



Australian Dispute Resolution Association Inc.

ABN 75 535 099 840 ADRA is not registered for GST

Supporting and transforming the community of dispute resolution practice By providing leadership, direction and growth.

ADRA acknowledges the traditional owners of this land and pays respect to their Elders past, present and emerging.

DRAFT MINUTES for 28 MAY 2024

4. 30 pm: Guest Speaker: Tokunbo Olabinri

What is an Incorporated Association?

Attendees:

Katherine Johnson, Geoff Charlton, Margaret McCue, Peggy Lim, Hoi Sun, Hung Do, Lusha Zhang, Lizy De Chaise, Alvi Mackole, Mark Brady, Mark Rogers, Peter Hanson, Peter McGann, Jean-Marcel Malliate, Jane Houselander, Lauren

Monthly meeting Attendees:

Geoff Charlton, Katherine Johnson, Peggy Lim, Margaret McCue, Mark Rogers, Mark Brady, Jean-Marcel Malliate, Peter McGann, Hoi Sun, Jane Houselander.

Meeting Apologies:

Helen Miedzinski, Ann Ardagh, Dennis Nolan, Mayo Materazzo, Andrew Johnson.

1. APPROVAL of MINUTES for 23 April 2024:

Moved: Peggy Lim.

Seconded: Margaret McCue

2. PRESIDENT'S REPORT: Katherine Johnson

2.1 Website report:

1. Tony and Kristan emailed the President that they now have full control of ADRA settings from Google, Campaign Monitor and Zoom. Katherine sent an email to the Board to the effect that ADRA is now in a better position than it has ever been in that it will not be possible for anyone to take over and not share those settings in the future. The extra work for

Trender to regain total control was 4 hours and I believe we will be charged \$100/hr = \$400 for which ADRA is very grateful. Kristan and Tony asked to attend this meeting to explain how they will share the new settings with the Governance Committee

2. Katherine contacted Samantha Bridger about possible claims on insurance for data theft and was advised that ADRA would do best to find an alternate way to resolve the settings issue rather than making a claim as it would not benefit ADRA in the long run if premiums will be raised. As Trender now has full control and ADRA is in safe hands, there is no further need to follow-up with insurance.

3. Katherine has gained Board approval to change the ADRA credit card but on the advice of Trender did not do so, as Trender wanted the cooperation of Google to regain control and as Google is charging ADRA monthly, Trender did not want any confusion about a lack of payment due to a new card. Further discussion about whether it is still necessary to change the card at this month's meeting.

4. Trender has been assisting ADRA to forward the flyer for the conference and to set-up a Google marketing account to the value of \$500 to attract more attendees to the conference. Once that is achieved and ADRA has comfortable numbers attending the conference, Trender will re-consider training specific ADRA members to assist with the back end of the ADRA website to further assist ADRA's costs by charging less for membership and accreditation enquiries.

2.2 COMPLAINT HANDLING

AMDRAS which applies from 1 July 2024, requires ADRA as a Registered Mediation Accreditation Body (RMAB) to adopt a Complaint Handling Policy. AMDRAS provides a Model Policy which it recommends to be adopted by the Board. AMDRAS also requires ADRA to provide the AMDRAS Board with the adopted policy, evidence of on-going compliance and at the end of each financial year, a report providing a de-identified summary of the number and type of complaints received in the year.

AMDRAS also requires that procedures for complaint handling be transparent and available to Members and Complainants and for that purpose, it be listed on ADRA's Website. It is recommended that the Secretary be responsible for Complaint Handling, including reporting to the AMDRAS Board and preparation of the complaint handling procedures to be listed on ADRA's Website.

Accordingly, I seek the Board to resolve as follows:

The Board resolves that:

1. ADRA adopt the AMDRAS Complaint Handling Model and that the Secretary provide evidence to the AMDRAS Board that it has been adopted by ADRA;
2. The Secretary have responsibility for handling any complaint received in relation to an ADRA Member;
3. The Secretary prepare for review by the Board at its July meeting Procedures for Complaint Handling; and
4. The procedures for Complaint Handling and the Model Policy, both as adopted by the board, be listed by Trender on ADRA's Website in a manner approved by the President.

PROPOSED THAT THE ABOVE RESOLUTION BE ADOPTED: Mark Rogers

SECONDED: Peggy Lim

2.3 International Conference:

Thanks to Trender's assistance, ADRA currently has 19 people who have paid at least \$350 to attend the International conference and we need 31 more. If each of the Executive members pay \$350 to attend the conference and if each can bring along one other person, that will be an extra 24 people which is just 12 short of what we require to break even with our costs. Any more would create a small profit.

Katherine has sent the following link to:

1. The Law Society- declined to send to its members as it has another conference at the same time.
2. The NSW Bar association – will be sending it out in the afternoon of 9 May.
3. GSFLPN – agreed to send but have many conferences of their own so unlikely to get any attendees from them.
4. Linda Heng in Singapore in response to her request for collaboration which Katherine forwarded to the Board for discussion.
5. The PIC – we received our very first attendee @ \$450 – John Tancred from the PIC
6. COAT – National Branch will be considering sending it out- no guarantee
7. ADC- Deborah said she would place the link in her next newsletter when she returned from overseas
8. RI – David Chin to discuss with Amber Williams to see if they can send it out.
9. RAC – Katherine sent the link to Edwina who will place it on the bottom of their letters to members and forward it to the Marketing department
10. Evi Avlogiari – the link has been sent to Greece for Evi to also place on her website for the Mediation Festival in Greece on 23-25 September. Evi has announced that Katherine Johnson will be presented with an award for services to World Mediation. Katherine is delighted and will be going to Greece to receive the award. (Yeah!).
11. The Law Council, VADRA, Australian Bar Association, Max Kimber and Belinda Khong.

Paul Gye from Thomson Reuters has contacted Katherine to sponsor 3 people to the ADRA International Conference. Paul has said it is easier if Thomson Reuters simply paid an Invoice for the Conference. It will be proposed that they pay the next instalment to the RAC of about \$1500.

Allan Parker has sponsored 10 student attendees for the international conference and ADRA has agreed to advertise this fact on his linked-in page. ADRA very warmly thanks Allan for his extremely generous offer and Katherine will follow up next week concerning the LinkedIn followers.

2.4 Mediator Standards Board:

Katherine has forwarded to the Board the new standards from MSB changing NMAS to AMDRAS.

2.5 Organizational Membership:

Josephine confirmed that the following organizations are still interested in becoming Affiliate members of ADRA for \$100/annum:

To date the organizations that may be interested are:

- i. **PIARB** (Philippine Institute of Arbitrators Incorporated)
- ii. **Adventist University**, Philippines.
- iii. **World Mediation Organization** - (Josephine to complete the Affiliate membership for WMO)
- iv. **Med-NET** (Mediators Network) (Philippine Court Annexed Mediators)
- v. **ALSA** - Australian Law Student Association
- vi. **ALSA -(ASIA)** Association of Law Students of Asia \$100AUD.
- vii. **INDIA** Chapter and Universities' Chapters.
- viii. **Thammasat University** / Thailand)

Josephine confirmed that she still wanted to follow-up on the above organizations becoming affiliate members of ADRA and still wants to ensure that students from the various Law Schools associated with the above organizations may also become affiliate members for \$25.00AU.

The Board resolved that if the above organizations will register as Affiliate members for the international conference, they can have access to the AVL link for a nominal price and may also pay a further nominal amount for access to the recording. Follow-up required if Josephine cannot complete what she hoped she would do- over to the Board.

The Board resolved to defer this matter until contact with Josephine was made as she was not present at this meeting and did not send her apologies.

Moved: Geoff Charlton

Seconded: Peggy Lim

2.6 Mongolia project:

At this stage there are now 18 Mongolian delegates wishing to attend ADRA's international conference b date only 5 have received their visas. Katherine has written further letters of support from ADRA to assist with their visas. Enkhee will attend Katherine's home next weekend to organize payment for those we know will be attending.

2.7 Divorce Coaching:

Nothing further to report at this stage.

Moved that the President's Report be adopted: Geoff Charlton

Seconded: Jane Houselander

3. TREASURER'S REPORT: Margaret McCue

Statement from 11 April 2024 to 10 May 2024:

The latest figures up to 10 May 2024 are **\$7,739.88** in our Society cheque account and **\$36,601.38** in our Term Deposit. Our PayPal and Stripe funds are transferred to the cheque account monthly. This equates to a total of **\$44, 341.26**.

Please note that \$10,000 has been removed from the term deposit and placed into our cheque account to fund the conference. The term deposit has been renewed for 3 months only as interest rates might go up.

Moved that Treasurer’s Report be adopted: Peggy Lim

Seconded: Geoff Charlton

4. MEMBERSHIP OFFICER’S REPORT:	Dennis Nolan - an apology for tonight
DATE	MEMBER NAME
May 2	Ruth Johnson
4	Mark Brady
	Veronica Sectic
	Nina Harding
7	Krystal Johnson
15	Helen Lind
18	Lilia Szarski
19	Scott Dutton
26	Kate Robinson

5. ACCREDITATION OFFICER’S REPORT: Geoff Charlton

The following persons have been again reminded to complete their application forms:

Nadia Messiha

Richard Olivares

Reminders to complete forms have also been sent to:

Edward Gatei

Gabrielle Passlow

The following applications for accreditation have been approved:

Kate Alexander

Jacob Malysek

Mark Rogers – mentor for new mediators

Sammy Bektas (refreshment of past accreditation)

Geoff has suggested to newly accredited mediators that they should not only consult with him to help with mediations but should also attend the International Conference.

The Mediators Standards Board (to be renamed Australian Mediator and Dispute Resolution Accreditation Standards Board Ltd – AMDRAS Board) has issued the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS) to replace the National Mediator Accreditation System (NMAS) by 1 July 2025. Transition provisions for the period 1 July 2024 to 30 June 2025 permit both systems to operate in tandem.

AMDRAS will require substantial changes to ADRA's systems and Website before 1 July 2025 (if not earlier to accommodate wishes of members for higher status) to address the following:

1. Identification of members as one or more of:
 - 1.1. accredited mediator,
 - 1.2. advanced mediator,
 - 1.3. leading mediator,
 - 1.4. specialist dispute resolution practitioner (FDRPs and divorce coaches),
 - 1.5. non-practising mediator and
 - 1.6. those on leave of absence;
2. Different accreditation requirements for the above and notifications to AMDRAS Board;
3. Adoption of the model Ethical Conduct Standard and Complaint & Disciplinary Procedure;
4. Inclusion of 3 on Website; and
5. End of financial year reporting to AMDRAS Board.

During the transition period, re-accreditation hours for accredited mediators will be 25 hours under NMAS but only 20 hours under AMDRAS (members need to nominate under which system they are applying which will create confusion). AS for CPD requirements of AMDRAS, I could not see where attendance at ADRA's Board Meetings qualified as CPD.

Moved that the Membership Officer's Report be adopted: Margaret McCue
Seconded: Peggy Lim

6. GOVERNANCE REPORT: Margaret McCue

The duties for the various executive positions are specified in the Constitution but **still need to be upgraded to include social media engagement** etc. The Board resolved to set up a steering committee to complete this task for the Constitution and the Governance Manual in 2024.

Margaret confirmed that she possessed a Word copy of the Governance manual that now needs upgrading in light of the recent events affecting the ADRA website.

Complaints handling also to be updated to include Technology changes and insurance provisions for the Board.

Retirement of Directors – selection of directors in advancement and declaration of interests. Protocol and procedure – keep moving slowly Look at Governance issues to use the resources which are readily available. Sourced from Model of Constitution

There is now a need to include a Code of Conduct for ADRA Board members.

Margaret sent dates to give for the Governance Committee to meet at Katherine's home to draft the changes required but they clashed with Greek Easter and Mother's Day. Geoff and Katherine tried to meet on Sunday 26 May but that date clashed with other arrangements for both, so no conference has occurred yet. It was agreed that the Governance issues will be re-considered after the international conference.

Moved that the Governance Report be adopted: Peggy Lim

Seconded: Geoff Charlton

7. SECRETARY'S REPORT: Geoff Charlton

A Collaboration proposal has been received from ResoX (Singapore). There is a mistaken belief by ResoX that ADRA attracts mediation referral requests and allocates mediators accordingly. Would welcome Directors' suggests as to areas where we can collaborate with ResoX.

Apart from the AMDRAS review, I have nothing other to report. I am still getting systems in place to reduce the workload.

9. GENERAL BUSINESS:

- The Memorial Event for Linda Fisher was extremely well received and is now on the ADRA website.
- Another request made by Yvette Lynch for a partnership with ADRA from the Congo. The Board resolved that the request be sent to members via campaign monitor for those that want to participate to be able to do so.
- ADRA thanks the Law Society for its assistance and notes that **Lizzie Tanttari** has replaced **Emma Lynch**.
- Katherine gave a talk to RI on Monday 22 April at 11.30 am on the *Re-Constructionist Model of Mediation – Expectations for Lawyers*. Feedback from RI is that 33 people registered and 22 were in attendance till the end of the talk with a request made to hand over slides for the presentation.
- The Board resolved that the ceremony for **Life Membership** for Katherine Johnson be held at the AGM dinner at the Palace Restaurant on 27 August.

Moved that the General Business Report be adopted: Peggy Lim

Seconded: Margaret McCue

There being no further general business the meeting concluded at **6.45 pm**

Next Monthly meeting: 25 June 2024 at 5.30 pm via Zoom (including attendees in Room 301, NSW Law Society, 170 Phillip Street, Sydney).