



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 24 MAY2022

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

Topic: 24 May ADRA meeting

Time: May 24, 2022 05:30 PM Canberra, Melbourne, Sydney

Join Zoom Meeting

<https://us02web.zoom.us/j/87372160159?pwd=L1E4QzN6QnpHdWhQYXdocW9jdHRBdz09>

Meeting ID: 873 7216 0159

Passcode: 996892

One tap mobile

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+61731853730,,87372160159#,,,,*996892# Australia

Dial by your location

+61 3 7018 2005 Australia

+61 7 3185 3730 Australia

+61 8 6119 3900 Australia

+61 8 7150 1149 Australia

+61 2 8015 6011 Australia

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 873 7216 0159

Passcode: 996892

Find your local number: <https://us02web.zoom.us/u/kkISRd54r>

Topic: ADRA Board Meeting - Tuesday 24 MAY 2022, 5:15pm

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, Sam Bektas, Peggy Lin, Mark Rogers, Cheryl Brady, Jane Houselander, Dennis Nolan, Helen Miedzinsky, Wendy Buchanan, Ruwan Wathukarage, Laura Rotter, Josephine Reyes, Nell Kim, Jaehee Yoon, Cheryl Bryan, Victor Berger

Apologies: Margaret McCue, Andrew Wong,

Special Guests: Kristan Bekus and Tony Enderby from Trender.

AGENDA for TUESDAY 24 May 2022 Meeting: Meeting commenced at 5.30pm.

ADRA Board resolved that:

1. Approval of 26 APRIL Minutes:

Moved: Dennis Nolan

Seconded: Peggy Lin

• 2. Presidents' Report:

Website:

• Banking

ADRA Paid Trender's invoice for \$6,950.00 as full payment for the work completed to date and a further monthly fee of \$120.00 leaving \$2,681.70 in the s1 account as at 10 May 2022. Katherine contacted the Commonwealth bank on 24 May 2022 and was unable to transfer \$4,000.00 from the term deposit into the S1 account as we did not have a telephone banking password recognized by the bank. Katherine spoke with the supervisor who insisted that the only way to transfer funds was to go to a bank and get a telephone banking password for our own security and only then could we transfer monies.

- There has always been great difficulty with gaining good service from the Commonwealth bank who have an extremely rigid approach so after some discussion **the Board agreed that an alternate more flexible bank could be found for ADRA's banking. Katherine is prepared to do this.**

- **Maintenance of website:** Kristan and Tony reported on work completed re data entry, subscription reminders, monitoring sign-ups, and getting feedback to resolve problems. The framework for a generic '*find a mediator*' program that integrates with the current site will be on hold until we have sufficient funds in the S1 account to pay for any further work to the website. Several maintenance issues arose with those who were manually placed as members on the website such as Dennis Nolan and other members also had difficulty with renewals for accreditation. Cheryl's version of the accreditation

form is to be further refined and placed on the website. Generally, the feedback for membership renewal has been good and extra menu items have been added.

- Automating membership certificates: Tony stated that the membership certificates can be automated if the certificates do not need to be authorized but will require a further 3-4 weeks of consistent work which will be a further \$3,000 \$4,000 money to which we currently do not have access. Jayhee stated that she has been having difficulty manually completing the certificates for membership and accreditation as she is not able to check the ADRA email account via receiving notifications. Tony agreed that he would organize for Jaehee to be added to the ADRA notification system so she can more readily complete the certificates when required.
- Social Media report- Sam Bektas. Getting reports from Campaign Monitor to get new subscribers and once ADRA is having more events they can be promoted on the social media platforms. Sam wants to explore posting a column named *Aspects on Mediation* to generate a post for social media. He agreed to draft something and send it to Katherine to be discussed at the next meeting.
- Members Directory The Board agreed that a campaign monitor should be sent to all our past members inviting them to fill out a form with their current details if they would like to appear on the ADRA website. Katherine, Dennis, Wendy and Cheryl to receive the completed forms, check their authenticity and send the genuine ones to Tony and Kristan to be placed on the data base as the current system can't retrospectively collect data from past members. Once this is done our current data base will grow and can be ported.
- ADRA Background Katherine also contacted Kristan and Tony re formulating an ADRA background for when we have Zoom sessions. Tony investigated this possibility and unfortunately the level of membership ADRA has with Zoom does not allow a background to be made as we do not have a business account which is considerably more costly than the current \$240/annum that we pay.

Moved: Peggy Lin

Seconded: Dennis Nolan

Correspondence received:

- Email from Sam Bektus on 26 April re re-accreditation difficulties forwarded to Kristan and Tony.
- Email from Stephanie Whittles on 26 April re cancelling venue for April due to Anzac Day. Peggy has kindly agreed to be present today for our May meeting. Many thanks, Peggy.
- Email for Bianca Gauci-Bennett on 26 April saying she is happy to be a member of ADRA. Follow-up required for requests for membership from Nina Harding, Naomi Holtring.
- Email from Eliza Steele on 26 April re a complaint after recent private FDR session. Katherine replied on 27 April stating:
ADRA handles complaints of its mediators so we would require the name of the mediator to refer your complaint to that person so that their side of the story as well as your own is obtained. If the mediator is not a member of ADRA you will have to go to the organisation with which the mediator is registered so that they can look into the matter. Hope this assists.

No response to Katherine's email. The Board decided we have done enough and have left Eliza sufficient details for her to contact us should she wish to pursue this.

- Email from VADR with Zoom link for Baruch Bush. Very good session.
- Email from Mary Walker on 9 May re CADR. CADR meeting held on 12 May at 8.30 am between ACICA, ADC, RI, ADRA and Law Council as observer. No Minutes of the meeting but the Theme was *Diversity in Inclusion* and the *Singapore Convention* with an *Equity Pledge on a Domestic and International basis*. Deborah to place the pledge on the CADR website. Katherine to contact CADR representatives to set the next meeting date and time.
- Email from Nick re *Women and Law Scholarships* which Katherine forwarded to the ADRA Board. No takers as yet but this may be of interest to new student members once we have more interested students involved. Nell and Ruwan to follow through.
- Email from Kristan on 12 May re including insurance information on our website. The Board agreed that Tony, Kristan and Nell should present the new website at the June meeting to the Executive Board to embrace the Business plan that Nell has forged. The Board also agreed that a Zoom meeting should be held with Tony, Kristan, Nell, Wendy and Katherine beforehand to rehearse what will be presented.
- Email from Samantha Bridger on 13 May re offering insurance assistance to Geoff Charlton. Geoff now a member with ADRA and applying for accreditation and insurance via ADRA.
- Email from Gabrielle Passlow re accreditation. Katherine forwarded her email to Kristan and Tony for assistance.
- Email from Andrew Wong re Current ADRA certifications for practitioner members, non-practitioner members, students, organisations. Workshops and accreditations and re-accreditations.
- Email from **World Mediation Forum**. Katherine's submission to offer a seminar as ADRA's president was accepted for the **11th WMF conference** and Katherine paid her own fees for registration.
- Email from **MSB** on 16 May inviting ADRA to register for **Focus Groups**. Katherine forwarded the email to the ADRA Board and Victor replied saying he was not sure if he qualified. Katherine not able to attend as there is far too much other business to handle. Victor again expressed an interest and the Board agreed that he should contact MSB to assist.
- Email from **CiArb** inviting our members to become a CiArb accredited mediator. Katherine forwarded email to ADRA Board.
- Email from **Mary Walker** on 21 May re ensuring that members of ADRA who are accredited elsewhere can still be ADRA practitioner members. The Board confirmed that this was so and the new re-accreditation form will specify this as an option.
- Email from **NMAS Review** on 23 May re update on completing consultations. Katherine has forwarded to the ADRA Board.
- Email from **Campaign Monitor** re subscribers, on 23 May. We seem to be doing ok for now.
- Email from **World Law Alliance (WLA)** on 23 May noting payment of \$157 US for ADRA membership fees. WLA now going to place ADRA on their website. Kristan to send the links of the ADRA logo and the Executive profiles to WLA. Thanks, Kristan.
- Email from Jennifer Jablonski – did not complete the accreditation application.

- Email from Margaret McCue stating unable to attend tonight but sent the Governance Report.
Moved: Wendy Buchanan
Seconded: Dennis Nolan

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: Josephine Reyes
Seconded: Victor Berger

4. Student Engagement Committee:

- 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 as there has been no contact with Katherine from Fionna Donnelly and Nicole. Katherine to follow -up for next meeting
- As Ruwan is the mentor for the students he and Nell will also discuss further options of engaging students from Universities to engage in Dispute Resolution. Ruwan and Nell wish to start a new program for student from Law schools around world to join Mock competitions and to join ADRA. We look forward to their success.
Moved: Wendy Buchanan
Seconded: Ruwan Wathukarage

5. Treasurer's Report:

- The latest figures up to 10 May 2022 are **\$2,681.70** 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 **\$53,892.76**.
Moved: Josephine Reyes
Seconded: Mark Rogers

6. Membership Officer's Report- Wendy, Dennis:

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.

Memberships approved:

Sam BEKTAS, Sandie ODGER, Gabrielle PASSLOW, Joanne BAROUNIS, Geoff CHARLTON, Naomi HOLTRING, Mark BRADY, Dennis NOLAN

Moved: Josephine Reyes, **Seconded:** Victor Berger

6. Accreditation Officer's Report: Accreditations approved:

Sam BEKTAS, Sandie ODGER, Gabrielle PASSLOW, Joanne BAROUNIS,
Certificates can be issued to the above please.

Pending

Geoff CHARLTON, Naomi HOLTRING, Mark BRADY, Dennis NOLAN

Moved: Wendy Buchanan

Seconded: Mark Rogers

8. Governance Report:

See Margaret's report attached.

Moved: Josephine Reyes

Seconded: Helen Miedzinski

9. Secretary's Report

Correspondence covered by President's report. Reprints on whose paid and base is growing.

Moved: Mark Rogers

Seconded: Peggy Lin

10. General Business:

- ADRA's Business Plan as proposed by Nell Kim: Nest 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 to confirm that Nell has been given access. Website to be presented at June meeting with Nell's modifications.
- WLA requirements for ADRA to be placed on their website – criteria sent to Kristan.
- Victor Berger invited to discuss his proposal further.

ADRA 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 is happy to co-ordinate 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.

Victor still keen to follow up. Katherine suggested that when she next contacts Fiona and Nicole for a meeting from Granville Boys, that Victor be included to give them his proposal.

Moved: Wendy Buchanan

Seconded: Ruwan Wathukarage

Minute Taker: Dr Katherine Johnson