

ADRA BOARD MEETING

5.50 PM Monday 4th August, 2003
JAMES LEGAL LEVEL 7, 16-20 BARRACK STREET SYDNEY

AGENDA

- Welcome
- Apologies
- Minutes of previous meeting/matters arising
- Correspondence/matters arising
- Membership Services
 - Functions
 - Website
 - Newsletter
- Administration Matters
- General Business

Minutes of the Meeting of the ADRA Board

Held at 5.50pm on Monday 4 August 2003 in the Committee Room of James Legal, Level 7, 16-20 Barrack Street, Sydney.

The Meeting commenced at 5.55pm.

Present: Val Sinclair (Chair), David West, Albertje Gurley, Peter James, Frank Astill.

Apology: Salli Browning

1. Previous minutes

The minutes of the Meeting of 7 July 2003 were accepted with an amendment to the second sentence under "New Members", which now reads: "The board formally welcomes those members and they will be added to the database." Under item 4 of General Business, "ex it" should read "exhibit".

2. Matters arising from the previous minutes

Correspondence: Peter reported ongoing discussion with an insurance broker and is confident of having a proposal for the next meeting.

General Business Item 1: Val will forward to Chris Astill the memorandum of changes to the brochure.

General Business Item 8: renewal notices will be sent with the first issue of the newsletter if practicable.

3. Correspondence

Albertje tabled an Income Tax Guide, a bill from Telstra for 63.75, two applications for membership, enquiries from people seeking more information on ADRA.

Paula Bruce was accepted as a new member, as was Peter O'Brien subject to the need for further details of Peter's adr involvement.

Val will also follow up and clarify the two cheques received, one from Maurice Maneschi and one drawn on an unspecified Staff development account.

There was discussion on the difficulties of meeting the deadline for payment of Telstra accounts. Direct debit will be investigated.

4. Treasurer's Report

Albertje tabled bank statements: the ADRA cheque account had a balance of \$1511.53 on 30 July 2003, and the cash management account balance was \$7,900.

Following discussion of funds in hand and computing needs identified by Graham King, the meeting resolved to transfer up to \$1000 from the cash management to the credit account to pay for new computer equipment as advised by Graham King and Chris Astill.

5. Functions

Val advised that the 8th August seminar with John Hannaford on NADRAC may have to be cancelled if responses do not increase. A reminder will be sent about the seminar with Tom Altobelli on 28 August. The September calendar will be issued once dates are confirmed with prospective speakers.

Frank mentioned that he had been scheduled to speak law student competitions and their relation to adr on 14 August, but that seemed to have slipped off the seminar schedule. He was happy to wait until a gap appeared in the seminar calendar.

6. Newsletter

David and Frank reported on the committee's meeting of 21 July. Submissions to the newsletter were discussed. Salli is preparing an editorial. Frank had a draft newsletter in a form following the style of the brochure. A copy will be circulated to board members once the committee has settled the content. The August issue will be posted to members, with email notifications of subsequent issues, which will be held on the website. The committee will meet within the next week.

7. Website and Database

Graham King and Chris Astill met with Val, David and Frank prior to this meeting. Graham pointed out some shortcomings with the current hardware, and it was not possible to go online. (See resolution under Treasurer's Report.) Chris will activate the website and initially load information from the brochure onto it. All issues of the newsletter will be held on it, and a network of information and links will be built over time. The database will be integrated so that authorised users can access it remotely if necessary.

8. General Business

There was no further business, and the meeting closed at 6.50pm

Next Meeting: Monday 1 September 2003, 5.30pm.