

## AusLSA BOARD MEETING MINUTES

12 – 2PM AEST 6 AUGUST 2013

BY VIDEO CONFERENCE AT CLAYTON UTZ

# MINUTES

## 1. SUMMARY

<b>Decisions</b>	<p>The Board extended a standing invitation to Mark Hornsby to attend Board meetings</p> <p>Malcolm Shelton-Agar was appointed as an alternate Director (on behalf of Richard Sandover)</p> <p>The minutes from last were accepted as a true record of the last meeting</p> <p>The financial statements were approved with a recommendation to provide explanatory notes next year.</p> <p>The FY2014 budget was approved with a recommendation to provide explanatory notes next year, including key assumptions to allow board discussion of the issues.</p> <p>AusLSA review risks and insurance in early 2014 prior to insurance renewal.</p> <p>The Board approved a 2.1% CPI increase to Emily's base salary and approved a bonus performance payment of \$10,000.</p> <p>Reset Membership target for FY2014 to 40 of the top 50 firms</p> <p>AusLSA should support the establishment of a sustainability network in Hong Kong but it was not to be a priority – remove travel to HK from budget</p>
<b>Actions</b>	<p>Bronwyn to facilitate an introduction between Emily and contacts at the NSW Law Society</p> <p>Brendan to provide Emily with Clayton Utz' analysis of the adequacy of AusLSA's D&amp;O policy.</p> <p>Kelvin and David G will recommend KPIs for the General Manager role for FY2014, which should be aligned to Strategy and budget management.</p> <p>Emily to distribute a presentation for Directors to use to promote AusLSA</p> <p>Emily to connect with CSR/Green committees to identify enthusiastic volunteers facilitated by Directors</p> <p>Emily to establish a program offering in-house presentations to members on sustainability strategies</p> <p>Emily to determine our timeline for delivery of the communique, and if appropriate, redistribute for comments</p> <p>Emily to schedule a meeting of the Advisory Committee</p> <p>Emily, David G, Kelvin and Terence to review the discussion paper and feedback from the Board and develop a proposal.</p> <p>Emily to distribute list Australian law firms and membership</p> <p>Held over - Stuart will to assist Emily with developing relationships with LCA and NSW Law Society</p> <p>Held over - David R to discuss AusLSA with Herbert Geer CFO</p>

## 2. WELCOME AND ATTENDANCE

### Attending

<b>David Goener</b>	COO, McCullough Robertson	Chair	Brisbane
<b>Emily Wilson</b>	AusLSA General Manager	Secretary	Melbourne
<b>Julian Smith</b>	Partner, Maddocks		Melbourne
<b>Bronwyn Pott</b>	CEO, Swaabs		Sydney
<b>Malcolm Shelton-Agar</b>	CEO, Jackson McDonald		Perth
<b>Terence Jeyaretnam</b>	Director, Net Balance		Melbourne
<b>Felicity Rourke</b>	Partner, Norton Rose		Sydney
<b>Mark Hornsby</b>	Director, DLA Piper		Melbourne
<b>Brendan Bateman</b>	Partner, Clayton Utz		Sydney
<b>Belinda King</b>	Office AdmManager, Jackson McDonald		Perth

### Apologies

<b>Kelvin O'Connor</b>	COO, Henry Davis York		Melbourne
<b>Alistair Jaque</b>	Partner, Swaabs		Sydney
<b>Stuart Clark</b>	COO, Clayton Utz		Sydney
<b>David Rennick</b>	CEO, Maddocks		Melbourne

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### 2.1 DIRECTOR NOMINATION

**Decision** The Board extended a standing invitation to Mark Hornsby to attend Board meetings

**Decision** Malcolm Shelton-Agar was appointed as an alternate Director (on behalf of Richard Sandover)

## 3. MINUTES FROM LAST

3.1 BOARD MINUTES: [2.1 AusLSA Board 23Apr Minutes DRAFT](#)  
6 FEBRUARY 2013

**Decision** The minutes were accepted as a true record of the last meeting

It was noted that all action items from last meeting (except the two below) were either complete or for discussion on the Agenda.

#### Action items held over -

- Stuart will to assist Emily with developing relationships with LCA and NSW Law Society
- David R to discuss AusLSA with Herbert Geer CFO

**Action** Bronwyn to facilitate an introduction between Emily and contacts at the NSW Law Society

## 4. COMPANY ADMINISTRATION

4.1 FINANCIAL STATEMENTS [3.1 AusLSA accounts to June30-2013 Updated.pdf](#)

Mark noted that the AusLSA financial records had improved and he is satisfied with the processes for preparing accounts. There is now one consistent set of books. He suggested that recasting the accounts for FY2012 was onerous and recommended that the accounts from FY2013 onwards be prepared on an accrual basis.

It was suggested that notes were added to the accounts next year to explain the breakdown of large balance sheet items.

**Decision** The financial statements were approved with a recommendation to provide explanatory notes next year.

4.2 2013 BUDGET [3.2 AusLSABudget2014 DRAFT July13.pdf](#)

A draft budget for FY2014 was presented.

The shortfall, amounting to 10% of the entire budget, was considered material and the Board recommended that we aim to break-even. Emily advised that the budget didn't include any increase in membership or revenue from suppliers and was generous in program expenditure and therefore an actual deficit at year end was unlikely (but could be covered by retained earnings).

**Decision** The FY2014 budget was approved with a recommendation to provide explanatory notes next year, including key assumptions to allow board discussion of the issues.

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### 4.3 INSURANCE

[3.3Insurance\\_certificates&schedules.pdf](#)  
[3.3 AssocInsurance\\_Policy.pdf](#)  
[3.3 VolWorkers\\_Policy.pdf](#)  
[3.3 PL-Insurance\\_policy.pdf](#)

**Decision** AusLSA review risks and insurance in early 2014 prior to insurance renewal.

**Action** Brendan to provide Emily with Clayton Utz' analysis of the adequacy of AusLSA's D&O policy.

### 4.4 STAFFING

David G reported on Emily's performance review

**Decision** The Board approved a 2.1% CPI increase to Emily's base salary and approved a bonus performance payment of \$10,000.

**Action** Kelvin and David G will recommend KPIs for the General Manager role for FY2014, which should be aligned to Strategy and budget management.

## 5. AUSLSA STRATEGY

### 5.1 STRATEGY REVIEW

[4.1 AusLSA-Strategy 2012-15 July2013.pdf](#) Review, Discuss

The review of strategic targets focussed on those missed or identified at risk:

1. Membership targets – focus on top 50.
2. Representation at external events – Board members were encouraged to identify opportunities to present on AusLSA in their networks.
3. Establishing Working groups: Social Sustainability, Procurement and Events. The difficulty in recruiting volunteers for these groups seems part of a more general engagement challenge. A number of Directors related that their firms were restructuring their CSR programs, taking a more holistic and strategic approach. The revitalised committees provide an opportunity to identify more volunteers. Directors were invited to encourage and facilitate greater AusLSA involvement by their staff.
4. Green Themes and Staff Engagement Toolkit websites – soft launch complete, communication strategy commencing soon.

**Action** Emily to distribute a presentation for Directors to use to promote AusLSA

**Decision** Reset Membership target for FY2014 to 40 of the top 50 firms

**Action** Emily to connect with CSR/Green committees to identify enthusiastic volunteers facilitated by Directors

**Action** Emily to establish a program offering in-house presentations to members on sustainability strategies

### 5.2 ADVISORY COMMITTEE

The nominations for the Advisory Committee are:

- Jason Molin, Operations Manager, Clayton Utz
- Michael Cusack, Group Manager – administrative services, McCullough Robertson
- Jody Williams, Special Counsel, Maddocks
- Helen McMahan, Premises Manager, HDY
- Jeremy Bowick, National Facilities Project Manager, DLA Piper
- Tim Armstrong, Practice Manager, Norton Rose Fulbright
- Belinda King, Office Administration Manager, Jackson McDonald

**Action** Emily to schedule a meeting of the Advisory Committee

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### 4.3 SUPPLIER ENGAGEMENT

[4.3 SupplierEngagementDiscussion.pdf](#)

The options to engage with suppliers was discussed. Concerns were raised about:

- Establishing a new membership class for suppliers
- Establishing a purchasing scheme, particularly if it were to include any endorsement. It also potentially duplicated law society schemes
- Corporate sponsorship, as perhaps AusLSA is not sufficiently advanced

It was suggested that the focus should be on how AusLSA and members work with suppliers, perhaps through a partnership program.

**Action** Emily, David G, Kelvin and Terence to review the discussion paper and feedback from the Board and develop a proposal.

### 4.4 LSA – GLOBAL

[4.4 HK&UK Report2013.pdf](#)

[4.4 LSA Warsaw Communique 2013 DRAFT-02Aug2013.pdf](#)

[4.4 LFSN partnership.pdf](#)

### HONG KONG

**Decision** AusLSA should support the establishment of a sustainability network in Hong Kong but it was not to be a priority – remove travel to HK from budget

Emily provided an update to the discussions with ANZ following a meeting with Lauren Feery: ANZ are keen to support the principles of AusLSA and promote the concept to their Hong Kong panel. There might be opportunities for similar communication to their Australian legal panel.

### LSA WARSAW COMMUNIQUE

Discussions focussed on:

1. Whether AusLSA want to support a communique to the Convention,
2. Whether the was wording appropriate for AusLSA, and
3. Concerns that the focus of the communique was not aligned to AusLSA’s vision and mission.

**Action** Emily to determine out timeline for delivery of the communique, and if appropriate, redistribute for comments

### LAW FIRM SUSTAINABILITY NETWORK

Emily advised that the LFSN in the USA has been officially launched and now has 23 Members. Their focus is on best practice benchmarking. The closer partnership between the alliances is indicated in their redesigned logo.

### 4.5 MELBOURNE AWARDS

• [4.5 AusLSA MelbourneAwardsSubmission - FINAL.pdf](#)

• [AusLSA MelbAwards Appendices.pdf](#)

• [Melbourne Awards 2013 Selection criteria - Sustainability Corporation.pdf](#)

Emily advised that the Melbourne Awards submission had been completed.

## 6. UPDATES

### 6.1 MEMBERSHIP

[5.1 Membership survey Summary July2013.pdf](#)

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New	Still considering	Declined
TressCox	Arnold Bloch Leibler	Colin Biggers Paisley
Sparke Helmore		Hayward & Co (2013 Member)
Gilbert + Tobin		

Emily noted that Membership includes 16 of the top 20 (excluding HWL Ebsworth, Middletons, Baker & McKenzie, Piper Alderman) and 35 of top 50.

**Action** Emily to distribute list Australian law firms and membership

### 2013 MEMBERSHIP SURVEY

The survey was briefly presented and noted as a useful tool for gauging value of AusLSA Membership and feedback and suggestions for the AusLSA program.

## 6.2 WEBSITE

### STAFF ENGAGEMENT TOOLKIT AND GREEN THEMES

The two new webs resources were live, but had not been announced. A Communications program for the websites was being prepared.

## 6.3 WORKING GROUPS

### BENCHMARKING

Emily provided an update on reporting:

- The reporting season underway but that the proportion of reporting firms would not be finalised until after the timeline passed
- There had been changes to the submission process to allow review of data prior to final submission
- A copywriter and a designer have been identified

### STAFF ENGAGEMENT

- Assisting with websites and symposium program

### PROCUREMENT

- Not yet established

### EVENTS

- Not yet established

## 6.4 EVENTS

### SUSTAINABILITY CHAMPIONS NETWORKS

- Melbourne
  - 12 April, 17 July (12 attendees)
- Perth
  - 11 July (18 attendees)
  - 24 October
- Sydney
  - 23 July (12 attendees, oversubscribed)
  - 22 October
- Brisbane
  - 31 August

### WEBINAR: GUIDELINES TO SUSTAINABLE PROCUREMENT

- ECO-Buy drafted guidelines to Sustainable procurement for federal government

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- Early October, 1 hour webinar, providing a brief overview

### WEBINAR: TESTING THE CLOUD

- Lavan Legal currently trialling moving data storage to cloud, webinar on managing risks
- September

### HONG KONG – LAW FIRM SUSTAINABILITY NETWORK

- Late November, Mayer Brown JSM

### NATIONAL SYMPOSIUM –COMMUNICATING CHANGE, 17 OCTOBER 2013

Herbert Smith Freehills, Sydney

Draft Agenda:

- Freehills - Moving into a 6-start building
- Matt Perry - communicating sustainability
- GreenSense - ANZ case study, sustainability dashboard
- AusLSA case study
- Site visit of HSF

6.5 AEMS

[5.5 FinanceSectorEngagement.pdf](#)

- Engagement with finance sector
  - Meeting with banks to raise awareness of the AusLSA EMS
- Certification process
  - Developed a process which will be piloted with Allens (the first to implement their EMS)

## 7. OTHER BUSINESS

None

## 8. MEETING FEEDBACK

None

## 9. NEXT MEETINGS

- A Board meeting will be organised for 17 October 2013, as scheduled. Interest will be sought for a dinner following the meeting
- 12 November 2013 (tentative)