

**MEETING OF THE ADRA BOARD HELD ON 30 NOVEMBER 1998 AT MEDIATE  
TODAY, LEVEL 3, 70 PITT STREET, SYDNEY**

**Meeting Commenced:** 6.10pm

**Present:** Louise Rosemann, David Holst, Rebecca Gleeson, Ursula Schiappi, Ian McKendry, Allan Parker, Christine James, Rhonda Payget, Val Sinclair

**1. WELCOME AND INTRODUCTIONS**

**2. APOLOGIES:** Paul Lewis, Alan Tidwell

**3. MINUTES OF PREVIOUS MEETING**

Minutes Confirmed - R Payget/L Rosemann

**3.1 MATTERS ARISING FROM MINUTES**

Elected secretary (D Holst) to check whether letter sent pursuant to resolution at

9.2. R Gleeson to send letter pursuant to resolution at 9.5.

**4. ELECTION OF OFFICE BEARERS/CO-ORDINATORS**

The following people were elected unopposed to the positions:

President:	Louise Rosemann	Moved: R Payget/R Gleeson
Deputy President:	Rhonda Payget	Moved: L Rosemann/R Gleeson
Secretary:	David Holst	Moved: L Rosemann/C James
Treasurer:	Val Sinclair	Moved: R Gleeson/D Holst
Newsletter Co-ordinator	Rebecca Gleeson	Moved: L Rosemann/U Schiappi
Membership Co-ordinator:	Louise Rosemann	Moved: U Schiappi/C James

L Rosemann prepared and tabled a position description for Membership Co-ordinator. Louise qualified her nomination, agreeing to continue in the role on a temporary basis on the understanding that the Board agreed to research and consider part-time administrative assistance to take on a number of the tasks.

**5. CORRESPONDENCE**

**5.1** Correspondence tabled and circulated from:

a. 6 renewal cheques

b. 2 Commonwealth bank statements

c. ADR Queensland Newsletter

d. Seton Hill Law School Alternative Supplement

e. Volunteering Australia re: survey on violence prevention and community safety

f. GIO Public Liability documents

g. cancelled cheque for \$620

- h. Cricketer's Club Invoice \$504.50
- i. *Australian Dispute Resolution Journal*
- j. Butterworths : publications for review
- k. Ensemble Theatre re D Williamson play in March
- l. Submission to ADRA re mentoring programme
- m. facsimile from member D King re meetings of local mediators on Central Coast

5.2 Outgoing correspondence :

- n. receipt from Thorntons \$443.70
- o. S Sykiotis enclosing business insurance renewal
- p. E Renouf re lunchtime seminar
- q. M Brenner enclosing letter from Peak Performance
- r. Dr J Foran enclosing application for membership
- s. R Groves enclosing application for membership
- t. James O'Loghlin, comedian for AGM, enclosing \$300
- u. V Sinclair with draft minutes of Let's Talk
- v. M Salmon re thanks for hosting seminar 15 November
- w. K Tucker at GIO re public liability insurance
- x. YWCA enclosing \$75 hire of room 15 October
- y. P Tornock enclosing requested articles from *Mediation News*

5.3 Matters arising from minutes

V Sinclair to check if Cricketer's Club paid  
 R Gleeson to telephone Volunteers Australia to determine what assistance could be given to the project by ADRA eg inclusion of information in our newsletter. R Gleeson to follow up with a letter expressing support and an organisational interest in the outcome.

C James to liaise with Ensemble Theatre re arrangements for a theatre night. Members at cost; non-members at cost plus administration fee. Notification to members by way of a separate mail-out. R Gleeson to call J Bargan at *Juvenile Justice* to discuss whether their members may be interested.

## 6. NEW MEMBERS

Membership applications received and read from Wendy Simons, Janette Lipmann

Membership was moved by R Gleeson, seconded by I McKendry as there was no known reason why membership should not be accepted.

## 7. REPORTS

**Let's Talk:** Next meeting 4:30 pm 2 December at Accord Group. V Sinclair and Sue Thaler at LEADR are continuing work on the Code of Conduct

**Newsletter and Publications:** SADRA are publishing this newsletter, ADRA is next.

## 8. 1998/99 BUSINESS PLAN

8.1 Strategic Direction : L Rosemann has prepared and circulated a discussion paper.

8.2 Proposed Planning meeting: Saturday 9 January 9:30 am. I McKendry to make inquiries about availability and cost of a room at Glebe Library. Second option Mediate Today

**Resolved:** Payment for cost of venue of up to \$60 approved. Any higher amount to be approved by the President and one Board member - R Payget/ R Gleeson

8.3 Subcommittee/working parties discussed and agreed as follows:

**Policy and Constitutional Review**

**Training and Education :** to look at mentoring programme

**Newsletter and Publication**

**Financial and Administration :** to research admin assistance, premises, funding sources.

**Conference**

**Marketing and Promotion:** to interact with all other subcommittee/ working parties

8.4 Meeting schedule: Agreed to meet on a monthly basis with each second month being a strict one hour business meeting.

Meetings to be held the second Thursday of each month

**Next Meeting: Thursday 11 February 1998 at Mediate Today**

## 9. GENERAL BUSINESS

9.1 Re: letter from D King

**Resolved:** President to send a letter confirming Board support for local meetings and advising that the Training and Education Subcommittee will be in touch - R Gleeson/ R Payget

9.2 Re: Mentoring programme

**Resolved :** President to send a letter to thank them for their interest,

confirming Board considering submission and advising that the Training and Education Subcommittee will be in touch - R Gleeson/ R Payget

9.3 Membership Co-ordinator's Report

Discussion about delegation of approvals for payment to a subcommittee - to be discussed at planning meeting on 9 January 1999

**Resolved:** That approval be given for purchase of paper as requested - V Sinclair / R Gleeson

**Meeting closed :** 8.13 pm