



**Australian Dispute Resolution Association Inc.**

*Supporting and transforming the community of dispute resolution practice*

*By providing leadership, direction and growth*

ABN 75 535 099 840 ADRA is not registered for GST

ADRA acknowledges the traditional owners of this land and pays respect to their Elders past, present and emerging.

## **ADRA Draft Minutes for Tuesday 22 March 2022**

Topic: ADRA - Australian Dispute Resolution Association Inc.'s Zoom Meeting

Time: Mar 22, 2022 05:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting

<https://us02web.zoom.us/j/2457858839?pwd=TUp3Q21ZK3hEcW81ZFJkcVhFQIRGZz09>

Meeting ID: 245 785 8839

Passcode: 605557

One tap mobile

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Find your local number: <https://us02web.zoom.us/u/keax9MQrNN>

**Topic:** ADRA Board Meeting - Tuesday 22 March 2022, 5:15pm

## **Executive Members:**

- |  |                               |
|--|-------------------------------|
| 1. <b>President:</b>                         | Katherine Johnson             |
| 2. <b>Vice President:</b>                    | Helen Miedzinski              |
| 3. <b>Secretary:</b>                         | Wendy Buchanan.               |
| 4. <b>Assistant Secretary:</b>               | Katherine Johnson             |
| 5. <b>Treasurer:</b>                         | Margaret McCue                |
| 6. <b>Assistant Treasurer:</b>               | Andrew Wong                   |
| 7. <b>Accreditation Officers:</b>            | Cheryl Bryan and Dennis Nolan |
| 8. <b>Membership Officers:</b>               | Cheryl Bryan, Dennis Nolan    |
| 9. <b>Assistant Membership Officers:</b>     | Wendy Buchanan, Jae Hee Yoon  |
| 10. <b>Assistant Accreditation Officers:</b> | Jae Hee Yoon, Wendy Buchanan  |
| 11. <b>Website Co-ordinator/ Events:</b>     | Sam Bektas                    |
| 12. <b>Student Mentor:</b>                   | Ruwan Wathukarage             |

## **Meeting attendees:**

Katherine Johnson, Sam Bektas, Peggy Lim, Wendy Buchanan, Andrew Wong, Margaret McCue, Ruwan Wathukarage, Nell Kim, Dennis Nolan, Helen Miedzinski. Shareena Jadhav, Mark Rogers

**Apologies:** Mark Brady, Cheryl Bryan, Jaehee Yoon, Jane Houselander

**Special Guests:** Kristan Bekus and Tony Enderby from Trender.

**AGENDA for TUESDAY 22 March 2022 Meeting:** Meeting commenced at 5.15pm.

ADRA Board resolved that:

### **1. Approval of 22 February Minutes:**

**Moved:** Margaret

**Seconded:** Peggy

### **2. Presidents' Report:**

#### **Website:**

- All our website functions are now with Trender and it has been my pleasure to work with Tony and Kristan to ensure that our website not only looks good but is ALWAYS fully functional.
- We have paid Trender \$600 for the transfer of documents from the old to the new website. Security facilities are built into the new system, and we received a quote of \$120.00/month for the permanent maintenance of the new site as this was not part of the original brief. We have also received an invoice for \$6,950.00 as full payment for the work completed to date. The Board resolved and Trender agreed for ADRA to pay the amount in two monthly payments. Katherine to transfer \$3,295 on 23.03.2020 and a further \$3,295 on 27 April 2022.

Given the time constraints from the last meeting, when Tony and Kristan showcased the use of the membership form, it was agreed that the accreditation form will be showcased at this meeting.

**Moved:** Wendy Buchanan

**Seconded:** Margaret McCue

## Joint ADRA/PAVE Function:

- Katherine has sent a copy of the recorded session with John to all ADRA executive and PAVE members and asks the Board to consider whether we can allocate CPD points to members who demonstrate that they have watched the recording below:

<https://us02web.zoom.us/rec/share/7zqabat8lJfla12ad7QfrNCsiJeT9FOEFHLMFNkMNoZ5OBGEj3wj34m5JZdVGIX.1GSVs5Z5RemrpA6w> Passcode:

\*2!QOhuC

Kristan agreed that the recording can be placed under the EVENTS tab on the new website as soon as he receives a copy from Katherine which will be sent on 23.03.2020.

### Monthly Catch-up Network sessions: MPNs.

- We have ensured a special place of mention for the Law Society on our website for their very generous offer to use their rooms free of charge over all these years. Many thanks to those who confirmed that they would attend ADRA meetings in person so that we can still make best use of the Law Society's offer.
- Peggy agreed to host the **February MPN session** which I was informed was a resounding success on Monday 21 February with about 6 attendees at the Law Society and a few more on Zoom. Over to Peggy who will give a report. Margaret also stated that she is unable to host the April MPN so we will have a break for April as 25 April is Anzac Day – a Public Holiday

### Meeting dates - every 4th Tuesday of the month:

22 March, 26 April, 24 May, 28 June, 26 July, 23 August, 27 September, 25 October, 22 November.

### MPN Sessions: BIMONTHLY every 4th Monday of the month:

25 April, ANZAC Day Break

27 June, Cheryl Bryan

22 August, Mark Rogers

24 October, Helen

**Moved:** Ruwan

**Seconded:** Peggy

## 3. Student Engagement Committee:

From our October meeting we note the following students are still active on the Student Engagement Committee:

Anny Luo – annylo24@gmail.com (Monash JD, Vic)

Thomas McCarthy – Thomas.mccarthy@live.com.au (Uni of Newcastle)

Michael McCrae – michael@mccrea.com.au (UTS)

Tori Gill – Victoriagill999@gmail.com (Uni of Newcastle)

Chris Rowlands – RowlandsC@gmail.com (UWS)

Elise Anderson – elise-anderson@bigpond.com (USYD)

Jennie Siow – szhishuen@gmail.com (UTS)

Morgan Graham – morgangraham42@gmail.com (Macq MULS)

Devlin Greatbatch Murphy – dgreatbatchmurphy@gmail.com (MULS committee).  
Amer Nasr – amernasr@gmail.com (SYD – JD)

Ruwan is the new mentor for the students and will be contacting the students who are still on the list. Ruwan will report the findings of his discussions with the students so over to Ruwan

Katherine has not yet contacted Fiona Donnelly to suggest that the older mediator Granville Boys may join the ADRA executive meetings, and to suggest that the ADRA students could also participate in the community activities that the Granville Boys had established in their area. The pressure of completing the website has taken precedence so this project may be left for later in the year if not next year.

Moved: Wendy

Seconded: Margaret

#### **4. Treasurer's Report:**

Margaret will report on her ability to access the electronic accounts at the next meeting.

- The latest figures up to 9 March 2022 were **\$8, 098.24** in our Society cheque account: and **\$51,211.06** in our Term Deposit. Our PayPal funds are transferred to the cheque account monthly. This equates to a total of **\$59,309.30**

**Moved:** Ruwan

**Seconded:** Dennis

Wait for the AGM to confirm Margaret as a signatory on the account. Motion withdrawn.

#### **5. Membership Officer's Report:**

Wendy has requested to assist Dennis with the members renewals and to follow-up on welcoming members to ADRA. Many thanks, Wendy.

From the last meeting the following emails were received on the ADRA website re renewal of membership and /or accreditation and were forwarded by Katherine to Dennis, Cheryl and Jaehee to follow up.

- Lessli Strong
- Connie Comber
- Luisa Dos Santos
- Angela Spicer
- Ruth Prabhulatha Johnson
- Jamie Hiscock
- Richard Curie
- Ivana Damjanovic
- Marianne Bastiani
- Victor Berger
- Stacey McAllen via Lisa Davis
- Helen Lind
- Nina Harding
- Naomi Holtring

The report from Dennis about what has happened with each of the above will be postponed until the 22 March meeting.

This month the following requests for renewal and /or accreditation were received by Katherine and forwarded to Cheryl and Dennis:

- Shareena Jadhav -Member
- Ivana Damjanovic- member and accreditation
- Jen Halbert – member and accreditation
- Geoff Charlton member
- Sam Bektus – member and accreditation
- Lisa Ashley - member and accreditation
- Salli Browning - member and accreditation
- Melinda Monahan - member and accreditation
- Lynda Smyth - member and accreditation
- Robyn-Ann Matthews - member and accreditation
- Marten Johns. - member and accreditation
- Joanne Turner - member and accreditation

**Moved:** Peggy

**Seconded:** Margaret

## **6. Accreditation Officer's Report:**

### **Accreditations approved by Dennis and Cheryl last month:**

Over to Cheryl for report on follow-up of Richard Curie and Angela Spicer, and for a report on how many of the above enquiries also succeeded with their accreditation.

**Moved:** Ruwan

**Seconded:** Peggy

## **6. Governance Report:** over to Margaret

The Board resolved to place the *Working with Children's Check* drafted by Margaret into the Index and body of the Governance Manual to comply with those requirements. Margaret to place it in the Governance Manual.

**Moved:** Wendy

**Seconded:** Peggy

## **8. Secretary's Report:**

- **Correspondence mostly covered by President's report.**
- Please note correct details for our bank account as follows:
  - **Correct details are:**
  - **Account name: Australian Dispute Resolution Association**
  - **Bank: Commonwealth Bank of Australia**
  - **BSB: 062021**
  - **Account No: 10606359**

Please email a copy of your receipt to [dennisnolan@bigpond.com](mailto:dennisnolan@bigpond.com) and [wbuc0355@bigpond.net.au](mailto:wbuc0355@bigpond.net.au)

The following correspondence was received:

- VADR on 24.02,2022 re CPD event on
- Nomination for AO for Ruth Charlton
- Website Hosting agreement and Margaret' response
- Nick Williams – invitation to ADRA women for a scholarship
- Practitioner Registration Unit of AG's Dept. – new requirements send to Peggy and Wendy
- Netbank notification on 10 March 2022
- Ruwan's proposal and Nell's business plan
- Gayatri from World Law Allianz requesting ADRA's placement on Dispute Management Group
- New account from Trender for \$600 for extra work on website front page.
- MPN sessions to be placed on Events on Website.
- MSB sent out its March Newsletter with their new Board Members. Anyone wanting more details of this, please contact me so that I can forward those details.

**Moved:** Peggy Lim

**Seconded:** Margaret McCue

## **9. Social Media listing- Sam Bektas:**

Sam discussed ADRA's place for Facebook and LinkedIn. More social media engagement to continue at next meeting.

**Moved:** Wendy

**Seconded:** Peggy

## **10. General Business:**

### **•Business Plan by Nell Kim and Ruwan.**

Well done, Nell – excellent presentation. And many thanks to Ruwan for being your mentor.

- **Succession Planning for ADRA for 2023**
- ADRA's hopes to increase contact with World Law Alliance (WLA), World Mediation Organisation (WMO) and with ANZAPPL as well as with MSB and CADR may be left to next year to give time to implement the current business plan and secure the website functions with the new business plan.

- There being no further business the meeting ended **at 7.30pm**

**Moved:**

**Seconded:**

**Minute Taker:** Dr Katherine Johnson