

# Minutes

**Event:** Executive meeting

**Date:** 19 August 2009

**Time:** 4.00pm – 5.00pm

**Location:** Jackson McDonald

**Attendees:** Adam Levin, Angela Gaffney, Craig McKie (by telephone) and Kylie Wilkie

## 1. **STEP Launch**

76 people attended the Launch. A media release regarding the Launch has been sent to all attendees, Brief Magazine and STEP London.

## 2. **Membership**

- (a) We currently have 19 members. Approximately 12 membership forms have been sent to interested parties. 3 are waiting for approval by the Branch and are to be sent to STEP International by 11 September 2009 and approximately 3 are with STEP London awaiting approval.
- (b) Angela Gaffney will follow up all persons who have requested membership forms but have not returned them.
- (c) Previously Adam Levin has endorsed all applications to ensure we had sufficient members to start the Branch. Going forward Angela Gaffney and Craig McKie should also endorse applicants before the applications are forwarded to STEP International.

## 3. **Financials**

- (a) The costs of the Launch were tabled. The report is attached.
- (b) It was decided that where possible, Angela Gaffney and Craig McKie (as Treasurer and Secretary, respectively) would authorise all payments and deposits.

## 4. **First educational event**

We currently have 12 people attending the event. Kylie Wilkie and Julia Fanali have received numerous phone calls about the event over the last two days.

## 5. **Second educational event**

Although the second event is not for 5 months, it is to be held in January and will therefore be difficult to get people to attend. After the first educational event we should turn our minds to the promotion of the second event to ensure we have sufficient attendance. This is for further discussion at the next STEP Perth Committee meeting.

**6. Unprocessed membership fees**

Angela Gaffney has received a notice from STEP International advising her that her membership fee payment is overdue. Registrars Boyle received a similar notice approximately a month ago. Kylie Wilkie previously advised STEP International that all membership applications have been sent with credit card authorisation and should be processed accordingly. Kylie Wilkie is to follow up with Richard Clarke at STEP International reiterate this fact and ask him to process any unpaid membership fees.

**7. How to give benefit from membership**

- (a) LexisNexis has agreed to co-brand its November symposium with STEP.
- (b) An email will be sent to all persons in the STEP Perth database advising them of a presentation to be given by Chris Hogan at an Agaentis event in September.
- (c) Craig McKie and Adam Levin are presenting at a seminar in September. Due to time constraints the hosts are unable to co-brand the event with STEP, however have agreed to so in the future.

**8. Possible November educational event**

We would like to host a workshop based around one of the papers presented at the LexisNexis Symposium. The event should be held one or two weeks after the symposium. Adam Levin will review the schedule and suggest a topic. This is for further discussion at the next STEP Perth Committee meeting.

**9. STEP Perth website**

Thought needs to be given to the content of the STEP Perth website. We should add links to educational websites, etc. This is for discussion at the next STEP Perth Committee meeting.

**10. Committees**

We would like to STEP Perth Committee members on various other committees in Perth as a way of keeping on top of current issues and keeping STEP in the public eye. This is for further discussion at the next STEP Perth Committee meeting.

**11. Next meeting**

A Committee meeting is proposed for Thursday, 24 September 2009.