

**MINUTES OF ANNUAL GENERAL MEETING OF THE AUSTRALIAN
DISPUTE RESOLUTION ASSOCIATION INC. HELD AT THE CRICKETERS
CLUB OF NSW, 11 BARRACK STREET SYDNEY, ON 23 OCTOBER 1998.
6.30PM**

Present: George Kurien, Ursula Schiappi, Marie Marshall, Micheline Dewdney, Alan Tidwell, Bob Gaussen, Val Sinclair, Alan McDonald, David Rollinson, Ian McKendry, Louise Rosemann, Rebecca Gleeson, Stella Sykiotis, Paul Lewis.

1. APOLOGIES

David Holst, Peter Bates, Maureen Carter, Michael Courtney, Natasha Serventy, Rhonda Paygett, John Pollard, Michelle Blondell, Bradley Chenoweth, Joy Mahant, Laurence Street, Catherine Malcolm, Peter Coupland, Pat Frater, Wilma Furlonger, Patrina Duffy, Thea Henness, Robin Hawkins, Peter Irving, Felicity Mildon, Graeme Innes, Rita Tratt, Geoff Price, Pauline Roach, Christine James, Stephanie Marcinow, Lorraine Smith.
Motion to accept apologies.

Moved: Micheline Dewdney. Seconded: Alan McDonald.

2. MINUTES OF 1997 AGM

Motion to adopt minutes of the 1997 AGM.

Moved: David Rollinson. Seconded: Bob Gaussen.

3. PRESIDENT'S ANNUAL REPORT

The President, Paul Lewis, summarised his report in the Annual Report, 1998. He spoke about the activities of the Board over the year. He thanked the members of the Board including those who resigned during the year: Michelle Blondell and Michael Courtney. The retiring Board members were also thanked: Bob Gaussen, Maureen Carter, Michelle Brenner. Paul Lewis spoke about the challenges facing ADRA in the future.

Motion accepting the President's report and the ADRA Annual Report

Moved: Ian McKendry. Seconded: Marie Marshall.

4. TREASURER'S REPORT AND RECEIPT OF AUDITOR'S STATEMENT

The Treasurer, Stella Sykiotis, gave an overview of income and expenditure for the year. Stella noted two typing errors in the Annual Report: on page 2, the amount of \$11,466 on the balance sheet was not shown in brackets and should be because it is a deficit; also, although the auditor did sign off the accounts, the auditor's signature does not appear in the Report because of a publication problem (did not scan in properly).

Stella noted income from membership renewals should be about \$7,000 - because reminders went out late, many renewals came in after 30 September 1998 when the books were closed off.

Stella explained publication costs had increased from last year because more had been spent on flyers etc and also because there was an amount outstanding from SADRA/VADRA for the publication of *Mediation News*.

Stella noted travel costs had increased this year, largely because of the Peak Body Project and also because travel had occurred outside Sydney.

Stella advised ADRA had contributed to 2 conferences and also subsidised members activities such as the catering etc for lunchtime and Saturday lectures/seminars.

Stella recommended the Board consider improving the organisation of accounts, such as obtaining an accounting package, particularly as membership was near 200 now. Stella noted difficulties the Board experienced in running accounts including the voluntary nature of Board work, and the fact that Board members were often some geographical distance apart.

The Treasurer recommended the Board consider employing someone on a part time basis to undertake the Board's administrative tasks. This would enable Board members to focus on ideas and development. Stella noted a considerable amount of the Board's administrative work has been undertaken by Louse Rosemann, including the maintenance of the membership database, which has resulted in significant savings to ADRA.

Motion to accept Treasurer's Report.

Moved: Alan McDonald. Seconded: David Rollinson.

Motion to continue to appoint current Auditor.

Moved: Micheline Dewdney. Seconded: Marie Marshall.

5. ELECTION OF BOARD MEMBERS FOR 1998/1999

Motion to suspend standing orders.

Moved: Louise Rosemann. Seconded: David Rollinson.

Paul Lewis noted the Constitution allows for a maximum of 14 Board members. The following nominations were received (there were no nominations from the floor): Ursula Schiappi, Val Sinclair, Ian McKendry, Stella Sykiotis, Rebecca Gleeson, Louise Rosemann, Paul Lewis, Christine James, Rhonda Paygett, Alan Parker, Alan Tidwell.

The above members were elected unopposed.

6. ANNUAL SUBSCRIPTION FOR 1998/99

Louise Rosemann noted membership fees have not risen for approximately 2 years. She noted the cost of running ADRA is increasing because the level of activity is increasing. She outlined two options: (1) Increase membership to \$55 per annum for all members; (2) Consider a scaled rate eg \$60 for members working full time, \$50 for members working part time, \$40 for members who are students/pensioners. Louise noted the second option recognised the fact that many ADRA members are students and retired persons, and the intention of the tiered approach would be to encourage additional membership from tertiary students, who would then progress to the full time rate. Paul Lewis noted the option of introducing a tiered approach has been discussed in the past and that there may be a difficulty because of the Constitution. Bob Gaussen suggested the Board research and make a proposal re: the introduction of a tiered structure and put the matter to a special general meeting.

Motion that ADRA membership be increased to \$55.

Moved: Bob Gaussen. Seconded: Alan Tidwell.

MEETING CLOSED 7.20PM



Australian Dispute Resolution Association Inc

PO Box A2468 Sydney South NSW 1235 Australia

ADRA BOARD OF MANAGEMENT 1998/99

Paul Lewis	36 Grosvenor Road South Hurstville 2221	9264 2573 (w) 9546 2026 (h) 0411 300 412 (m) 9261 1791 (fax)
Louise Rosemann	PO Box 189 Helensburgh 2508	9338 9029 (w) (Mon/Thur/Fri) 02 4294 3259 (h) 014 990 458 (m) 9261 1791 (fax)
Stella Sykiotis	10 Burbong Street Kingsford 2032	9272 3777 (w) 9349 3937 (h)
Rebecca Gleeson	18 Sloane Street Summer Hill 2130	9229 6123 (w) 9799 3303 (h)
Alan Tidwell	MGSM Macquarie University 2109	9850 9963 (w) 9861 0628 (h) 9850 8230 (fax)
David Holst	28 Collins Street North Narrabeen 2101	9223 2255 (w) 9970 8229 (h) 0414 708 229 (m) 9970 8325 (fax)
Rhonda Payget	51 Darghan Street Glebe 2037	9552 2136 (h)
Val Sinclair	40 Boyle Street Cremorne 2090	9261 4077 (w) 9953 3697 (h) 0419 635 345 (m)
Christine James	PO Box 671 Dee Why 2099	9972 3955 (w) 0412 623 917 (m) 9972 3955 (fax) crnms@bigpond.com (e)
Ian McKendry	McKendry & Associates Suite 308, 147a King Street Sydney 2000	9235 1119 (w) 9519 0449 (h) ifmck@ozemail.com.au (e)
Ursula Schiappi	71/21 East Crescent Street McMahon's Point 2060	9327 1222 (w) 9955 7628 (h) 9327 4133 (fax)
Allan Parker	Peak Performance Development 7 Kings Lane East Sydney 2010	9360 4499 (w) 9360 4588 (fax)

See Thaler. - Code of Conduct.

SUBCOMMITTEES/ WORKING PARTIES - Preliminary List

Policy and Constitutional Review

~~Allan Parker~~ ✓ Paul Lewis
David Holst ✓ Rhonda Payget ✓
Val Sinclair ✓ Ian McKendry ✓
~~Christine James~~

Training and Education

Allan Parker
Rebecca Gleeson
Val Sinclair
Christine James

Newsletter and Publication

Rebecca Gleeson
Paul Lewis
~~Ursula Schiappi~~ Alan Tidwell.
Rhonda Payget
~~Alan Tidwell~~ Stellan.

Financial and Administration

Louise Rosemann
Ian McKendry
Val Sinclair

Conference

Louise Rosemann
Ursula Sciappi Stellan.
Christine James
Alan Tidwell.

Marketing and Promotion

Louise Rosemann
Ian McKendry
David Holst
Christine James
Ursula.

Tips for ADRA Treasurer

Receipts

Bank cheques each month

Record cheques received in Payments Received book

Record any Bank Interest when you receive monthly Bank Statements

Issue receipt for each payment received.

Limit the number of receipt books. If there are too many it is difficult to ensure receipts are issued and to record in receipt book. Currently Louise Rosemann has a receipt book labelled "M" for receipts issued for payment of subscription. You should ensure any other receipt books are returned at the end of the financial year as these will be required for the audit.

Payments

Do not make any payment unless you receive an invoice. Board member invoices for expenditure are usually paid at the Board Meeting. You should ensure you get the invoice and the original documents before giving cheque.

Record payments in Payment book

Keep the original invoice in a folder in chronological order. This will be required for audit. Record the payment details on the invoice to show payment has been made.

Bank

Accounts have been established at Commonwealth Bank, cnr Foveau and Elizabeth St Surry Hills. Currently there are two accounts, a Cheque Account and Cash Management Account. The CMA has a minimum withdrawal of \$5 000. You may wish to explore other option for investing funds which ADRA does not expect to spend, which offer higher interest.

You can operate the accounts at any branch of Commonwealth Bank, however, any changes to the account, must be made at the Surry Hills Branch.

Two signatures are required to operate the account. Current signatories are Stella Sykiotis and Paul Lewis. To change this you need to complete relevant form and lodge at the Surry Hills Branch.

Bank Statement is issued monthly and is sent to President. Should be handed to Treasurer at each board meeting. All Statements are kept in separate folder and are required for audit.

Audit

The Auditor is Ian O'Brien of I.K.O'Brien and Co. 240 King Street, Newtown, PO Box 112, Newtown 2042, Tel: 9550 1866, Fax: 9550 5820

The Financial Year of ADRA is September to September. Accounts are usually closed off by 30 September 1998. You will need to ensure all cheques are banked before this time and all payments made. Auditor requires about 2 weeks to prepare end of year statements and complete audit.

Good Luck
Stella Sykiotis, ADRA Treasurer, 1996-8

INCOME Receipts Book.

All incoming recorded.

- Subscriptions
- conferences.
- etc.

OUT - PAYMENTS. BOOK

PAY ON INVOICE ONLY.

MEMBERSHIP CO-ORDINATOR'S REPORT

For Board Meeting 30 November 1998

Membership Correspondence:

- 3 new members acknowledged (letter, certificate, constitution, current *Mediation News*, publication order form, 1997 and 1998 Annual Reports)
- approx 53 renewing members acknowledged (letter, sticker and 1998 Annual Report)
- 3 enquiries about membership acknowledged (letter, 1998 Annual Report, membership forms, publication order form, back issue *Mediation News*, seminar brochure)

Membership Status:

1998/99 financial members at 29/11/98:

individuals	93
organisations	12
reciprocal	11
<i>total</i>	<u>116</u> (+ 2 new member applications)

1998/99 unfinancial members (1997/98 members):

individuals	58 (* 1 transferred to organisational membership)
organisations	14
<i>total</i>	<u>72</u>

For Discussion:

- approval sought for ordering and purchase of 2 x reams of ADRA A4 letterhead from Kwik Kopy as per previous order (fewer than 25 sheets in stock)

Contact List:

- contact list created with 23 names of non-members including First Board Members, Past Presidents, purchasers of publications, those enquiring about membership etc.
- please pass on any additional contact names/details for inclusion

**SUBMISSION TO THE AUSTRALIAN DISPUTE RESOLUTION ASSOCIATION
(ADRA)**

BOARD MEETING MONDAY 30 NOVEMBER 1998

GENERAL BUSINESS ITEM:- Mentoring Program for Recently Trained Mediators

Issue: To establish a mentoring program for recently trained mediators.

Current Situation:

There are a number of training providers offering a range of mediation courses from 2-days to 2 years. However, there is currently no established framework for supporting recently trained mediators in entering the profession or gaining experience in the discipline.

Those seeking training in the mediation process bring to the profession a range of skills, knowledge and experience obtained through their work or from previous tertiary studies. Recently trained mediators are a group of people who have demonstrated their interest in the field and in the main, have a commitment to pursue a greater involvement in the profession. At this stage there is no framework facilitating this ambition.

Background:

- ❖ I am a member of a group of five recent graduates who have considered this dilemma and have developed a proposal aimed at filling this gap. Our group is the first to undertake the 16-week VETAB accredited *Course in Mediation* provided by Relationships Australia.
- ❖ The group consists of myself Amanda O'Reilly (ADRA member); Narrelle Sattout-Day (ADRA member); Wendy Symonds (applicant for ADRA membership); Janette Lipman (applicant for ADRA membership) and Sue O'Brien (applicant for ADRA membership)
- ❖ The group has a wide range of skills in the areas of: health, education, workplace reform, environment, psychology, family and adolescent relationships, NESB and community consultation.
- ❖ Our group is not only thinking of the next steps for a select few but have a long term vision for a mentoring program that would provide trainees with an ongoing program. The concept is one that exists in a number of other professions and is a mechanism whereby the alternative dispute resolution profession can expand and strengthen.
- ❖ ADRA is in a unique position to provide leadership in this area. The concept of a mentoring program is consistent and complementary with the objectives of ADRA. Objectives that are particularly relevant include: enhancing professional skills of mediators; promoting and encouraging alternative dispute resolution; providing and supporting education; encouraging and providing for the exchange; and dissemination of ideas, information and experience in alternative dispute resolution.

Outline of Proposal:

- ❖ Goal – The establishment by ADRA of a mentoring program that provides co-mediation opportunities for recently trained mediators. A program that also provides experienced mediators with the opportunity to benefit from having an additional team member with complementary expertise willing to provide their services in exchange for skills, knowledge and experience in alternative dispute resolution.
- ❖ Scheme – it is envisaged that the scheme would be a mentoring or apprenticeship scheme.
- ❖ Timeframe – 6 months with a review period for continuation at the end of the 6 months.
- ❖ Cost – no cost to mentor as apprentice would offer services in exchange for the opportunity to assist in the pre-mediation, mediation and post-mediation stages.
- ❖ Responsibility of Mentor – to offer a minimum of 12-15 hours co-mediation in the 6 months with relevant supervision and debriefing. Provide advice and guidance (formal and informal).
- ❖ Responsibility of Trainee – assist the Mentor with intake; participate in co-mediation; share specialised knowledge and skills; assist in debriefing and follow up activities; and participate in debriefing and supervision.

What we are looking for from ADRA:

- ❖ In-principle support for the program.
- ❖ For the program to be part of ADRA's 1998-99 program.
- ❖ Nomination of a Board member to lead the program.
- ❖ Establishment of a subcommittee to develop the program.
- ❖ Provision of administrative support, coordination, resources, training and support for mentors and trainees/apprentices. For example, include a "call for expressions of interest" in the ADRA newsletter.
- ❖ Development of supporting documentation – for example, statement of responsibilities and a mentoring contract.
- ❖ Briefing session for trainees and mentors.

Amanda O'Reilly, Narrelle Sattout-Day and Wendy Symonds are willing to be co-opted onto a Board subcommittee to establish the program.

Recommendation:

It is recommended that the ADRA Board:

- 1) endorse the establishment by ADRA of a mentoring program for recently trained mediators as outlined above; and
- 2) provide support and advice in developing the framework.

Wendy Symonds

for Ms Amanda O'Reilly, ADRA Member
27 November 1998

ADRA

'POSITION DESCRIPTION' - MEMBERSHIP CO-ORDINATOR

Responsibilities encompass the following tasks which are detailed below:

- handle enquiries about membership
- process new membership applications
- notify and process membership renewals
- forward overdue membership fee notices
- record reciprocal memberships
- produce mail labels for mailouts to members
- miscellaneous tasks

Handle enquiries about membership

- handle telephone enquiries and receive mail
- prepare and post information package (letter, application form, seminar brochure, annual report, etc.)
- record contact details for future publicity

Process new membership applications

- record details on membership database
- receipt payment
- prepare and post new members package (letter, receipt, membership certificate, latest *Mediation News*, seminar brochure, constitution, etc.)

Notify and process membership renewals

- prepare and produce membership renewal letters/forms for each financial member (individual and organisational) for whom membership fees have fallen due
- produce mail labels, envelope and mail renewal forms
- record renewing members on membership database
- receipt payment
- prepare and post acknowledgment of renewal (letter, receipt, membership sticker, Annual Report etc.)

Forward overdue membership fee notices

- design and produce database of unfinancial members approx 1 month after forwarding renewal notices
- prepare and produce membership renewal reminder letters/forms for each financial member (individual and organisational) for whom membership fees remain due
- produce mail labels, envelope and mail renewal reminder forms

Record reciprocal memberships

- update membership database with details
- prepare and forward information package (letter, publication order form, constitution, seminar brochure etc.)

Produce mail labels for mailouts to members

- update membership database (ie changes of address, telephone, names etc.)
- produce mail labels for individual, organisational and reciprocal members as required (including arranging delivery to board member)

Miscellaneous tasks

- handle telephone enquiries from members
- process orders for publications (including preparing invoice if required and receipt)
- produce statistics and lists of current financial and unfinancial members
- produce and photocopy written materials (ie membership application forms, membership certificate/labels, constitution, publication order form etc.)