

AusLSA BOARD MEETING MINUTES

5.30- 7PM AEDT 17 OCTOBER 2013
NORTON ROSE FULBRIGHT, SYDNEY

MINUTES

1. WELCOME AND ATTENDANCE

Attending

Kelvin O'Connor	COO, Henry Davis York	Chair	Sydney
David Goener	COO, McCullough Robertson		Sydney
Emily Wilson	AusLSA General Manager	Secretary	Sydney
David Rennick	CEO, Maddocks		Sydney
Bronwyn Pott	CEO, Swaabs		Sydney
Malcolm Shelton-Agar	CEO, Jackson McDonald		Sydney
Terence Jeyaretnam	Director, Net Balance		Sydney
Felicity Rourke	Partner, Norton Rose		Sydney
Mark Hornsby	Director, DLA Piper		Sydney
Brendan Bateman	Partner, Clayton Utz		Sydney

Apologies

Alistair Jaque	Partner, Swaabs	Sydney
Stuart Clark	COO, Clayton Utz	Sydney

1.1	DIRECTOR NOMINATION	Mark Hornsby, DLA Piper Australia	Appointed
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Moved and Seconded by David G and Malcolm.
Unanimous appointment

2. MINUTES FROM LAST

2.1	BOARD MINUTES: 6 AUGUST 2013	2.1 AusLSA Board 6Aug Minutes DRAFT	Accepted
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Moved and accepted

Actions

- Bronwyn to facilitate an introduction between Emily and contacts at the NSW Law Society – *to be followed up.*
- Brendan to provide Emily with Clayton Utz' analysis of the adequacy of AusLSA's D&O policy – *to be followed up.*
- Kelvin and David G will recommend KPIs for the General Manager role for FY2014, which should be aligned to Strategy and budget management. *Commenced not complete*
- Emily to distribute a presentation for Directors to use to promote AusLSA. *A presentation is available.*
- Emily to connect with CSR/Green committees to identify enthusiastic volunteers facilitated by Directors. *To be progressed through the Advisory Committee initially.*
- Emily to establish a program offering in-house presentations to members on sustainability strategies. *To be added to the Strategy.*
- Emily to determine our timeline for delivery of the communique, and if appropriate, redistribute for comments. *Agreed not to proceed.*
- Emily to schedule a meeting of the Advisory Committee. *Complete*
- Emily, David G, Kelvin and Terence to review the discussion paper and feedback from the Board and develop a proposal. *On the Agenda*
- Emily to distribute list Australian law firms and membership. *Complete*
- Held over - Stuart will to assist Emily with developing relationships with LCA and NSW Law Society – *to be followed up.*

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Held over - David R to discuss AusLSA with Herbert Geer CFO.

3. COMPANY ADMINISTRATION

3.1	FINANCIAL STATEMENTS	3.1 AusLSA accounts to Sep30-2013.pdf 3.1 AusLSABudget2014 DRAFT Oct2013.pdf	Accepted
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Explanatory note: an invoice for consultancy fees in FY2013 was rolled over into FY2014.

3.2	ACNC ANNUAL INFORMATION STATEMENT	3.2 ACNC AIS 2013 DRAFT.pdf	Approved for submission
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3.3	PARTNERSHIP WITH NELA		In principle approval, MOU required
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The Board generally agreed with developing a stronger relationship with NELA, but felt that the terms proffered and the nomenclature of the relationship needed more thought.

Action: Emily to distribute the Board-approved Partnership agreement.

Approve a 'partnership' subject to a Memorandum of Understanding.

4. 2013 ANNUAL REPORT

4.1	REVIEW DRAFT REPORT	4.1 AusLSA AnnualReport 2013 DRAFT.pdf	Approved
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Agreed the comparison benchmark table should be removed.
Any further comments/amendments by close Tuesday.

Recommendation: standardise the direction to members for *About the Firm* and *Explanatory Notes* next year.

5. AUSLSA STRATEGY

5.1	SUPPLIER ENGAGEMENT PROPOSAL	5.1 SupplierEngagementProposal.pdf	Approved proposals 2, 3 and 4. Rejected 1.
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There was general concern that the investment required to develop could impact on the existing membership, particularly given the unquantified levels of interest.

It was agreed that AusLSA should include responsible and cautious sponsorship (proposal 2), develop a program that facilitates better supply chain engagement by members (proposal 3) and pursue opportunities to partner with other organisations on specific projects (proposal 4). However, AusLSA should not develop a supplier network or membership (Proposal 1).

5.2	STRATEGY DISCUSSION	5.2 AusLSA-Strategy 2012-15 Oct2013.pdf	Referred to Advisory Committee
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5.3	SOCIAL SUSTAINABILITY	5.3 AusLSA Social Sust Research Report.pdf 5.3 AusLSA Social SustResearch Data.XLS	
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To increase resources available to AusLSA to allow further expansion of the program into social sustainability, we are considering:

1. Increasing the number of members,
2. Increase General Membership Fees,

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3. Developing more user pays resources, and
4. Sponsorship.

The Board would like to pursue all options, but cautiously, and advised that the members should be consulted on the value of expanding the AusLSA program, to indicate:

- how they are using the current AusLSA report
- What value would social sustainability add
- We could progressively add social sustainability issues, but which should be prioritised?
- Would members be prepared to share what they are doing on social sustainability issues?
- Would members be prepared to report on social sustainability issues?

The Board suggested:

- Visiting all members, having one-on-one meetings to get their thoughts
- Communicate the strategy through media
- Include a *What Next?* section in the report
- Consider tender document specifications as a framework
- Community giving metrics (not pro bono) are likely to be less controversial.

Action: The Advisory Committee will develop a strategy to consult members on the benefits of expanding the AusLSA program to social sustainability.

5.4 ADVISORY COMMITTEE

The Advisory Committee held its first meeting on 10 October and have agreed to:

- Systematically review the Strategy document to prioritise objectives for their consideration and also develop the strategy itself (to present a revised edition for the Board early in 2014), and
- Consider a strategy to adopt a social sustainability program with advice from the Board

The group discussed their own ideas for AusLSA development to include

- Engage the membership more, getting more involvement and feedback from general members
- Raise the profile of AusLSA throughout the legal sector, increasing awareness of the program and sustainability
- Facilitate better engagement with law firm senior management to bring sustainability closer to the decision points
- Act as an arbiter on sustainability, providing information on best practice, developing an information on sustainability and supply chain and avoiding greenwashing.

5.5 MELBOURNE AWARDS

The AusLSA submission for the 2013 Melbourne Awards passed the first stage of judging. The second stage involved an interview. Julian Smith and Emily participated in the interview with the judging panel on 25 September.

Addendum: Emily was notified on 21 October that AusLSA has not been named a finalist.

6. UPDATES

6.1 MEMBERSHIP

No updates

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6.2 WEBSITE

STAFF ENGAGEMENT TOOLKIT AND GREEN THEMES

The Toolkit has been launched and Green Themes is in the process of being launched (announced today at the Symposium)

6.3 WORKING GROUPS

BENCHMARKING

- Advised on Annual Report preparation

STAFF ENGAGEMENT

- Assisting with websites and symposium program

6.4 EVENTS

SUSTAINABILITY CHAMPIONS NETWORKS

Melbourne	9 October	12 April, 17 July (12 attendees)
Perth	24 October → 18 November	11 July (18 attendees)
Sydney	22 October	23 July (12 attendees, oversubscribed)
Brisbane	21 November	31 August

WEBINAR: GUIDELINES TO SUSTAINABLE PROCUREMENT

- ECO-Buy drafted guidelines to Sustainable procurement for federal government
- Early October, 1 hour webinar, providing a brief overview

NATIONAL SYMPOSIUM –COMMUNICATING CHANGE, 17 OCTOBER 2013

Herbert Smith Freehills, Sydney

REPORT LAUNCHES

Sydney	11 November	Clayton Utz
Melbourne	13 November	DLA Piper
Brisbane	21 November (SCN)	Dibbs Barker
Perth	18 November (SCN)	Lavan Legal

with guest speakers from OzHarvest.

AEMS REFRESHER

VideoConference (Clayton Utz) on 26 November

7. OTHER BUSINESS

None

8. MEETING FEEDBACK

9. NEXT MEETINGS

2014 – 1st Tuesday of the month, once per quarter.