

Minutes

Event: Steering Committee meeting

Date: 19 February 2009

Time: 12.30pm – 2.00pm

Location: Jackson McDonald

Attendees: Adam Levin, Susan Fielding, Jonathan Ilbery, Karen Jaycock, Maree van der Kwast, Alex Sceales, John Hockley, Craig Mckie, Emma Chinnery and Kylie Wilkie.

Apologies: Sandra Boyle, Christopher Boyle, Rob Sceales, Patrick Hughes and Chris Hogan.

1. Welcome

A Levin opened the meeting at 12.45pm.

2. Agenda

A Levin read through agenda for the meeting.

3. Summary of teleconference with Australian STEP Branches and STEP International, London

- (a) A Levin summarised the teleconference held with the Australian STEP branches and STEP International on 11 February 2009.
- (b) Key points discussed from the teleconference included:
 - (i) STEP International is supportive of the progress being made by STEP Perth in its efforts to create a new branch; and
 - (ii) STEP International responded well to A Levin's request that STEP Perth be permitted to use a portion of the seed money they provide to give rebates to a number of inaugural STEP Perth members.

4. Perth Membership

- (a) J Ilbery suggested a screening process, based on experience levels of applicants, by which we determine which applicants shall receive the rebate.
- (b) C McKie suggested that membership forms be submitted through A Levin for this purpose. This was generally supported by the meeting.
- (c) A Levin stated that STEP International makes the determination on whether a membership application will be successful, however we should query this with STEP International.
- (d) K Wilkie stated that at least the initial 9 membership applications should come to A Levin as we will submit them to STEP International with our business plan and other initiating documents.

- (e) A Levin stated that he envisages STEP Perth with have approximately 30 members in the short to medium term. Other attendees agreed that this number is achievable.
- (f) C McKie suggested and all attendees agreed that membership forms should be submitted to K Wilkie at Jackson McDonald on or before 28 February 2009.

5. Other Professional Bodies

- (a) All attendees agreed that STEP Perth should be complimentary to other professional memberships available in Perth.
- (b) C McKie and A Levin both offered to speak with professional bodies in regard to co hosting seminars. J Ilbery stated the Tax Institute, for example, may not want to devalue its other seminars if it co hosts a seminar with STEP Perth to which admission costs are considerably less.
- (c) S Fielding is on the Education Committee of the Law Society of which Gregory Boyle of Jackson McDonald is the conevor. S Bruce of Jackson McDonald is a committee member of a sub committee of the Education Committee.

6. Business Plan

- (a) Incorporation

A Levin discussed the fact that Justice Gzel is working towards the establishment of STEP Australia as an incorporated body, similar to the Tax Institute of Australia, of which STEP Perth will be a branch.

- (b) Committee Meetings

There was discussion as to whether a secretary, treasurer etc would be required, given the plans to incorporate STEP Australia. The meeting agreed that in the event that these positions need to be filled, this is a matter better left to a later meeting after memberships have been considered and accepted.

- (c) Frequency of Committee Meetings

It was agreed that STEP Perth Committee meetings will initially be held every 2 months, beginning in March 2009. In the medium term it may be possible to hold meetings every 3 months.

- (d) STEP Perth Events

- (i) A Levin suggested that STEP Perth hold 3 events in the 2009 Calendar year: May, August and October. This suggestion was agreed to by all attendees.
- (ii) A Levin stated that he will discuss the inaugural event with Justice Gzel and determine if he and the Chief Justice if the High Court will attend. A Levin is to query whether STEP Perth will be asked to cover the costs of their Honours' attendance.
- (iii) A Levin and J Hockley discussed inviting speakers from the eastern states to attend STEP Perth events to present papers or to instead seek permission of the authors to have a STEP Perth Committee member present the paper on their behalf. A Levin noted the high

quality of the papers that have been presented by the other Australian branches.

- (iv) S Fielding queried whether the papers from the eastern States would necessarily be relevant to our jurisdiction.
- (v) J Ilbery stated that the ideal situation would be if Justice Gzel would present a paper. C McKie seconded this and said that it would be invaluable for raising STEP Perth's profile.
- (vi) It was agreed that the inaugural event in May 2009 would be of a more promotional nature as opposed to an educational nature, other than a presentation from Justice Gzel if possible.

(e) Ideas for Presentation at STEP Perth Events

- (i) Fiduciary responsibilities of trustees;
- (ii) Amendments in legislation (S Fielding presented a paper on this topic recently);
- (iii) High level workshop on legislative amendments regarding wills (Peter McMillan);
- (iv) The ability to make a will for someone who does not have the capacity to make a will;
- (v) Rectification and constitution of wills (M van der Kwast expressed an interest in presenting on this topic having recently researched it);
- (vi) Tax and trusts (A Levin offered to present if there is enough interest);
- (vii) Indigenous trusts;
- (viii) Prudent person test (*Trustees Act*);
- (ix) Financial Services Regime;
- (x) Disability trusts;
- (xi) Have a paper presented in parts by 3 speakers;
- (xii) Different streams – specialist and general;
- (xiii) Workshop style events including discussion; and
- (xiv) Speakers from other jurisdictions speaking about their practicing experiences (this can be accompanied by a STEP summary of the jurisdiction available from the STEP website).

(f) Sponsorship

- (i) A Levin asked if anyone objected to Jackson McDonald being recognised as a sponsor by virtue of its 'in kind' contributions.
- (ii) C McKie stated that he intended to suggest Jackson McDonald be recognised for its contribution in some way and sponsorship seems appropriate. There were no objections to this proposal.

(iii) A Levin discussed an in principle offer from the National Australia Bank for sponsorship. The amount had not yet been considered but A Levin felt it might be in the region of \$2,000.00. Other proposed sponsors include Plan B and Perpetual Trustees.

(g) CPD

It was discussed that we intend to charge approximately \$40 for people to attend events held by STEP Perth. It was agreed that as per STEP Sydney, members should pay less.

7. Associate Membership

(a) K Jaycock noted the importance of attracting younger people to STEP, perhaps in the form of Associate members.

(b) A Levin suggested that we should seek an 'Associate members' sponsor to subsidise the cost of Associate membership. K Wilkie stated that Associate members already join STEP International at a discounted rate.

8. Information Brochure

(a) There was an in principle agreement to the contents of the information brochure, however it was suggested that a paragraph be added regarding Associate STEP membership.

(b) None of the attendees objected to the use of their name on the information brochure for marketing purposes.

9. Prospective members

(a) A Levin asked all attendees to send a list of prospective members, if they know of any, to K Wilkie at kwilkie@jacmac.com.au.

(b) Once we have officially created the branch we will send out the information brochure to prospective members and invite them to join STEP Perth.

10. Newsletter

A monthly electronic newsletter should be created for members outlining:

(a) current membership numbers;

(b) past events;

(c) future events;

(d) contact information

11. Questions for STEP International

(a) Who runs the STEP examinations?

(b) Letter head and stationary

(c) Availability of Banners and costs

(d) Seed money

- (e) Permission to use logo on information brochure
- (f) Cut off date for advertisement in the 2010 STEP Directory
- (g) Manner in which fees should be paid and the rebate provided to members

12. To do:

- (a) Letter to the Law Society Education Committee letting them know we are in the process of forming STEP Perth;
- (b) Letter to STEP Australia Chairpersons asking:
 - (i) What topics have been presented on in the previous 12 months?
 - (ii) Who presented the papers?
 - (iii) Will they allow a Committee member of STEP Perth to present their paper on their behalf?
 - (iv) Letter to potential sponsors
 - A. Request for sponsorship;
 - B. Incentive - free attendance at STEP Perth events.
- (c) K Wilkie to contact S Fielding, P Hughes and J O'Donnell of Jackson McDonald regarding nominations for potential members
- (d) Investigate the discounted rate of STEP Associate membership, if any
- (e) Create email signature for STEP Perth