NCCA Board and potentially some others who are able to assist or advise the General Secretary in specific areas.	GS	Ongoing
c) New directors based on skills and diversity matrix	Chair	Ongoing
d) National Forum, Adelaide, 21-24 June 2024	GS	Every FY24 Board meeting to receive update including financials
2. Meeting of 28 October 2021		
Recommendation to Board from Auditor concerning updating and confirming Ownership of Land and Buildings. Land title has been updated to NCCA Ltd.	GS	Transfer of ownership with NSW Land Titles Office in process – property valuation in March 2024 required to determine 1) stamp duty exemption for Act for Peace; 2) calculate stamp duty payable by NSWEC that NCCA is paying on their behalf.
3. Meeting of 15 February 2023		
a) Review of JB Were fund performance by Finance Committee	GS	Not commenced
b) Review of NCCA Ltd ethical investment parameters of NCCA Ltd Investment Policy – Finance Committee	GS	Not commenced
4. Meeting of 13-14 November 2023		
a) That NCCA mark the ending of the Safe Church program of 17 years as a significant and positive ecumenical experience in the life of the NCCA and this could be done at the 2024 Forum.	GS	To include in planning Forum's 30 th Anniversary Worship Service on Friday 21 June 2024.
b) GS to provide the updated 2024 Forum account of Income v Expenditure against Budget to all Board meetings.	GS	Refer [DOC 07a] tab
5. Meeting of 1 February 2024		

<p>a) General Secretary emailed the NCCA Board’s questions back to Act for Peace Board Chair seeking clarification on the following:</p> <ul style="list-style-type: none"> a. Degree of flexibility of use within bequest reserves – specific purpose and general purpose b. Degree of flexibility of use within property reserves – specific purpose and general purpose c. Concern about operating with no cash reserve d. What are Act for Peace’s current commitments e. How is Act for Peace planning to fund future deficits f. Need to look at budget foundations going forward. 	<p>GS</p>	<p>Refer email to Act for Peace at <u>DOC 3a</u></p> <p>Refer email from Act for Peace re Board schedule in 2024 at <u>DOC 3b</u></p> <p>Report from Act for Peace at <u>DOC 09 and attachments 09a, 09b, 09c</u></p>
<p>b) General Secretary to request further information from Exdia with flow chart to show who does what in the proposed financial services arrangement with NCCA.</p>	<p>GS</p>	<p>Workflow chart reply from Exdia discussed with Treasurer and go ahead given to sign off on external financial services arrangement by Exdia from 1 July 2024.</p>
<p>c) General Secretary to request Prolegis Lawyers to provide further advice that shows what the proposed amendments to the Trust Deed might look like and how the sub-fund will be clearly identified.; and to prepare a letter on a no-names basis to the ATO seeking its consent to the proposed amendments to the Trust Deed.</p>	<p>GS</p>	<p>Next steps discussed re keeping costs down and costs agreement to keep below \$10,000 signed by GS on 21 February 2024 after consultation with Chair.</p>

ENDS