

Minutes

Event: Committee Meeting

Date: 20 July 2009

Time: 1.00pm – 1.40pm

Location: Jackson McDonald

Attendees: Adam Levin, Susan Fielding, Angela Gaffney, Jocelyne Boujos, Sandra Boyle, Maree van der Kwast, Emma Chinnery, Kylie Wilkie and Julia Fanali.

Apologies: Craig Mckie

1. Membership

- (a) STEP Perth has approximately 20 members. 12 membership applications have been requested recently, although few have been returned.
- (b) The next STEP Membership Committee meeting (at which membership applications are approved) is on 17 July 2009 and there will not be another until 11 September 2009.

2. Letter to Judges speaking at Launch

- (a) Adam Levin is to write to the Judges confirming the Launch and providing an overview of the evening's proceedings. We do not yet know what the Judges will speak about and are unsure whether we should direct them to a particular topic.
- (b) Sandra Boyle suggested that they would like to be given a topic to speak about.

3. Launch

- (a) Each speaker should speak for no longer than 5 minutes.
- (b) Sandra Boyle confirmed that Martin CJ should speak first, followed by French CJ and Gzell J.
- (c) Adam Levin will speak before and after the Judges and will thank the Judges and sponsors and inform guests about the planned STEP educational events.

4. Educational events

- (a) The first educational event will be in September and will be a "round table" discussion facilitated by Andrew Davies of O'Sullivan Davies and Adam Levin. We will provide advance notice of this event at the Launch.
- (b) We have recently been contacted by an international speaker who will be in Perth in January and would like to present to STEP members. He has come recommended by STEP International. We will provide advance notice of this event at the Launch.
- (c) We will hold a "hypothetical" event early in 2010, close to when membership renewal is due.

- (d) Accountants and insolvency practitioners should be invited to educational events.

5. Feedback

After the Launch we will email attendees and seek their opinion as to the kinds of educational events they would be interested in attending.

6. CPD

- (a) We will register with the Law Society on an event-by-event basis so attendees may gain CPD points for attendance.
- (b) Wherever possible we should include an ethics component in the educational events as that category of CPD point is the hardest to attain.