

**MEETING OF THE ADRA BOARD HELD ON 6 DECEMBER 2001
SUITE 312, LEVEL 3, 147a KING STREET, SYDNEY**

Meeting Commenced: 6pm

Present: Val Sinclair, Marilyn Scott, Ruth Charlton, Margo Humphreys, Katherine Johnson, Paula Castile, Ian McKendry, Salli Browning

Apologies: Tania Sourdin, Garth Brown (arrive late)

Election of Office Bearers

All positions were declared vacant. The following office bearers were elected:

President:	Val Sinclair
Deputy President:	Salli Browning
Secretary (*see below):	Ruth Charlton
Treasurer/Membership Officer (#see below):	Paula Castile
Newsletter Editor	Marilyn Scott

*Ruth's acceptance of the position is based on an understanding that the responsibilities of the position involve the recording of Minutes at Board Meetings and General Meetings, notifying members of the Annual General Meeting and Special General Meetings and conducting Board elections as returning officer.

#Paula's acceptance of the Membership Officer position is based on a 3 month trial to explore the efficacy of combining this position with the Treasurer position. Val will co-ordinate the handover of the Treasurer position and Membership functions. Salli will assist with the handover of Membership procedures.

Ian McKendry

Ian advised that he was moving to Melbourne but could still remain a Board Member if this was considered useful. He would be able to attend Board meetings from time to time. The Board resolved that Ian should remain as a Board member

Special General Meeting

Val advised that negotiations had taken place and the Auditors appointed at the last AGM had now proposed a lower fee of \$500 - \$600. This meant that a Special General Meeting did not need to be conducted to rescind the motion to appoint them.

Yearly planning and further meetings

It was agreed that the Board would have a planning meeting on 23rd January commencing at 3pm. Salli will facilitate the planning session.

Val also advised that a meeting was required as soon as possible to deal with some administrative matters and membership processing. It was agreed to meet at the ADRA office at 4.30pm on Wednesday 12th to mailout the newsletter and the Annual General Report.

It was agreed that Paula would investigate the cost of prepaid A4 envelopes for this mailout and DL envelopes for further mailouts. She will liaise with Val about costs and purchase the envelopes if costs are appropriate.

Membership Database

Ian reported on the history of ADRA's membership database program and advised that he had sought advice from an expert in the area who would like to forward a proposal to ADRA to assist with a new program. The proposal is to use ADRA to develop a prototype that would be useful for small organizations. ADRA would get a new program in return for the use of ADRA as an organisation for experimentation and development of the program. A nominal fee was mentioned. Ian advised that a proposal would be sent to him. He would forward to the Board for consideration. The Board thanked Ian for the offer.

Members availability

Katherine Johnson will be available from 30 January 2002.
Ian will be moving to Melbourne on Monday 10 December.
Marilyn will be available from 23 January 2002 approximately.

Meeting closed at 7.00pm.

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**ANNUAL GENERAL MEETING. OF THE AUSTRALIAN DISPUTE RESOLUTION
ASSOCIATION
HELD ON 28th OCTOBER 1999
Level 4, 147a KING STREET, SYDNEY**

Meeting Commenced: 7:05 pm

PRESENT: Val Sinclair, Ian McKendry, Louise Rosemann, David Holst, Ursula Schappi, Paul Lewis, Rhonda Payget, Stella Sykiotis, Bob Gaussen, David Rollinson, John Pollard, Jim Robertson, Katherine Pavlidis Johnson, Micheline Dewdney, Jacqueline Meyerowitz, Sue Mordaunt

APOLOGIES: Allan Parker, David Purnell, Janet Ryan, Christine James, Marie Marshall, Rod Young, Ibor Munoz, Alan McDonald, Lorraine Smith, Peter Irving, Margie O'Tarpie, Pauline Roche, Stella Cornelius, Jon Graham, Thea Heness, Sir Laurence Street, Tim Johnstone

PROXIES: Ron Witton, Michael Courtney, Rebecca Gleeson, Ted Powell, Linda Fisher, Christine James, Patrina Duffy, Nefley Takacs, Michelle Blondell, Pat Frater, Karen Rose

1.0 MINUTES OF 1998 AGM

Motion to adopt the minutes of the 1998 AGM.

Moved: Paul Lewis Seconded: Ian McKendry Carried.

2.0 Minutes of the Special General Meeting held on 26th June 1999

Motion to adopt the minutes

Moved: John Pollard Seconded: David Rollinson Carried.

3.0 President's Annual Report

The President, Louise Rosemann, commended the Annual Report to members. The report provided an excellent opportunity to review the activities of the Board during the year and understand the effort each Board member has put into making 1999 a very successful one for ADRA.

The Board worked to a business plan, which was in the main achieved. The President wished to thank the Board members for their efforts, and the sacrifices made which were at times considerable when you review the work by the various sub-committees throughout the year.

After 12 years ADRA has moved out of the spare rooms, garages and offices of Board members into a new office. We now have a telephone number, fax, and shortly an email address.

Projects and programs in 1999 include:

Bi-annual conference,

Code of conduct (Lets talk),

The seminar series,

Quarterly newsletter,

Theatre night- 'Face to Face' David Williamson

Special Dinners- 'Folger & Bush' & Laurence Boulle

In particular the establishment of ADRA's first permanent office.

The financial position remains sound even though membership fees were discounted by three months as a result of the changes to the constitution (refer Annual Report for details). Special thanks were expressed for the following Board members, Val Sinclair (Treasurer), Rhonda Payget (Deputy President), Paul Lewis (past President), Ian McKendry (establishment of office), David Holst (Secretary) and Stella Sykiotis (Newsletter), for their efforts during the year. Micheline Dewdney was also thanked for her assistance in the constitution review.

Motion accepting the President's report and the ADRA Annual Report
Moved: Micheline Dewdney Seconded: John Pollard Carried.

4.0 Matters arising

Micheline Dewdney wished to register her congratulations to the ADRA Board over the past 2/3 years for the energy and progress made. It was also important to recognise the potential role of ADRA as a neutral body in the development of the ADR industry in the years ahead. Micheline Dewdney also offered to pay for a plaque in recognition of Stella Cornelius' generosity in providing the office for ADRA.

Jim Robertson stated his past experience in assisting associations to raise revenues through commercial endorsements and other means. If the Board would like some assistance in the New Year Mr. Robertson would be available.

John Pollard, Past President of ADRA, has now been elected as Chairman of the NSW Chapter of LEADR. He expressed his wish that the two organisations work together in the interest of ADR.

5.0 Treasurers report and receipt of auditor's statement

Details on page 13 of the annual report. The year was highlighted by the increase in operating expenses due to the opening of the new office, however membership revenues were higher and will further increase in 1999/2000.

Motion to accept Treasurer's report

Moved: John Pollard Seconded: Rhonda Payget. Carried.

6.0 Election of Board Members

Ten nominations were available for Board membership as at the 28th October
Louise Rosemann, Christine James, Rhonda Payget, Ursula Schappi, Ian McKendry, David Holst, Alan Tidwell, Allan Parker, Val Sinclair, Marilyn Scott

Motion to accept the nominations for the Board.

Moved: Bob Gaussen Seconded: Jim Robertson Carried.

7.0 Appointment of Auditor

Concerns were expressed that the changes to the role of ADRA, the introduction of a GST, and the new office in the city required the position of Auditor be reviewed.

Motion: To appoint Greenwood BKT as the new auditor subject to the negotiation of an acceptable fee, at the discretion of the Board.

Motion moved: Robert Gaussen Seconded: Ian McKendry Carried.

8.0 Annual Subscriptions 1999/2000

The 1998/99 Board undertakes to recommend to the 1999/2000 Board that they consult with the membership during the year to establish the needs and interests for additional services to support the proposed changes in fees.

Motion: That there be three levels of contribution for membership of ADRA and the contribution for each be as follows:

Member \$70 per annum (discount for full-time students \$35 per annum)

Practitioner \$120 per annum

Organisation \$300 per annum (up to 4 nominees per event)

Motion: That the motion be amended to encompass four levels of contribution for membership of ADRA and the contribution for each be as follows:

Member \$60 per annum (discount for full-time students \$35 per annum)

Practitioner \$120 per annum

Organisation \$200 per annum (up to 4 nominees per event)

Sponsor organisation \$500 (acknowledgement to be determined)

Moved: Bob Gaussen Seconded: Paul Lewis Carried.

Motion: That the amended motion be adopted.

Moved: Bob Gaussen Seconded: Paul Lewis Carried.

The second motion to make subscription fees exclusive of GST was withdrawn.

Meeting closed: 8.22 pm

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**NOTICE OF ANNUAL GENERAL MEETING OF THE AUSTRALIAN
DISPUTE RESOLUTION ASSOCIATION INC.**

TO BE HELD ON
THURSDAY 28 OCTOBER 1999 AT 6.45PM
AT LEVEL 4, 147a KING STREET, SYDNEY

AGENDA

1. Apologies
2. Minutes of previous Annual General Meeting held on 23 October 1998
3. Minutes of Special General Meeting held on 26 June 1999
4. Report from the President on activities of the Association during the past year and tabling of the 1999 Annual Report
5. Treasurer's Report and receipt of auditor's statement
6. Election of Board Members
(Nominations for Board Members were called for by the Secretary and the following 12 nominations duly received: Duncan Cameron, David Holst, Christine James, Paul Lewis, Ian McKendry, Allan Parker, Rhonda Payget, Louise Rosemann, Ursula Schiappi, Marilyn Scott, Val Sinclair, Alan Tidwell)
7. Appointment of auditor
8. Annual subscriptions for 1999
9. Any business in respect of which notice has been given

PROPOSED RESOLUTION

1. That there be three levels of contribution for membership of ADRA and the contribution for each be as follows:
 - Member - \$70 per annum (discount for full-time student \$35 per annum)
 - Practitioner - \$120 per annum
 - Organisation - \$300 per annum (up to 4 nominees per event)

Explanation: In accordance with the Constitution (1) the members at the AGM determine categories of membership, and (2) the annual subscription fee for each category of membership must be approved by the AGM in each year, for the following year. Following on from the Code of Conduct and changes in the practice of mediation, the Board proposes the above levels of contribution so that ADRA may target more effectively the different needs of members. The outgoing Board undertakes to recommend to the incoming Board that members be consulted about changes and asked for their input. Note that the proposed fees will not commence until 1 September 2000.

2. That ADRA subscription fees be exclusive of GST.

Explanation: The Board is still reviewing the impact of GST as its implementation has not been finalised by Government. The Board will advise members as soon as further information is available.