

Minutes

Event: STEP Perth Committee Meeting

Date: 3 February 2010

Time: 12.30om – 2.00pm

Location: Offices of Jackson McDonald

Attendees: Adam Levin, Craig McKie, Angela Gaffney, Jocelyne Bojous, Susan Fielding
Maree van der Kwast, Kylie Wilkie

Apologies: Sandra Boyle

1. Membership

- (a) We have 28 members. 2 members may still join at half price of the TEP fee and yearly membership fee.
- (b) Members joining between now and the beginning of the new membership year (1 April 2010) need only pay the TEP registration fee for the 2009 / 2010 membership year. The annual fee is then payable for the 2010 / 2011 membership year.
- (c) Adam Levin and Kylie Wilkie have a teleconference with STEP London on 3 February 2010. Items on the agenda regarding membership are:
 - (i) when should members expect to receive membership renewal applications; and
 - (ii) can we negotiate a deal whereby new members receive a discount on the membership and TEP fee.
- (d) Retaining members
 - (i) We require approximately 30 members to retain out status as a Chapter / Branch of STEP.
 - (ii) See the STEP Constitution Objective 1 – members have a responsibility to promote and encourage membership.
 - (iii) Adam Levin to email members and encourage them to renew and promote STEP.
- (e) Cost to attend events
 - (i) Going forward non members should be charged a greater attendance fee to encourage them to join STEP. Low cost admission should be a benefit of membership.
- (f) Target groups
 - (i) We should specifically target 'sub-sets' of lawyers, eg. family lawyers.
 - (ii) Accountants.

- (g) Brief article
 - (i) Adam Levin and Kylie Wilkie to draft an article for Brief Magazine to raise the awareness of STEP.
 - (ii) We are to contact Brief and ask for guidance regarding format and content to be.

2. Financial Report

The financial Report was tabled and is attached to these minutes.

3. Webpage

- (a) Kylie Wilkie has sent content for the STEP Perth webpage to STEP International, but the page is yet to be constructed.
- (b) Kylie Wilkie to follow up with Louise Howells.
- (c) Adam Levin and Kylie Wilkie to draft a letter to Ian Gzell and ask if he will be creating a STEP Australia website.
- (d) Adam Levin and Kylie Wilkie to discuss the webpage with STEP International at the teleconference on 3 February 2010.

4. Review of January Event

The event received CPD recognition from the Legal Practice Board.

5. Events to be held in 2010

- (a) STEP educational events
 - (i) Responsibility for investment advice - Adam Levin has written to NAB and they are happy to host this event, and provide a speaker who can speak to trustees' investment decisions.
 - (ii) Financial Services Regulation - ask Rachel Webber if she will speak on this topic.
 - (iii) Trustees responsibilities
 - (iv) Insolvency – trustees failing to discharge duties
 - (v) Self managed superannuation funds
 - (vi) Financial transactions
 - (vii) Family law
- (b) End of financial year – ask Moet-Hennessey if they will do a champagne tasting.
- (c) Christmas event – humorous hypothetical
 - (i) Adam Levin to write to STEP members and seeking volunteers to organise this event.
 - (ii) Advertise for volunteers in the March newsletter.

- (iii) Susan Fielding is looking for an existing factual situation that may be altered for use at the event.
- (d) Legalwise event – 30 March 2010
 - (i) All speakers but one are STEP Perth members. It would be appropriate for Registrar C Boyle to mention STEP in his introduction.
 - (ii) Legalwise has reported that the response to the event has been positive.
 - (iii) Kylie Wilkie and Adam Levin to send Legalwise our November newsletter for inclusion in their pre-event mail-out.

6. Sponsorship

- (a) Adam Levin has written to NAB and Perpetual asking them for sponsorship of \$2,500 for the 2010 / 2011 membership year.
- (b) NAB has responded and will confirm shortly whether they are able to continue their sponsorship.
- (c) Perpetual is yet to respond.
- (d) Suggestions for other sponsors include:
 - (i) insurance companies;
 - (ii) funeral companies; and
 - (iii) private aged care facility operators.

7. Constitution for the Australian regional company of STEP

- (a) Adam Levin to phone Ian Gzell and ask the following questions in regard to the Constitution:
 - (i) How are each branch's funds held and accessed?
 - (ii) Is there insurance?
 - (iii) Is there Indemnity for directors?

8. Consultation paper from Elizabeth Drummond

- (a) Craig McKie to respond to Elizabeth acknowledging that her query was discussed at the Committee meeting and she will receive a formal response from the Branch.
- (b) Adam Levin and Susan Fielding to draft a letter to Elizabeth briefly answering her questions and referring her to:
 - (i) Isla Peterson at the State Crown's office;
 - (ii) The Superannuation Complaints Tribunal website; and
 - (iii) Jenkin's case.

9. Other Business

- (a) The next STEP Perth Committee meeting is to be held in March 2010 before the Legalwise seminar.