

**MEETING OF THE BOARD OF DIRECTORS OF
AUSTRALIAN INSTITUTE OF SOCIAL & ETHICAL ACCOUNTABILITY INSTITUTE INCORPORATED
HELD IN PERSON AT THE National Australia Bank, Harbour Room, Level 28 NAB House, 255 George Street,
Sydney
WEDNESDAY 15 FEBRUARY 2006**

BOARD MEETING #17

CHAIR: Mr Richard Boele President

PRESENT: Mr Peter Kaye
Mr Peter Caldwell
Ms Corrine Proske
Ms Tim Heesh
Mr Michael Nugent
Ms Sonali Bishop
Ms Marcelle Holdaway
Mr Terence Jeyaretnam

APOLOGIES:

OBSERVERS: Ms Susan Curran

MINUTES AND BUSINESS ARISING:

The minutes of Meeting #16 held on 15 December 2005 were tabled. It was agreed that minutes would be circulated as a task amongst the directors. It was noted that the CSR peak body section from the previous minutes was needed.

Resolution: Proposed by Tim Heesh
Seconded by Sonali Bishop

“That the minutes from meeting #16 be accepted with the CSR peak body section amendment”.

Business arising from previous minutes:
There were four outstanding items from the previous minutes that are to be carried over.

MEMBERSHIP AND FINANCIAL REPORTS:

The President presented 5 new members for admission to the Institute.

Clarification was sought as to when memberships expire and if members are to be removed.

Action: Richard Boele to send out renewal notices to expired members and current members in April.

The Secretary reported on the Institute’s financial status. In summary:

- Annual subscription includes a donation from Mission Australia therefore income is higher than expected. Not all expenses from the Sydney Workshop appear in the process of payment, the next budget will see an accurate reflection. On the balance sheet the \$2000 liability is Mission Australia. Cash on hand will drop to \$4000-\$5000 once these expenses are processed.

- The Accountability costs for the Brisbane workshop are airfares (\$1000), catering (\$500), and Marcelle's costs (\$300).
- The Sydney Workshop costs were room rental (\$400), secretarial support including administration equalling 36hrs (\$2,800), catering (\$165), printing (\$308) and parking (\$50). Administration costs were seen as a good benchmark. A minimal fee of \$150 for Richard and Terence's services.
- The Chair noted that the event was expensive and that it required 18-19 participants to break even.
- The secretary noted that with upcoming memberships it will be necessary to get alternative funding sources.

Resolution: Proposed by Michael Nugent.
Accepted by Liz Skelton.

"To accept the financial and membership report for meeting #17".

GENERAL BUSINESS – INTERNAL FOCUS

It was suggested that organisational development was the institute's first need. This would involve a) a communication strategy and b) fundraising. The questions that need to be asked are "Who do we want to reach?" and "How do we get information to people?"

Website:

- It was recommended that more substance is required on the website. The institute needs to articulate what it stands for – its 'vision'.
- The Chair had concerns as to the level of funding commitment required to do so.
- The Chair also highlighted that the institute are not doing all of the purposes articulated on the website. There is a need to update the website to name changes.
- It was agreed that the new purpose of the institute supporting certification rather than implementing it would be adopted.

Action: It was agreed that Susan Curran draft a mission statement that incorporates 'vision' and 'purpose' and will bring it back to the board for comment.

GENERAL BUSINESS – TOP PRIORITIES

The chair asked all to document their top 3 priorities for the institute in 2006 from the morning's session.

The following were agreed on:

1. Accountability Roundtable
2. Practitioners Talks
3. Secure Funding
4. Communication Strategy
5. Survey Members

The chair asked all members to put together a one-page brief on each of the priorities.

The following were agreed on:

1. Accountability Roundtable - Marcelle Holdaway / Liz Skelton
2. Practitioners Talks - Michael Nugent
3. Secure Funding – Richard Boele / Corrine Proske
4. Communication Strategy – Liz Skelton
5. Survey Members – Sonali Bishop / Michael Nugent

It was agreed that the web update be included in the Communication Strategy and that Susan will provide copy for the Vision/Mission Statement.

GENERAL BUSINESS – THANKYOU TO PETER PAMMENT

The Board took a vote of thanks to Peter Pammet for his help in updating the website.

GENERAL BUSINESS – CAMAC

Sonali Bishop and Peter Kaye are developing a framework for responding to submissions. They were thinking of circulating a questionnaire to members relating to the role of the Institute.

- It was agreed that the Institute needs to remain impartial and advise CAMAC of the institute's existence. Sonali Bishop to circulate.

GENERAL BUSINESS – MEMBERSHIP DRIVE

It was agreed that the membership drive would be discussed in the communication strategy.

GENERAL BUSINESS – FUNDING FOR BOARD COSTS

It was suggested by Tim Heesh that funding for board costs was difficult to assess without a program in place. It was therefore agreed to wait until there is a program and then discuss.

GENERAL BUSINESS – OTHER BUSINESS

Action: Melbourne Directors to organise the AA10000 training date.

CLOSURE: There being no further business, the meeting closed at 4pm

NEXT MEETING: The date of the next meeting was determined to be in May 2006 at Sydney and would be face to face.

(Signed)
Chair