



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 28 JUNE 2022

ADRA - Australian Dispute Resolution Association Inc. is inviting you to a scheduled Zoom meeting.

Topic: ADRA June Meeting

Time: Jun 28, 2022 05:30 PM Canberra, Melbourne, Sydney

Join Zoom Meeting

https://us02web.zoom.us/j/88372766642?pwd=dhfeYa5V-CIDvhzAlfJD72_u0z6Uh0.1

Meeting ID: 883 7276 6642

Passcode: 551790

One tap mobile

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Executive Members:

- | | |
|--------------------------------|-------------------|
| 1. President: | Katherine Johnson |
| 2. Vice President: | Helen Miedzinski |
| 3. Honorary Secretary: | Wendy Buchanan. |
| 4. Assistant Secretary: | Katherine Johnson |
| 5. Treasurer: | Margaret McCue |
| 6. Assistant Treasurer: | Andrew Wong |

- | | |
|--|-------------------------------|
| 7. Accreditation Officers: | Cheryl Bryan and Dennis Nolan |
| 8. Membership Officers: | Cheryl Bryan, Dennis Nolan |
| 9. Assistant Membership Officers: | Wendy Buchanan, Jae Hee Yoon |
| 10. Assistant Accreditation Officers: | Jae Hee Yoon, Wendy Buchanan |
| 11. Website Co-ordinator/ Events: | Sam Bektas |
| 12. Student Mentor: | Ruwan Wathukarage |

Meeting attendees:

Katherine Johnson, Peggy Lin, Ruwan Wathukarage, Nell Kim, Margaret McCue, Allan Parker, Sam Bektus, Cheryl Bryan, Josephine Reyes, Wendy Buchanan

Apologies: Jane Houselander, Andrew Wong, Dennis Nolan, Mark Rogers, Jaehee Yoon, Helen Miedzinski, Victor Berger.

Special Guests: Kristan Bekus and Tony Enderby from Trender.

AGENDA for TUESDAY 28 June 2022 Meeting: Meeting commenced at 5.30pm.

ADRA Board resolved that:

1. Approval of 24 May Minutes:

- Moved: Peggy Lin
- Seconded: Sam Bektus

2. Presidents’ Report:

Correspondence:

- **ADRA Templates** Katherine forwarded Jaehee’s copy of the templates to Tony and Kristan to see if they could be automated. Tony replied: *Until we look at auto generating the certificates in a future development project, these can be used as a basis to manually generate the certificates for paying members.* Tony and Kristan agreed to generate a new invoice to automate the membership certification process which can be added to the *My account* section of each members’ profile
- **Increase in Data Base membership** – 42 new names added to the data base since last meeting generating \$9,470.00 so far into our account since 10 May 2022. ADRA system now alerts people to the expiry date of their account and more new customers are signing up. Quite a few old memberships still have not activated renewal of their account. Dennis to cold canvas old memberships that have not renewed after they have received two emails to alert them of their expiry date.

Accreditation forms. Cheryl amended the Accreditation form which was forwarded to Trender to upload. Kristan replied that replacing the accreditation form will cost \$960 and outlined all that was required. As ADRA needs the accreditation revenue to maintain the upkeep of the website, an email was sent to the Board to this effect and the Board’s response was to pay the amount so that work of uploading Cheryl’s version could begin straight away. Amount of \$960.00 is now paid.

There are 2 separate parts to the accreditation process – the first is to pay and the second is to fill in the form which will last for 2 years. After payment and form submission, Cheryl

assesses the application and sends the successful ones to Jaehee who then informs MSB and sends off the accreditation certificate to the applicant. Kristan and Tony's new quote will also consider automating this part of the certification process as well as the membership certification.

- **World Law Alliance Network:** Kristan tried to forward our logo with our executive member profiles on to World Law Alliance unsuccessfully at first. Website now on World Law Alliance network but needs reformatting. Kristan to follow through.
- **Email from Wendy re her health.** Katherine sent flowers from ADRA to the San hospital during Wendy's illness. Katherine sent a picture of the flowers with the receipt to the Board. Wendy attended tonight's meeting but is still fragile.
- **Victor's project with Fiona Donnelly and Nicky McWilliam** Katherine organized a Zoom meeting for **4.30 pm on 5 July 2022** to discuss various student and school prospects. Feedback to follow at next meeting.
- **Governance issues and TMB requirements** very onerous requirements to set up a bank account at TMB as it is not a Commercial Bank and as such do not have access to details on Australian Business Register (ABR). As the appointed and updated Public Officer of ADRA with the Department of Fair Trading, Katherine contacted the ABR and was informed to appoint her own accountant as the accountant for ADRA to update ADRA's details. Katherine followed through with a Board discussion via email and the Board agreed to appoint Lisa Lee who corrected/updated ADRA's ABR records. Louise Rosemann no longer appears as ADRA's Public Officer on the ABR and all is now in correct working order.
- **Commonwealth Banking details.** Katherine spoke with the manager of the Commonwealth Bank in Market Street, Sydney and was able to transfer \$6,000.00 into ADRA's working cheque account and locked in \$45,000.00 for 18 months in a term deposit paying 2.2%. ADRA now has a phone banking password.
- **MSB Research Grant.** Katherine sent request to Executive members for each to submit proposals if interested.
- **VADR CPD events:** Tuesday 31 May, *Dr David Moore "Setting Relationships Right"* and Thursday 23 June, *Greg Rooney "I am a Simple Mediator"*: Katherine forwarded this invitation to the Executive and Victor agreed to attend the latter function. Deborah McFarlane and Katherine agreed that each organisation's members could attend functions of the other for free if they make it known to the organizer that they are a member of either VADR or ADRA.
- **Website Rehearsal:** Katherine organized a Zoom link **on 31 May 2022** between Nell Kim, Tony Enderby, Kristan Bekus and Katherine to rehearse the June presentation of the website as the Guest feature. Nell, Kristan and Tony to have one more discussion for which they will set a date and notify Katherine to send a Zoom link.
- **Membership data base and Website maintenance fees:** Kristan and Tony explained what the cost of \$120/month covered, and the Board agreed that if more than 3 hours of work was conducted by Trender then Katherine had the authority to pay for the remaining hours without waiting for Board approval the following month providing the amount was not more than 10 extra hours of work.
- **Scholarships to support women leaders - deadline extended.** Katherine forwarded this email to Executives for their information. Once we have more female students they may be interested in future.
- **ADRA social media post via using website tools**

Katherine responded to Sam's suggestions for social media coverage by asking him to speak to the Board. Sam prepared options to improve our presence online and enter functionality across all social media posts. Sam stated that our Wikipedia page is now stable showing up as ADRA and a Google search of the Australian. Dispute Resolution Association shows up as the first entry. ADRA now has a Linked-In, Facebook and Twitter presence of followers from across the world. Tony and Kristan to work with Sam to see if the Find a Mediator project can also be connected to the social media sites.

Moved: Peggy Lin

Seconded: Margaret McCue

2. Monthly Catch-up Network sessions.

Cheryl cannot co-ordinate 27 JUNE as agreed but can coordinate **Wednesday 6 July 2022 with Wendy. Please note the date change. Sam and Katherine to advertise the event. MPN Sessions will continue BIMONTHLY every 4th Monday of the month, thereafter:**

22 August, Ruwan Wathukarage

24 October, Josephine Reyes, Dennis Nolan

- A Campaign monitor will be sent to all members to advertise the June MPN session.

Moved: Peggy Lin

Seconded: Sam Bektas

3. Student Engagement Committee:

Nell met up with Ruwan and both decided that they want to engage students from various universities in Australia and around the world re benefits of being a student member of ADRA. For example, career mentorship in a field of interest and participating in key ADRA sessions. Student committee members should not be charged membership fees but should contribute to social media engagement as a payment in kind. Students should also organize annual mediation competitions, engage in professional development and assist the Board in general with IT or other issues.

- The prospects of engaging the students from Granville Boys High who have been trained and functioned as mediators within their school resolving issues amongst their peers for the last 4-5 years still to be considered after feedback received from the zoom session with Katherine, Fiona Donnelly and Nicole on **5 July at 5.30pm**

Moved: Margaret McCue

Seconded: Peggy Lin

4. Treasurer's Report:

The latest figures up to 10 June 2022 are **\$10,378.08** in our Society cheque account and **\$45,000.00** in our Term Deposit. Our PayPal funds are transferred to the cheque account monthly. This equates to a total of **\$55,378.08**

Moved: Wendy Buchanan

Seconded: Ruwan Wathukarage

5. Membership Officer's Report-

From the last meeting 42 new names were added to ADRA's data base.

42 Memberships approved:

Moved: Peggy Lin **Seconded:** Josephine Reyes

6. Accreditation Officer's Report:

Accreditations approved: Mark Brady Dennis Nolan, Geoff Charlton

Pending: Christine Marsden, Murray Dawson-Smith, Ian Ritchie, Alysoun Boyle

Dennis to follow-up

Moved: Peggy Lin

Seconded: Wendy Buchanan

7. Governance Report: ADRA's details now brought up to date via ASIC and ABR, and Department of Fair Trading.

Moved: Margaret McCue

Seconded: Peggy Lin

8. Secretary's Report

Correspondence covered by President's report.

Moved: Margaret McCue

Seconded: Peggy Lin

9. General Business:

- **ADRA's Business Plan** as proposed by Nell Kim: Next meeting
Several categories on the website were removed and subsumed into broader categories and some newer categories were created such as a News section to make the content on the website more user friendly. Nell and Tony to explain what further changes Trender has implemented. At the last meeting Nell suggested that ADRA could save time and money if she can update the content for which she will need access to the account details to change content that doesn't require input from Tony or Kristan. Tony confirmed that Nell has been given access. Website to be presented at July meeting with Nell's modifications.
- Victor Berger invited to discuss his proposal further.
From the last meeting ADRA was to explore the possibility that the Granville project could be implemented in Walgett with indigenous students to help dissipate their problems and get kudos for so doing. Granville Boys mediators could be Mentors for Walgett students. Victor was happy to coordinate the project and happy to explore the possibility of changes by approaching the relevant ministers in cabinet(?) Walgett High has had about 21 principles in about 21 years (?) and this project may assist them to function better. Granville may be very protective of their model but may have a bit of room to move. Discussion about this is set for **5 July at 4.30pm**

Moved: Margaret McCue

Seconded: Peggy Lin

Minute Taker: Dr Katherine Johnson