

Minutes

Event: STEP Perth Committee Meeting

Date: 24 September 2009

Time: 1.00 pm – 2.00 pm

Location: Jackson McDonald

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

Apologies: Sandra Boyle

1. Membership

- (a) STEP Perth has 26 members and 2 membership applications awaiting approval of STEP International at the next Membership Committee meeting.
- (b) Only 30 members may join at the negotiated 50% discount. There has been a misunderstanding as to whether this is 50% of the subscription fee and the TEP (£135) fee or if it is just 50% of the subscription fee and the entire TEP fee (£172.50). Kylie Wilkie and Adam Levin are liaising with STEP International to resolve the misunderstanding.
- (c) To support STEP Perth and encourage new members to join, STEP International will waive the subscription fee of £195 between 1 December 2009 and 31 March 2010. Members that join during this time will only have to pay the £75 TEP fee.
- (d) All memberships must be renewed on 1 April 2009.

2. Financial Report

See attached report.

3. CPD Points

- (a) Daniel Fry was randomly selected for an audit of CPD compliance. Adam Levin has written to STEP International and requested that STEP Perth be exempt from audit for the last membership year due to members only joining in the last week of the membership year.
- (b) Maree van der Kwast has agreed to act as the CPD Representative on the Committee. Maree will review the CPD Guidelines and the draft email tabled by Kylie Wilkie. She will liaise with Kylie Wilkie in regard to conveying the CPD requirements to all members.
- (c) Kylie Wilkie is to enquire as to whether the September educational event may be retrospectively classified as a Law Society CPD event.
- (d) The Committee will email all members and advise them of upcoming events that qualify for STEP structured CPD points.

4. STEP Perth Website

Possible content for website includes:

- (a) links to other websites including:
 - (i) sponsors websites;
 - (ii) Public Trustee website; and
 - (iii) Supreme Court Probate website;
- (b) member profiles;
- (c) STEP Perth event information; and
- (d) a monthly newsletter that will also be emailed to members and interested persons. The newsletter should include the following content:
 - (i) a reference to points of interest in the monthly STEP International magazine;
 - (ii) minutes from STEP Committee and Executive meetings;
 - (iii) information on upcoming events (STEP or otherwise);
 - (iv) monthly member profiles; and
 - (v) a reference to any recently decided cases or articles of interest.

5. Unprocessed membership fees

No further members have received unwarranted "unpaid membership notices".

6. STEP Regional Representative

There has been a suggestion to split the seat Australasia and East Asia seat into two separate positions: Australia/New Zealand and Asia. There is currently one candidate for the Asian seat and two candidates for the Australia/New Zealand seat.

7. Brief Magazine

Brief has agreed to run a feature article on STEP. Adam Levin will draft an article and circulate it amongst to Committee members for comment.

8. STEP members on other committees

STEP Perth should write to professional bodies and seek to either have a representative on the bodies' committees or seek to engage in information sharing with the committees. Members are to consider which committees are relevant, including the following bodies and committees:

- (a) Law Society;
 - (i) Education Committee (Susan Fielding is a member); and
 - (ii) Conveyancing Committee (Sally Bruce is a member);
- (b) Law Council;

- (c) Tax Institute of Australia Education Committee (Daniel Fry is a member);
- (d) Chartered Accountants Australia; and
- (e) Disability Committee (Patrick Hughes is a member).

9. Review of events

- (a) STEP Perth First Educational Event (16 September 2009)
 - (i) There was too much information to cover in one event and it may be worth revisiting this scenario in a future event.
 - (ii) Adam Levin is to draft correspondence to attendees of the event (for circulation in October) asking for feedback on the event.
 - (iii) The "round-table" concept works well for an educational event, but it needs refining. If the same format is used for future events it may be worth breaking into smaller groups and having the attendees discuss the issues amongst 4 or 5 people before reconvening to discuss it as a whole.
- (b) Tax Institute of Australia – Estate Planning Intensive (17 September 2009)
- (c) Legalwise Symposium

Adam Levin is to contact Jacqui Simon at Legalwise and seek feedback in regard to this event.
- (d) AGIS Superannuation Seminar
 - (i) Susan Fielding chaired this event. STEP membership packs were displayed and attendees showed a lot of interest in STEP.
 - (ii) Adam Levin is to phone Chris Hogan and seek feedback in regard to this event.

10. Future events

- (a) LexisNexis proposed event for November 2009

This event has been rescheduled for March or April 2010. LexisNexis is happy to co-brand the event with STEP.
- (b) International Speakers

Joyce Williamson is a STEP member who served 15 years on the STEP Worldwide Council. She will be in Perth in October and has asked if we would like to meet with her. Kylie Wilkie is to arrange a lunch for Joyce with Committee members.
- (c) Second educational event / Christmas drinks
 - (i) We should schedule an educational event for late November and co-brand it as our end of year function. Members should be able to attend at no cost.
 - (ii) Committee members are to consider a topic and a speaker for the event.

(d) Humorous educational event

Angela Gaffney suggested a “humorous hypothetical” as a format for an educational event. It was agreed this was a good idea and the Committee would aim to develop this further and schedule such an event before membership renewals are due in April 2010.