



*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

30 July 2019

Law Society 170 Phillip Street, SYDNEY 2000

Present:

Chair: Laurence Boulle

Treasurers: Margaret McCue, Andrew Wong (by phone)

Members: Katherine Johnson (by phone) Jane Houselander, Peggy Lin, Grace Cavallaro, Louise Mathias, Jae Hee Yoon

Secretary: Wendy Buchanan

Apologies: Mary Walker, Mark Brady, Dennis Nolan

AGENDA:

Meeting commenced at 5.40pm

ADRA Board resolved that:

1. Approval of Minutes:

- Minutes of the meeting held on 12 June 2018 are approved by Margaret McCue and seconded by Jane Houselander.

2. President's Report:

- Tribute to John Pollard
ADRA WAs saddened to hear of John Pollard's passing this month. John Pollard was the ADRA President after Basil Evangelides, between 1992 and 1993. He was one of the first family lawyers trained in mediation in the 1980s through Unifam. John was passionate about family mediation, dispute resolution and collaborative practice across his professional life until his ill-health brought about a premature retirement around 10 years

ago.

- ADRA arranged flowers to be delivered to the funeral with the message "*ADRA will always remember you as a leading light in dispute resolution.*"
- A motion of Condolence was passed.
- Motion to be drafted: That a posthumous award is to be presented as commemoration at our AGM on 29th August.
- Moved by Katherine Johnson
- Seconded by Wendy Buchanan

3. Treasurer's Report:

- The latest figures up to 9 July 2019 were **\$\$13,140.68** in our cheque account; and **\$41,365.71** in our Term Deposit. Our PayPal funds are transferred to the cheque account monthly. This equates to a **total of \$50506.39**
- Term Deposit to be rolled over with same bank.
Andrew Wong to execute on Friday 2 August 2019
- Moved by Margaret McCue
- Seconded by Laurence Boulle

4. Governance Committee Report:

- **Amendment to Constitution** – The memo of the proposed amendment of the constitution was tabled at the June 25 Meeting of the Board. The amendment is needed to comply with S49 of the Association Corporations Act. Needs Special General Meeting to approve this
- Moved by Margaret McCue
- Seconded by Andrew Wong
- **Designated Officer for Complaint Handling** – It was decided that this should be a shared responsibility.
Louise Mathias, Katherine Johnson and Andrew Wong were designated as the Complaint Handling Officers
Designated Complaint Handling Protocol to be added to the Governance Manual.

5. Membership Officer's Report:

- Seven memberships and one student membership were processed this month.
 - These included one each from Western Australia, Victoria and Queensland.
 - Currently there are 64 financial members.
 - 20 members are in Victoria
 - An ADRA member in Melbourne has expressed interest in having a bigger involvement in ADRA. This matter is to be followed up in future meetings.
- Noted

6. Accreditation Officer's Report

- One accreditation from Victoria was processed this month.
- Nil re-accreditations were processed this month.
- Noted

7. Secretary's Report

- Email from Josephine Reyes advising that ADRA will need to draft a letter of invitation for Dr Ralph Steele's visit in October.
- Email requesting seeking a Dispute Resolution Practitioner on a fee for service basis for their organisation which has national coverage. However, return email addresses were not valid so no further information could be obtained.
- Noted

8. Calendar Dates for Events and Mediator Practice Network

August: Helen Miedzinski and Katherine Johnson attend the Learned Friends conference in Barcelona. They will report on ADRA's project in Mongolia.

AGM and AGM Dinner 29th -Date change to allow Mongolian team members to attend (return is 28th August) Venue is the Palace Restaurant. AGM Dinner speaker is the **Honourable Greg James**
Topic: **Early Appropriate Guilty Plea and Mediation in Criminal Proceedings.**

September: Afternoon event 4-6pm 26 September –**Amanda White**, President of NSW Branch of the Australian and New Zealand Association of Psychiatry, Psychology and the Law will address the issues of **Cognition and Capacity in the Legal context** arising from her work as a Forensic Psychologist and Neuropsychology researcher. Venue: Bar Association
The ADRA Aged Care Subcommittee will be assisting the promotion of this workshop. Committee members are Peggy Lin, Mark Brady, Helen Miedzinski and Jane Houselander.
Andrew Wong will organise the publicity.

October: **Essay competition** Prize-winner announced. Winner to present their submission to ADRA members.
Lewis Deep Democracy Advanced Mediation Training Presenter Myrna Lewis. A letter with a flyer on the Course was included with the June 25 Minutes. However, more details are required (clarification of ADRA's Role -who pays for the venue, whose does the marketing, what is the benefit for

ADRA). Katherine Johnson will liaise with Myrna and forward information to Board.

Workshop to be presented by Dr Ralph Steele, Professor of Mediation at the University of Texas Arlington, Arbitrator and Mediator. Date to be confirmed depending on Bar Association availability. Preferred is October 16 or 17. Laurence and Wendy to follow-up.

November: Final Board Meeting for 2019 at the Law Society and followed by ADRA Christmas Party at Palace Restaurant. Formal introduction to ADRA of our Patron, Justice Terry Sheehan.

- Mediation Peer Network for 2019 is given monthly on the 4th Monday of every month except for the month of July 2019 when it is rescheduled to the 29th.
- Monday March 25th March Presenters: Wendy Buchanan and Peggy Lim
- Monday April 29th Presenter; Ruwan Wakathurage
- Monday May 27th Presenter Laurence Boule: Numbers,
- Monday June 24th Presenter Ruwan Wakathurage: Family Property Mediation
- Monday July 29th Cancelled due to lack of interest.
- Monday August 26th Clarence Street Venue is not available on this date.
- Monday September 30th Clarence Street Venue is not available
- Monday October 28th TBA
- Venue: Clarence Corporate Centre
Suite 504, 235 Clarence Street, Sydney 2000. (Please enter building before 6pm.)
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9. General Business:

- **Student Engagement Committee Update from Louise Mathias**
Terms of Reference to be circulated to the Board by Flying Minute for approval by 3 August 2019.
Committee is Louise Mathias (Chair), Ruwan Wakathurage, Jee Hee Yoon and Wendy Buchanan
Student Engagement Sub-committee purpose is to provide strategic direction and leadership to ensure that students enrolled at Universities, initially within New South Wales, who are studying law, business and/or psychology engage with ADRA and grow their knowledge and commitment to alternate dispute resolution and ultimately promote alternate dispute resolution.
One or two Student Members will be appointed by the Student Engagement Committee for a maximum tenure of 24 months, or as otherwise agreed by the Sub-Committee.
- **Essay competition:** closing date to be 15 October. The successful entry will be selected and announced by the Sub-Committee.
Include a new paragraph in the Terms of Reference that the winner of the Essay competition will present their essay to ADRA at a special meeting or dinner event.
- **Student Recruitment:** The initial recruitment will involve liaising with students and staff New South Wales Universities to discuss ideas and promote collaboration.

Louise and Ruwan will invite and appoint one or two students from each University to become sub-committee members of the Student Engagement Subcommittee where they will be invited to attend all ADRA function, attend up to three Board Meeting per calender year and liaise with the Student Engagement Subcommittee members at other times, as necessary.

- **Letters of Appreciation to People who assisted ADRA during the visit of the Mongolian Delegation**

Laurence and Mary have drafted the form of the Letter

Wendy Buchanan requested some assistance with the correct form of address for the Judges and the correct postal addresses.

Laurence and Helen will update some of the letters. Wendy and Jae Hee will assist.

- **AGM on Thursday 29 August 2019-Nominations for the ADRA Board** are available on our Website. Responsibilities of Board Members are described in the ADRA Constitution which is also found on the ADRA website.

Andrew Wong to send out reminder. There is no fee to attend the AGM which will be held at the Law Society, 170 Phillip Street, Sydney.

However, members must register and pay for the AGM Dinner at the Palace Restaurant which follows. Cost is \$60 and includes one alcoholic beverage.

Guest speaker is former Supreme Court Judge, **Hon Greg James AM**. He will speak on the topic of Early Appropriate Guilty Plea and Mediation in Criminal Proceedings.

- **Amanda White Workshop 26 September 2019** – The ADRA Aged Care Subcommittee will be assisting the promotion of this workshop. Committee members are Peggy Lin, Mark Brady, Helen Miedzinski and Jane Houselander.

Andrew Wong will book Bar Association and organise publicity.

Noted.

Next ADRA meeting is the Annual General Meeting scheduled for Thursday, 29 August 2019

Followed by Dinner at the Palace Chinese Restaurant, Shop 38 **Level 1, Piccadilly Tower, 133 Castlereagh Street**, Sydney (alternative entrance from 210 Pitt Street). Nearest Train stations are **Town Hall** and **St James** (short walk).

Minute Taker: JaeHee Yoon