

**MEETING OF THE BOARD OF DIRECTORS OF
THE SOCIAL & ETHICAL AUDITING INSTITUTE INCORPORATED
HELD BY TELEPHONE CONFERENCE ON
TUESDAY, 2 AUGUST 2005 AT 2.00 P.M**

BOARD MEETING #15

CHAIR: Mr Richard Boele President

PRESENT: Mr Peter Kaye
Mr Richard Parsons
Ms Marcelle Holdaway
Ms Terence Jeyaretnum
Mr Michael Nugent
Ms Corinne Proske

APOLOGIES: Mr Peter Caldwell
Mr Tim Heesh

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 AND BUSINESS ARISING:

The minutes of Meeting #14 held on 22 December 2004 were tabled and accepted without amendment.

There was no business arising from the minutes.

MEMBERSHIP AND FINANCIAL REPORTS:

The President reported on the status of the membership. In summary:

- Total current membership: 28
- Includes 3 life members
- A full list of members is to be circulated by e-mail.

The President reported on the Institute's financial status. In summary

- The amount in the bank account sits at approximately \$3,000 after banking the cheques from new and renewed members, and \$2,000 from Mission Australia for the Qld NGO event (see separate item below)

GENERAL BUSINESS – PRACTITIONERS TALKS

Reports on the Practitioners Talks held in June were noted. In summary:

- Sydney had 35 participants with 50 on the original RSVP list. The personal sending of invitations appears to have been most successful. Also the 4 weeks between initial marketing and event helped. Lists were secondary marketing vehicle and David Birch, Greenleap and Suzanne Benn's lists all delivered responses.
- Melbourne had about 50 attendees and ran out of question time, with four to five hands still up.
- A thank-you e-mail is to be sent to all participants, and will seek their permission to keep them on the data base.

Next Practitioners Talks:

- To be held towards the end of September
- Theme: Sustainability Reporting: Why are we not reporting? Ask non-reporters to explain why.

Future Practitioners Talks:

- All were asked to contribute ideas for the theme of future Talks to Richard by e-mail

GENERAL BUSINESS – ASSURANCE COURSE

The President reported that he had given consideration to developing our own materials for a one-day assurance course. He had also reviewed a sample of materials provided by AccountAbility (AA) in the UK, and recommended using these as they would offer a number of advantages.

- The material is being constantly updated, and over 150 participants have experienced the material in the past year
- If licensed, participation counts towards Sustainability Assurance Practitioner accreditation.
- It would provide a quick mechanism for the AISEA to be seen to be providing in-depth awareness training.
- It is possible to customize the provided material.

Concern was expressed about whether such a course, which is intended to simply build awareness, might be perceived but by some as a training course that results in competence as an assurance practitioner. The Board agreed that if the course is to be presented, all promotional material (whether issued by AA or the AISEA) be clear on its purpose and limitations.

15/1

Resolution: Proposed by Terence Jeyaretnum
Seconded by Corinne Proske

“That the President and Michael Nugent be authorised complete negotiations, on behalf of the AISEA, with AccountAbility for the provision of the one-day assurance course materials”.

Result: Carried.

GENERAL BUSINESS – NGO ACCOUNTABILITY EVENTS

Funding raising was successful (\$2,000 from Mission Australia) and a half day event is planned for mid-November in Qld. In addition to John Pearce, Community Business Scotland, Social Audit Network UK, the panel will likely include people from:

- Streetwise Communications
- Maleny Community Credit Union
- Mission Australia Employment Services

GENERAL BUSINESS – PROGRESS ON UPDATING WEBSITE

The Board noted that the President and Michael Nugent are continuing to search for a cost effective way of having the website regularly updated.

GENERAL BUSINESS – INSTITUTE'S ROLE RE ETHICS OF A CORPORATION

The Board agreed that it is not within the constitution of the AISAE to publicly comment on cases of apparent unethical behaviour by individual corporates. It was suggested that we could ask corporates to present their case at AISEA-organised events without taking a position ourselves. This could be accompanied by publicising which corporates had been asked to present and noting those that had declined.

GENERAL BUSINESS –2005 AGM DATE

15/2

Resolution: Proposed by Peter Kaye
Seconded by Richard Parsons

“That the AGM be held on Friday 23 December at 10.00 am in Sydney”.

Result: Carried.

GENERAL BUSINESS – OTHER BUSINESS

It was suggested that a physical meeting of the Board be held in 2006. This is to be discussed further at a later meeting.

CLOSURE: There being no further business, the meeting closed at 3.30 pm

NEXT
MEETING: The date of the next meeting will be advised.

(Signed)
Chair

**Agenda for the MEETING OF THE BOARD OF DIRECTORS OF
AUSTRALIAN SOCIAL & ETHICAL AUDITING INSTITUTE INCORPORATED
TO BE HELD by Teleconference ON Tuesday, August 2, 2005**

BOARD MEETING #15

1. OPENING, APOLOGIES & AGENDA CONFIRMATION

1.1 Apologies

2. MINUTES

Minutes of Meeting #14 held on WEDNESDAY 22 December 2004

2.1 .

3. BUSINESS ARISING

4. MEMBERSHIP AND FINANCIAL REPORTS

4.1 Membership Report, including acceptance of new members

4.2 Financial Report

5. GENERAL BUSINESS

5.1. Note success & learning from last two Practitioners Talks;

5.2. Consider Licensing Assurance Training from AccountAbility,

5.3. Update on NGO Accountability events in QLD & SYD,

5.4. Progress on updating website

5.5. Institute's role when a large question mark hangs over the ethics of a corporation

5.6. Set 2005 AGM date

5.7. Other Business

6. CLOSURE

6.1 Next Meeting