

**MEETING OF THE ADRA BOARD HELD ON 1 APRIL 1997 AT  
THORNTON'S, 307 PITT STREET, SYDNEY AT 6.20 PM**

**PRESENT:** Paul Lewis, Rhonda Payget, Stella Sykiotis, Louise Rosemann,  
Michael Courtney, Stephanie Marcinow, Maureen Carter.

**APOLOGIES:** Michelle Brenner, Bob Gaussen

**MINUTES OF PREVIOUS MEETING:** Confirmed – L Rosemann/M Courtney

**MATTERS ARISING FROM MINUTES:**

A report is expected from Bob Gaussen re ACCC meeting at next Board meeting on 22 April.

**CORRESPONDENCE** tabled and circulated:

1. Letter from Dr T Sourdin thanking Louise and Paul for meeting with her and extending the arm of co-operation.
2. Annual Report and Quarterly Newsletter from NADRAC.
3. Letter from member Elizabeth Thom offering to devise a media strategy campaign.
4. Invoice from Mediate Today for \$316.

**RESOLVED:** that correspondence be received - S. Sykiotis/L. Rosemann

**CORRESPONDENCE OUT:**

1. Promotion for Conference.
2. Cheque to Relationships Australia for payment of lunch.
3. Cheque to Frank Astill.
4. Letter to Kate Delaney resolving that we cannot disclose the names of members for their purpose.
5. Letter to Bob Gaussen and to the Commissioner of ACCC re Bob's attendance at ACCC meeting on 18 March.

**MEMBERSHIP CO-ORDINATOR'S REPORT** – circulated

Discussion on membership certificates.

Discussion re advertisements in press for "accredited mediators" – issue of accreditation deferred to next Board meeting.

**MEMBERSHIP APPLICATIONS** received and read from:

Frances Marshall (Leonay, S.A.), Elizabeth Hutt, Raymond Brazil

Membership was moved by R Payget, seconded by S Marcinow as there was no known reason why membership should not be accepted.

**PRESIDENT'S REPORT**

Major issue is the conference on 3 May, then, we need to decide what ADRA can do to sustain the momentum for the remainder of the year.

**10th ANNIVERSARY SUB-COMMITTEE REPORT:**

Brochures distributed. Meeting organised with Alan Parker for 15 April. Everything is in place and jobs on the day for Board members will be allocated on Monday 7 April. Discussion on whether speakers at conference pay for dinner. Any brochures that Board members do not need can be used by sub-committee. Stephanie to send brochures, application forms and letter to members of Australian Human Resources Institute. Discussion on central telephone number for ADRA – deferred next meeting.

**MEMBER SERVICES SUB-COMMITTEE REPORT –**

Recent meeting resolved to:

1. Assist non-Sydney members to participate in ADRA activities.
2. Hold bi-monthly discussions/role plays – also provide a networking function.
3. Library to be catalogued. Further discussion deferred.
4. Possibility of providing mentoring training sessions and provision of peer support. Michelle to give further information at next meeting.

**RESOLVED:** Louise will send out list of members with next newsletter.

**GENERAL BUSINESS**

Paul recorded views on expenses incurred by Board members:

Louise – reimbursement for all STD/mobile telephone calls (as itemised; calls to non-Board members; mailing and other items in connection with membership co-ordinator's position.

Paul – employer expects to re-coup amounts for photocopying (50c page); fax (\$1 page outgoing, 50c incoming); STD calls at home and postage.

Stephanie – all expenses as itemised on a standard schedule; requires an advance for some items; need for streamlining.

Michael – STD phone calls/faxes as itemised, photocopying, printing, postage.

Stella, Rhonda, Maureen – STD calls, printing and postage.

**NEWSLETTER & PUBLICATIONS SUB-COMMITTEE**

Michael reported that latest issue is a bumper issue with many inserts and it will go out next week.

**TREASURER'S REPORT** - deferred to next meeting

**MATTERS FOR INFORMATION** - Nil.

**Meeting closed:** 8.50 pm

**Next Meeting:** 6 pm, Tuesday 22 April at Thornton's, 12th Floor, 307 Pitt Street.

## NOTICE OF MEETING

A meeting of the Board will be held at Thornton's, 12th Floor, 307 Pitt Street, Sydney, on Tuesday 22 April 1997 at 6 pm.

### AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING - 1 April 1997
3. MATTERS ARISING FROM THE MINUTES
4. CORRESPONDENCE
5. NEW MEMBERS
6. PRESIDENT'S REPORT
7. TREASURER'S REPORT
8. 10<sup>th</sup> ANNIVERSARY SUB-COMMITTEE REPORT
9. GENERAL BUSINESS
  - 9.1 Policy and procedures for reimbursement
  - 9.2 Mediator accreditation
  - 9.3 Provision of mentoring training
  - 9.4 Central telephone number for ADRA
  - 9.5 Cataloguing of archives/library
  - 9.6 Next sub-committee meetings
10. MATTERS FOR MENTION (short only)
11. MATTERS FOR INFORMATION (2 minutes only per item)
12. NEXT MEETING