

**MEETING OF THE BOARD OF DIRECTORS OF
THE SOCIAL & ETHICAL AUDITING INSTITUTE INCORPORATED
HELD BY TELEPHONE CONFERENCE ON
THURSDAY 6 NOVEMBER 2003 AT 11.00 AM**

BOARD MEETING #13

CHAIR: Mr Richard Boele President

PRESENT: Mr Tim Heesh Secretary
Mr Peter Caldwell
Ms Marcelle Holdaway
Ms Corinne Proske

APOLOGIES: Mr Terence Jeyaretnum
Mr Peter Kaye
Mr Michael Nugent
Mr Richard Parsons

CHAIR: Richard Boele took the Chair, welcomed those present, and noted a quorum existed.

He noted that this meeting was called to cover the matters detailed in the agenda circulated to the board prior to the meeting. (Annexure 1)

MINUTES: The minutes of Meeting #10, 11, and 12 held on 2 September 2003, 24th September 2003 and 24th September 2003 were tabled.

13/1 It was **resolved** that the minutes as tabled be adopted.

BUSINESS ARISING FROM PREVIOUS MINUTES:

It was noted:

- Michael Nugent has yet to report to the board on relevant issues for Directors and Officers Liability Insurance (Board minutes #10)
- Tim Heesh has yet to apply to ATO for change of tax status (Board minutes #10)
- Richard Boele to send reminder email to all lapsed members (Board minutes #10)
- Michael Nugent to complete web site review and implement suggested changes (Board minutes #10)

MEMBERSHIP AND FINANCIAL REPORTS:

The President provided verbal report on the status of the membership.

In summary:

- There are currently 35 active paid-up members registered
- A full list of members are to be circulated to the board.
- A report on membership ups and downs is to be a standing item for each board meeting
- Richard Boele to circulate list of members periodically

The secretary provided verbal report on the financial status:

- The secretary referred all board members to the summary Balance Sheet and Profit and Loss for 30th September 2003 as circulated and asked for any comments. All were satisfied with the accounts as tabled
- It was noted that after the next email to members who had not renewed their membership any debtors recorded in the balance sheet relating to those members would be written back.

VISION AND PURPOSE

After discussion of R Boele's circulated paper on Vision, Purpose and What the Institute Offers it was agreed that board members (by state) would provide their preferred options of Vision and Purpose back to R Boele as soon as practicable but no later than the 28th November 2003. The board would then reach consensus via email (coordinated by R Boele) and forward the revised Vision and Purpose Statement to members for comment and return by 15th December. Any significant suggested amendments would be then circulated to the board for comment and consideration. The board to then settle on Vision and Purpose Statement by close of business 2003.

NAME CHANGE:

R Boele to circulate possible name changes for consideration by board

AA 1000 PRACTITIONER WORKSHOPS

It was agreed that, in principle, SEAI would be happy to support ISEA in staging AA1000 workshops in Australia early in the new year. Details of probable format as outlined in email circulated to board. R Boele to coordinate with ISEA for practical dates and SEAI's role.

C Proske to report back to board any information she can find out about planned GRI workshops in Early 2004 to determine the impact they may have on the AA1000 workshops.

WEB SITE

M Nugent to update the web site with director's biographies.

R Boele to draft proposed immediate strategy for web site.

2004 PROPOSED EVENT

Board members to submit suggestions for research projects to launch the revitalised SEAI in 2004. These suggestions to be forwarded with Vision and Purpose reply. Consideration of how the project could be funded should also be included in submission. Potential funders to be listed with suggested strategies.

LOCAL GOVERNMENT

R Boele to distribute presentation he is giving to Local Government Association on 8th November 2003.

BOARD EXPERIENCE SHARING

It was agreed that a short period be set aside each meeting for board members to share any significant Social accounting/auditing experience that had arisen since the last meeting.

CLOSURE: There being no further business, the meeting closed at 12.30pm

NEXT MEETING: The next meeting will be advised. The President to circulate potential dates and times for settlement.

(Signed)
Chair

**Agenda for the MEETING OF THE BOARD OF DIRECTORS OF
AUSTRALIAN SOCIAL & ETHICAL AUDITING INSTITUTE INCORPORATED
TO BE HELD by Teleconference ON
THURSDAY 6 November 2003 AT 1100 HOURS**

BOARD MEETING #13

1. OPENING, APOLOGIES & AGENDA CONFIRMATION

1.1 Apologies

2. MINUTES

2.1 Minutes of Meeting #10,11 and 12 held on 2/9/03, 24/9/03 and 24/9/03 respectively.

3. BUSINESS ARISING

4. MEMBERSHIP AND FINANCIAL REPORTS

4.1 Membership Report

4.2 Financial Report

5. GENERAL BUSINESS

5.1. Review state-based consultations and consideration of proposals for key activities in 2004

5.2. Decide on request from ISEA to hold AA1000AS practitioner note workshops

5.3. Web Site update

5.4. Other Business

6. CLOSURE

6.1 Next Meeting