



## ADRA Board Meeting Minutes

**24 April 2018**

*Law Society 170 Phillip Street, SYDNEY 2000*

1. **Apologies:** Salli Browning, Dennis Nolan, Laurence Boulle, Campbell Ball
2. **Members Present:** Katharine Johnson, Margaret McCue, Peggy Lin, Andrew Wong, Mary Walker, Jane Houselander, Wendy Buchanan, Paula Castile, Helen Miedzinski, Mark Brady

3. **New Secretarial Support:** The Board welcomed new member Jae Hee Yoon.

4. **Minutes** of the Meeting held on 26 February 2018 Accepted

Proposer: Peggy Lin, Seconder Margaret McCue

5. **President's Report**

Mary Walker brought the Board's attention to the Law Reform Commission's Issues Paper No. 48 Review of the Family Law System. The closing date is 7 May 2018 . The Board agreed to send emails to the members requesting members with an interest in this topic if they would form a subcommittee to submit an ADRA response. The Resolution Institute has circulated survey questions and they will hold a special meeting on the 28<sup>th</sup> April to discuss the response.

Mary Walker also mentioned a list of other initiatives which ADRA could pursue to publicise our Member Practice Sessions .

Laurence Boulle and Katherine Johnson will explore which Universities have either reduced or deleted ADR in their courses.

The Board welcomed Jae Hee Yoon who has expressed interest in giving Secretarial Support.

6. **Treasurer's Report**

a. **Cheque account \$11,832.11**

Motion: \$253.00 for Website repairs approved. Moved Mary Walker, seconder Margaret McCue

Deposits from PayPal account to Cheque Account Actioned by Andrew Wong

3.04.2018 \$296.17

9.04.2018 \$946.97

**b. Term Deposit \$41,261.14**

Motion: Renew Term Deposit approved: Proposer Andrew Wong and Seconder Mark Brady

**c. Treasurer will be compiling quarterly report for next meeting.**

**7. Governance Committee Report**

Governance committee is to have its Manual completed by 24 July 2018 which is the date of the AGM. The Manual is to include a flow process for the AGM to guide the Secretary and a step by step guide about joining ADRA for new members.

Margaret McCue asked if the Accreditation officer Paula Castile could draw up a flow chart of the actions necessary to process an Accreditation and forward this to the Committee.

**8. Membership Officer's Report**

One new student member and three more Mediation Quest paid.

**9. Accreditation Officer's Report**

Paula Castile supplied the following suggestions for the Instructions for the Accreditation Process:

- Is the Applicant a financial Member? Action: Look up Membership Register
- Immediately the application is received it must be passed to the Accreditation Officer as the Accreditation is often needed as soon as possible for their work.
- Applicant must send relevant paperwork (see instructions on Website for what is required) to the Accreditation Officer
- Accreditation Officer evaluates the Applicant's submission (how is this done?)
- Accreditation Officer forwards information to the NMAS
- NMAS allocates Registration Number
- Link the Accreditation to the Membership Register
- Accreditation officer notifies the Applicant if they are successful

## 10. Secretary's Report

Correspondence:

Email April 7 from Andrew Wong about updates to website and campaign monitor with the addition of an automated emailing function. Attachment included Welcome Letter drafted by Andrew for Board to approve.

Email April 9 from Katherine Johnson suggesting lower price for Workshop on Mediation in Guardianship Matters due to low response.

Email April 19 from Andrew Wong advising that ADRA website had been compromised and a lot of data was damaged. Simon Olsen is in the process of retrieving the data, especially memberships and archived documents. Simon reported that the website will need a rebuild but he has no current ability to do it himself. It will need a specialist who will need to charge a fee. Email 24 April from Dianna Kenny registering for Book Launch but asking why she did not receive an email reminder.

Email re website repairs cost of \$253 from Andrew Wong.

Email from Laurence Boule agreeing to Website repair payment and noting that he had difficulty confirming his Book Launch Payment by email to info@adra (bounced back).

Salli Johnson submitted her Resignation from the Board as she is finding it difficult to attend Board Meetings. However she will remain an ADRA member and the Board thanks her for her participation and support to the Secretary and the Governance Committee.

Bookings are being received for the Member Event: Book Launch of past President Katherine Johnson's book **Mediation Quest: Making Sense of Loss**.

Proposal re Secretarial Support. Details of the Arrangement proposed to be finalized at the next meeting.

## 11. Calendar Dates for MPN and other Events

### Member Practice Network Events (MPN).

Please note the April MPN date has been changed to **Monday 9<sup>th</sup> April 2018** 5.30pm to 8.00pm at the Law Society, 170 Phillip Street, Sydney. Katherine Johnson and Wendy Buchanan will be convening the session.

There will be a similar Monday MPN in September; presenters to be advised.

The planned workshop with Samantha Bridger on ADRA's Professional Indemnity Insurance with GIO is to be rescheduled for 29 May 2018. Katherine to confirm.

### a. Role of Mediation in Elder Guardianship Issues on 20 April 2018

This workshop has been postponed to later in the year (Date to be announced).

As at 15 April only 8 people had booked and paid for the Workshop. Publicity was affected by the delay in creating the Flyer for the day. The format of the day included a Panel Discussion composed of the speakers and ADRA members to round off the presentations. Laurence Boule was to have chaired the day and introduced the speakers, so he consulted with the organiser Connie Comber about postponing. Participants were informed by email and offered refunds. Several of them asked for their money to be held for the Postponed session as they believe the topic is of importance and interest is growing in the use of mediation to assist the process of resolving conflict in Guardianship matters.

- b. **Joint Function with the Law Society on 24 April 2018: Launch of Dr Katherine Johnson's Book Mediation Quest: Making Sense of Loss.** Forty people have registered to attend this function which will be held at the Law Society level 2 directly after this Board Meeting. Katherine Johnson will be presented with a Crystal Trophy in recognition of her support and guidance of ADRA, especially in the last five years. During this period she has been the energy behind some of the important events which include Conferences and the Thirty Year Anniversary of ADRA's founding.
- c. **IFDR (Industry Forum for Dispute Resolution) May 14.** (Katherine Johnson's speech about the Forum to be submitted for publishing in the Law Journal). It was suggested that ADRA should invite the IFDR to join ADRA and list themselves on the ADRA website. IFDR will be meeting on 14 May and ADRA will be maintaining membership of the Steering Committee.

**d. Member Practice and Network Sessions- MPN**

Monday MPNs at the Law Society, 170 Phillip Street, Sydney 5.30 -8pm (enter before Front door is locked at 6pm)

**9<sup>th</sup> April 2018 Katherine Johnson and Wendy Buchanan**

One enrolment only was received at 5pm on the day. This was too late as the presenters presumed that no one would be coming. The enrolment was from a student who had only heard about the MPN that afternoon and was keen to get points for his course and also wanted to network with mediation colleagues. His fee has been kept as a student enrolment and he will be encouraged to attend future events.

**Monday 3<sup>rd</sup> September** Peggy Lin will present

- e. **Day July 2018** Emily Kwok and Wendy Buchanan (to be combined with AGM date?)
- f. **July 24 AGM** - Flow chart to be constructed showing the process involved.
- g. **August** tba: It was noted that the Bar Association is holding an Event on 11 August

**h. 25<sup>th</sup> September tba:** Katherine Johnson to ask Connie Comber for 3 dates for the postponed Mediation in Guardianship workshop.

**i. 23<sup>rd</sup> October – tba: see above**

**12. General Business**

Paula Castile submitted her resignation from the ADRA Board. The Board thanks Paula for her service to the Board and wishes her well in her retirement.

Meeting concluded at 6.30. Members then attended the Media Quest Book Launch.