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

## ADRA Board Meeting Minutes

26 May 2020

### ***Zoom Video Conference:***

<https://us02web.zoom.us/j/82515507838?pwd=VGRUd241amQwY3ZqMjNoK2JKSXplUT09>

### **Zoom via telephone:**

Dial: +61 2 8015 6011

Meeting ID: 825 1550 7838

Password: 547908

### **Executive:**

<b><i>Co-Presidents:</i></b>	Katherine Johnson and Andrew Wong
<b><i>Vice President:</i></b>	Helen Miedjinski
<b><i>Treasurer:</i></b>	Margaret McCue
<b><i>Assistant Treasurer:</i></b>	Andrew Wong
Accreditation Officer:	Helen Miedjinski
Assistant Accreditation Officer:	Jae Hee Yoon
<b><i>Secretary:</i></b>	Wendy Buchanan.
<b><i>Assistant Secretary:</i></b>	Katherine Johnson

Special Guests:

***Members Present:*** Katherine Johnson, Peggy Lim, Wendy Buchanan, Cheryl Bryan, Jane Houselander, Louise Mathias, Helen Miedjinski, Mark Brady, Margaret McCue, Sam Bektas

**Apologies:** Andrew Wong, Jaehee Yoon, Ruwan Wakathurage, Mayo Materrazzo

### **Guest Speaker: Paul Mathugala:**

- **Upgrade of the Website:**  
At the April meeting the Board resolved:
  - that we will pay our web designer, Paul Muthagala, up to \$3,696 (inclusive of GST) for the website upgrade and \$1,100 (inclusive of GST) for the mobile application.
  - that Paul will:

-Move our website content to a better Content Management System (CMS)

-simplify the layout of our website to show at the frontpage membership renewals, accreditation applications, professional indemnity, CPD log, minutes, and publications; and

-add a CPD logs for our members to log their professional development throughout each year.

-create a mobile app that will basically mirror our website's functions.

Paul met with Katherine and Andrew on Sunday 17 May to discuss the above in detail, and later contacted Simon (our original web-designer who still hosts our website) for assistance with the upgrade. The outcome of those meetings, were:

- To consider the best way to migrate our website from Joomla to WordPress in a staged process so that the functionality of the existing website is not disturbed. The current website has some difficulties – one of which is with membership renewals and these problems will hopefully be eliminated by the new upgrade.
- That there will be no need for an ADRA App as the current system and the upgrade both show up very well on mobile phones, saving as an estimated \$1,100 for the App. Paul will update the Board monthly with the progress of the updates.

## **AGENDA for 26 May Meeting:**

Meeting commenced at 5:45pm.

ADRA Board resolved that:

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

Minutes of the meeting held on 28 April 2020 were moved for approval by Cheryl and seconded by Peggy. The minutes were accepted with no objections.

### **2. President's Report:**

- **Adoption of New Constitution with required amendments in conjunction with Governance Committee Report:**

#### **Updates to the Governance Manual and Amendments to the Constitution:**

*Following the repeal of The Associations Act 1984, ADRA now comes under the Associations Incorporation Act, 2009. The amendments involve replacing references to the previous Act with references to the current Act. The Board also made a number of amendments to the Constitution, particularly in relation to membership levels and dispute resolution*

Please note that a copy of the amendments tracked in the Constitution was sent to all our members and a special resolution to accept the amendments was accepted at the General meeting held on 24 March at 5:30 pm via teleconference (due to COVID virus).

**Form 6 was completed and returned to the Department of Fair Trading in Bathurst by the April meeting.**

- Since then, ADRA received an email from Department of Fair Trading (DFS) accepting the Constitutional changes made as amendments.

Katherine rang the Department to confirm that all was now in order and was informed that it would be in ADRA's best interest to hold yet another Special Meeting to marry the changes with the original Constitution and adopt that document as a new Constitution. That is, if anyone should ask the DFS for a copy of ADRA's Constitution as it now stands with the DFS, they would receive the original constitution plus all the amendments as separate documents, requiring the party to marry together the amendments with the original Constitution.

The suggestion was that if we marry the original with the amendments and then ask the Department to accept that modified document as our new Constitution, then it will be accepted as such. Should anyone then ask for a copy of ADRA's Constitution, they would receive the amended version only.

Katherine explained that the revised Constitution was sent to the DFS along with the tracked version showing the amendments, but that we failed to incorporate the acceptance of the revised version into the motion as our new Constitution, requiring us now to hold another special meeting. The Board agreed to complete another Form 6 to send to the DFS, incorporating into the motion that the revised Constitution will be our new Constitution.

We will now send out another notice to our members via Campaign Monitor, for another special meeting offering our members 21 days to respond, prior to filing the revised Constitution with the DFS with another completed Form 6. Hopefully, we can conclude the Special meeting by the next ADRA meeting.

Moved by Margaret McCue

Seconded by Helen Miedzinski

- **Mongolian Project:**

The training of 4 judges from the *Judicial Council of Mongolia* occurred on Sunday 25 May at 12:00 pm via Zoom. Unfortunately, the connections were not the best and only two joined along with Icho. Despite the difficulties however, Icho preferred that we continue and the first session on the **pre-mediation** session was held. The session lasted nearly two hours with Enkhee Sharav translating. Icho seemed pleased with the outcome as her goal was to hold another session with her mediators, imparting the knowledge gained from our Zoom session – especially to the Regional centres where support for mediators was minimal.

Enkhee suggested that I should write up the information from the sessions, she would then translate the information into Mongolian and we could then re-train the judges etc, with that information in booklet form, once the COVID restrictions are lifted.

The draft version of the Memorandum of Understanding (MOU) for Icho's NGO Affiliate group called *Mediation Centre for Unity and Trust* is now being translated into Mongolian by Enkhee Sharav and will be sent to Icho for her signing hopefully by the end of June once the Mongolian elections are over. Andrew and I will then sign the documents – one in English and one in Mongolian for the Affiliate relationship to begin with ADRA. The purpose of the NGO group will be to offer Continuing Professional Development to the Mongolian Mediators from the *Judicial Council* –the session held

on 25 May 2020 being the first of these.

Noted.

- **Deep Democracy: Myrna Lewis.**

Myrna has not come back to ADRA with a program to date so we will follow this up later in the year.

Noted

- **ANZAPPL**

There has been no further information on whether the international conference will occur later in 2020. Katherine to follow up with Amanda White later in the year.

Noted.

- **CADR (formerly the Dispute Resolution Industry Forum).**

Due to the COVID restrictions, there has been little opportunity to contact ADC about whether the meeting with the CADR steering committee will go ahead on 16 October 2020. This may be an issue that we should regenerate once the COVID restrictions are lifted. The Board's decided to defer this matter until the next meeting.

Moved by Cheryl

Seconded by Helen

- **FACEBOOK AND LINKED-IN:**

We have also created a Facebook discussion group for our members to discuss any dispute resolution related issues and to professionally connect. This can also serve as a referral system if needed: <https://www.facebook.com/groups/adragroup/>. Ruwan expressed an interest in monitoring the Face-book but we will confirm this when he is next attends a meeting.

It was noted in the Linked-in Website that more people are viewing our Linked-in page. Hopefully this will increase our exposure once the links can be re-directed to our new website.

Noted.

### 3. Treasurer's Report:

The latest figures up to 28 April 2020 were **\$12,497.43** in our cheque account; and **\$50,392.63** in our Term Deposit. Our PayPal funds are transferred to the cheque account monthly. This equates to a **total of \$62,890 06.**

Please note that there was an error in the recording the cheque account amount of last month's figures which should have read **\$13,964.16**, not \$17,706.72.

The Treasurer has filed the Annual Financial Statement with Fair Trading.

Noted.

### 4. Membership Officer's Report:

In Campaign Monitor we have 268 names listed but not all are financial. 28 are non-practitioners and 20 are student members (10 are financial) Generally we have 235 subscribers on our website. 4 Practitioner memberships were processed, 1 was a NSW renewal and the other 3 were new Queensland members recently joined with ADRA. March 2020.

Noted

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

4 accreditations were processed this month, 2 from New South Wales (1 was a renewed accreditation Mark Brady) and 2 from Queensland.

Noted

## **6. Secretary's Report**

### **Correspondence:**

Website details from Andrew and emails from Katherine were discussed in the President's report.

Students applying must have evidence of their enrolment in order to be admitted as Student member.

## **7. Student Engagement committee:**

At the April meeting Louise reported via email that the Student Engagement Committee has sent flyers to all 6 universities for which Louise was in charge which was excellent news.

It is hoped that the campaign to recruit students from Universities will inform them about ADRA and its aims in promoting and supporting the exchange of ideas and experience in the Dispute Resolution community and beyond. The 5 new Student memberships are very promising for ADRA to encourage students to consider DR as part of their future careers and it is hoped that the Essay Competition with a prize of \$500 will encourage innovative thinking in the Dispute Resolution environment.

Louise confirmed that flyers have now been sent to all the universities in NSW, and that she has received 3 applications to date from students wishing to participate in the student engagement committee on the Board of ADRA. One student has started drafting the essay for the competition and our five new student members are probably as a result of Louise's work. We are now awaiting the cut-off in July for the essays to be judged.

ADRA wishes to thank Louise and her committee for all their excellent work in this project

## **8. MSB Accreditation requirements:**

ADRA has received an email from MSB stating that we owe \$100.00 for this year's accreditations. Once Helen can confirm this we will pay the invoice and will be trialing an MPN session which hopefully will be accepted, as satisfying criteria for national accreditation with the MSB. The first of these will be conducted on Monday 4 May at 6:00pm – 8.00pm to offer two hours of CPD points.

## **9. Mediator Practice Network**

On **Monday 4 May 2020** Katherine Johnson, Andrew Wong, Dennis Nolan, and Wendy Buchanan conducted a Mediator Practice session with a case study that was previously sent to the participants. There were 9 participants in total including the three role players and Katherine as well as Sam Bektas fulfilling his role as discussed in the April meeting. Thank you, Sam. The session lasted 2 and a half, hours so will attract

2.5 CPD points towards Mediator Skill training. The session aimed at listening skills to accommodate the different skill levels of our members and was reasonably well received despite the obvious differences in following instructions. More practise at this type of exercise would be helpful.

**The Next MPN** will be on **Monday 20 July** and hosted by **Katherine and Wendy** and will probably focus on a follow-up of the listening skills exercise that occurred in the May session. More details later.

Two Saturdays in 2020 will be co-ordinated by **Peggy Lin**, one on **29 August 2020** and one on **26 September 2020**.

Please contact Peggy Lin on 0411 161 888 for venues or video details.

## **10. General Business:**

- Cheryl and Sam had a few conversations via phone and email in relation to the accreditation criteria and Sam mentioned that he viewed a Harvard webinar from Professor Hoffman who explained complicated concepts in a calm and easy to understand format. Sam agreed to send the links of the webinar for placement on ADRA's website.
- Job vacancy in Alice Springs: Family Dispute Resolution Practitioner (FDRP) & Family Law Pathways (FLPN) Project Officer sent by Mieke Brandon  
A description for the position can be found on the Relationships Australia Northern Territory website through the following link:

[https://nt.relationships.org.au/current\\_vacancies/family-dispute-resolution-practitioner-fdrp-and-family-law-pathways-flpn-project-officer-full-time-12-months-fixed-term/](https://nt.relationships.org.au/current_vacancies/family-dispute-resolution-practitioner-fdrp-and-family-law-pathways-flpn-project-officer-full-time-12-months-fixed-term/)

There being no further General Business the meeting concluded at 6.30pm.

Next ADRA meeting is scheduled for **Tuesday, 26 May 2020**

Minute Taker: Katherine Johnson