



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 and present.

ADRA Board Meeting Minutes

24 October 2017

Law Society 170 Phillip Street, SYDNEY 2000

Present:

Co-Chairs: Mary Walker and Laurence Boule
Treasurers: Margaret McCue, Andrew Wong (Assistant)
Members: Jane Houselander, Peggy Lin, Mark Brady
Secretary: Wendy Buchanan

Apologies:

Dennis Nolan, Salli Browning, Emily Kwok, Campbell Ball, Andrew Wong, Katherine Johnson, Paula Castile.

AGENDA:

Meeting commenced at 6:00pm.

Acceptance of Minutes of 26 September Moved L Boule, Seconded W. Buchanan

ADRA Board resolved that:

1. Christmas Event and Workshop

- Professor Natsagdorj has advised that he is unable to be in Australia on 28 November.
- **Possible speaker could be Dr Rose Cantali. Jane Houselander and Wendy Buchanan to follow this up. Katherine Johnson will be meeting with Dr Cantali on 4 November when she returns from overseas.**
- Peggy Lin suggested arbitrator Karin Lemesurier as another interesting speaker.
- Charge will be \$150.00 for combined workshop and dinner or \$60 for dinner only.
- Board will meet at 5pm following workshop and conclude at 6pm to join the dinner at Silks.

2. Officer's Reports

Chair

- We are yet to receive an invoice from Clayton Utz for the cost of the August Conference

which could be up to \$6000.00.

- Induction Package: Governance committee to create a Template for this and include advice of ADRA's aims and history. It is important for new members to understand why ADRA is different from other leaders in the Dispute Industry because of its emphasis on inclusiveness and community.

Treasurer's Report

- ADRA's financial accounts for 2016-17 are now signed off
- Total income for the period was \$23,988.38 and expenditure was \$13,629.35.
- The operating surplus for the year ended to June 2017 was \$10,593.03.
- Term deposit balance is \$40,296.77.
- Form A12-T2 has been submitted to Fairwork NSW as required for Non-profit organisations.

Secretary's Report

- 4 practitioner renewals and three people booked for 26 October workshop (another 3 from APS)
- Accreditation - none this month
- Correspondence: Kirsten Ward was assisted by Katherine Johnson and Andrew Wong with her non-practitioner renewal.
- Email received from Katherine Johnson stating that ADRA's ethos of community is known by current ADRA members but new members may need education about this.

3. Governance Sub-Committee report:

Governance Meeting commenced on 8 October 2017 at 10:35am

Present: Katherine Johnson, Kate Mylott, Wendy Buchanan, Campbell Ball, Andrew Wong, Salli Browning (joined at 10:50am)

Draft Charter for Governance completed as a group. Andrew will send a draft to everyone for review.

Discussed issue of delegation. Treasurer and Secretary may be "responsible for" certain obligations, but may delegate tasks to committee members/other board members.

- **Other Issues on Governance**
- Discussed need for register of members. Task delegated to Salli Browning to refine list of members. Andrew sent list to Salli for review.
- The Members list needs the following information: name, address, expiry date and years of membership.
- Policies: we will need to create a discrete folder of policies which do not need to be uploaded onto our website as they are internal management documents. Katherine, Andrew and Campbell to go through past 3 years of minutes and search for any mention of policy. Create a brief document of policies and report back in February 2018 meeting.

- Motions from meetings. We need to create a motions book to keep a list of motions moved in meetings. This can be done by hand in a physical book.
- Templates to be created to guide members (e.g., minutes, motions, letters, etc). Andrew has a folder of templates created from his involvement with ADRA. He will send them through for the board to review.
- Meeting concluded at 12:12pm

4. Upcoming Events:

26 October Joint workshop with Australian Psychological Society.

- Topic: **Visible and Invisible Elements of Parenting Disputes: The High Conflict Parent and the Psychological Child.**
- Presenters are Emily Kwok and Wendy Buchanan.
- Emily works with families, adolescents and children as a Clinical and Forensic Psychologist and Family Dispute Resolution Practitioner. She also provides training at the School of Medicine at Western Sydney University and training in Family Mediation for UNSW's Master of Forensic Psychology program.
- Wendy is a Counselling Psychologist with experience in Workplace Mediation and Grievance Investigation and has been in a private practice for 17 years.

Seminar on Elder Law: **The Process of Guardianship and the place of Mediation.**

- Date: 20 February 2018
- Venue: NSW Bar Association Dispute Resolution Centre
- Time: 10am to 3.30pm
- Details to come. Connie Comber is co-ordinating the speakers and topics.

5. General Business

New Project: Review membership and contact Pioneer Members.

Next ADRA meeting to commence at 5:00PM on 28th November 2017.

Held at: Law Society 170 Phillip Street, SYDNEY 2000. Prior to Christmas Dinner at Silks.

Minute Taker: Campbell Ball