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## **Minutes of Meeting of the Executive Council**

**Held:** 5.15pm on Tuesday 12 April 2016  
 Neil Forsyth Room  
 Level 1  
 205 William St, Melbourne

**Attendees:** Justice Bromberg and Associate, Glenn McGowan, Lucy Line, Matthew Albert, Shannon Finegan, Daye Gang, Jasmine Alcon, Richard Wilson, Carlo Dellora, Campbell Thomson

### **MINUTES**

	<b>AGENDA TOPIC</b>	
1	Apologies: Rob Bujnowski	
2	Minutes of meeting 8 March 2015: circulated and adopted	
3	Matters arising from last minutes - nil	
	<b>Events</b>	

4	<p>Opening of the Legal Year 2017</p> <ul style="list-style-type: none"><li>- Jasmine Alcon volunteered to chair the organizing committee for the OLY 2017</li><li>- Carlo has liaised with Jay Chandramohan (OLY 2016 organiser) re getting documents Jay used on dropbox in an OLY template folder and getting an explanation of what the role involves drafted.</li><li>- Carlo to pass this information to Jasmine</li></ul>	McGowan
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5 Upcoming functions

- Australia's Ambassador for People Smuggling Issues (Andrew Goledzinowski,) – panel discussion including. Shannon was in contact with him before Easter. She will send another follow up email.
  
- Fundraising dinner 2016:  
Glenn has not yet approached anyone. He is open to suggestions. It will be around August/September 2016. We can make the date to suit the speaker within this window. Experience suggests that a Thursday night is the best night.  
Suggestions: Governor Linda Dessau; Stan Grant; Mark Dreyfus, Leigh Sales, Waleed Aly (a draw card and successful speaker in the past. His degrees were in Law and Engineering and was an Associate at the Family Court and Maddocks but costs \$7,000); Julian Burnside (as a backup).

6	<p data-bbox="261 170 751 205">Judicial independence roundtable</p> <p data-bbox="261 268 1198 583">The Federal Court is organizing a panel discussion with a range of journalists and judges at an August meeting of all the federal court judges. That will be a similar occasion to that organized by the Law Institute and the Court. The Court has two annual meetings of judges and this is part of an education session at one of those meetings. So this will be an opportunity to discuss how to improve the relationship between the media and judiciary. This has been instigated by the work that the ICJ has done. The Chief is a supporter of the idea.</p> <p data-bbox="261 646 1122 716">Whether the ICJ should do anything independently of this, Judge is not clear.</p> <p data-bbox="261 779 1192 989">A number of Supreme Court judges have experiences that make them keen to have improved protocols and relationships with the press, eg. Justices Emerton and Lasry. Warren CJ was at the last meeting. A number of other judges have had experiences that may prompt them to emulate this approach by the Federal Court.</p> <p data-bbox="261 1052 1195 1121">A start would be to let the other courts know what the FCA has been doing and they may consider something similar.</p> <p data-bbox="261 1184 1198 1360">Damien Carrick will moderate the event in the FCA. A couple of prominent journalists and court reporters will attend. This will occur in Sydney in August. If it goes well, we may try to get other courts to do something similar. There is a template for this through the Law Institute of Victoria event.</p>	Bromberg J
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7	<p>Organisation of Biennial General Meeting</p> <ul style="list-style-type: none"> <li>- Date to be held: 10 May 2016</li> <li>- Catering: Lucy to organise</li> <li>- Speaker: Daye to liaise with Prof Damien Kingsbury</li> <li>- Daye will ask him to speak for 10 mins.</li> <li>- Nominations forms</li> <li>- Reports to be drafted</li> </ul> <p>Shannon explained her talk to the Australian Renal Conference.</p> <p>Justice Bromberg will be abroad on 10 May 2015.</p>	McGowan
	<b>Administrative matters</b>	

8	<p data-bbox="261 170 461 205">Incorporation</p> <p data-bbox="261 268 938 304">It may be that we put money aside to do this.</p> <p data-bbox="261 367 667 403">Justice Connect may assist.</p> <p data-bbox="261 466 1182 569">Doing this would assist with donations (being claimable as tax deductions as donors) and would allow the incorporated entity to book events rather than individuals involved in the ICJ.</p> <p data-bbox="261 632 1146 735">Carlo knows a barrister who has experience drafting constitutions of the Melbourne Uni – he charges a fee. Carlo will follow this up.</p> <p data-bbox="261 798 1179 900">Tony Lang is the expert and he is a member of the ICJ – also Bromberg J wrote a foreword for his last book. If not Tony, he could suggest someone.</p> <p data-bbox="261 963 989 999">Glenn could approach Tony asking for the favour.</p> <p data-bbox="261 1110 1049 1146">Incorporation will also be put as an issue at the BGM.</p> <p data-bbox="261 1209 1045 1245">It's probably too tricky to become a charitable entity.</p>	McGowan
9	Memberships	Dellora

10	<p>Administrative assistance</p> <ul style="list-style-type: none"> <li>- The prospect of having this as a paid role</li> <li>- Who is the appropriate person for the role?</li> </ul> <p>Jasmine Alcon is willing to be an administrative assistant</p> <p>We have funds for this role.</p> <p>Shannon has been doing about 5 hours a week on ICJ admin work. Shannon is unavailable to continue to do this task as a volunteer.</p> <p>It involves drafting group emails, drafting website updates and circulating for review. Also adding more content – so far we have been posting about updates, events etc but we can expand on this. Maintenance of the list and sending it through the database to stay in contact with the database list.</p> <p>If we incorporate, that may add to the admin burden.</p> <p>This could be a matter that is raised at the BGM, given it will be perhaps \$5000 spent each year on the role (or more). At the BGM, a business case would need to be put forward.</p> <p>Shannon will put together a role description and business case.</p>	Finegan
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11	<p>President's report</p> <p>Perhaps we may wish to think about additional issues we may wish to promote. For example, access to the law as a rule of law issue with the increasing costs of litigation and the decreasing access to legal aid, this is a big issue. Pro bono only fills a little bit of the gap.</p> <p>Ideas mooted:</p> <ul style="list-style-type: none"> <li>- we could write to the chair of the access to justice committee at the LIV and the chair of the pro bono committee at the Bar and express an interest in the courts becoming more involved in this. The FCA Chief Justice is concerned about access to Legal Aid funding, but also the courts trying to tailor their processes so that they are more efficient and less costly so as to improve access to justice.</li> <li>- PILCH provides a service in the FCA – this is an advisory service and they help them with the documents but don't represent them in the court.</li> <li>- it may be that we have this issue in mind that the speaker can speak to. At our fundraising dinner.</li> </ul> <p>Suggestion: Michael Bradley of Marque Lawyers Sydney has a profile talking about this point.</p> <ul style="list-style-type: none"> <li>- we may wish to draft a letter to other organisations agitating about this issue trying to organise combined action.</li> <li>- Bromberg J could write an article for publication in the newspaper.</li> </ul>	Bromberg J
12	Chairman's report	McGowan
13	<p>Secretary General's report</p> <ul style="list-style-type: none"> <li>- Organization of new banners</li> </ul>	Line
14	<p>Financial report</p> <ul style="list-style-type: none"> <li>- We have around \$20,000 in the coffers so we could support an admin assistant for around 4 years.</li> </ul>	Dellora



	<b>Submissions, articles, proceedings, projects</b>	
15	DFAT NGO meeting - Need to have Daye discuss this at another meeting whether to send representatives to the LCA symposium	Gang/Finegan
16	Sri Lanka Evidence Project - Interviews and meetings occurred; people came from Sydney during the Grand Prix weekend; statements were made anonymously. The statements were taken back to Sydney and stored in a safe - They want to do another weekend next month. - There are female witnesses who want their statements recorded. This will require the involvement of all females (translators, transcribers, barristers). - It is an expensive exercise to organize. They want to know if we can contribute some money to the next meeting. There will be a cost of around \$500 – 600. - Barristers are senior criminal barristers who are used to dealing with traumatised witnesses. - Committee would approve financing a cost for a local weekend.	Thomson

17	<p>Sponsoring foreign human rights lawyer to undertake Bar Readers' Course</p> <p>Since the last meeting we have had it indicated that the applicant is approved and it will go ahead. We need to find someone prepared to billet them. They can work out of someone's office at the bar.</p> <p>There are 2 spots available for the South Pacific region. We don't want to take a South Pacific spot. Bromberg J sent a letter to the Bar Reader's committee to see if an ad hoc position could be created. They met last week. Part of the exercise was our proposal that it be ad hoc and we ask permission each time that we would like it.</p> <p>The September intake has 2 PNG spots but the March intake doesn't so we could get one in in March, however we would prefer to have someone put in in September this year.</p>	Wilcox
18	<p>Junior Lawyer projects</p> <p>The idea is to create content for the website interviewing influential members of the legal community talking about Human Rights.</p> <p>Chair thought the starter content would be the talks from OLY. Chair would not support funding this.</p> <p>Shannon – we can film for free.</p> <p>Gillian Triggs' video is close to being uploaded.</p>	Finegan

19	Conference: Australian renal society  - Topic: the ethics of organ donations from people held in detention  -	Finegan
20	<b>General business</b>  Nil.	

Council meetings are held on the second Tuesday of the month at 5.15pm in the Neil Forsyth Room, 1<sup>st</sup> floor, Owen Dixon Chambers East, 205 William St, Melbourne.

**The remaining meetings for 2016 are:**

10 May – (Biennial General Meeting)

14 June

12 July

9 August

13 September

11 October

8 November

13 December (which will serve as the Planning Meeting for 2017)

Minutes of Executive Council meetings of April 21, 26, and 30, and May 8, 15, and 20, were approved as read. Motion: To adopt the minutes as a whole. Carried. The records of the Executive Council show that the talk of the minority about arranging one convention of the Communist Party was only talk, that they never intended to act in such a way as to make it possible, and that from the very beginning they turned to the CLP to arrange for a convention of the minority together with them and not with the Communist Party. One of the chief tasks of this meeting of the CEC will be the making of all necessary arrangements and decisions for the regular convention of the Communist Party. The best meeting minutes takers are careful listeners, quick typists, and are adequately familiar with the meeting topics and attendees. If a member of the Board could not attend the meeting, cite his or her name after the phrase: "Copied To:" There may be other designations in the participants' list. For example, if several of the meeting attendees are members of the staff, while everyone else is a volunteer, you may want to write (Staff) after each staff member. As a general rule, attendees are listed alphabetically by their last names. However, in some organizations, it's a best practice to list the leadership of the Board first. Proceedings of the American Society of International Law at the meeting of its executive council, Volume 14. 1920, pp. 5-7. This volume was published under a former title. See this journal's title history. Minutes of the Meeting of the Executive Council. DOI: <https://doi.org/10.1017/S0272503700032456>. Published online by Cambridge University Press: 27 February 2017. Full text views reflects the number of PDF downloads, PDFs sent to Google Drive, Dropbox and Kindle and HTML full text views. Total number of HTML views: 0. Total number of PDF views: 0 \*. Loading metrics Abstract views. Abstract views reflect the number of visits to the article landing page. Total abstract views: 0 \*. Loading metrics Recordings of Council meetings are published on this website once the minutes of the meeting are finalised. Council does not accept liability for any unlawful statements made or actions taken by individuals during a meeting that are captured by the recordings. Video images and audio contained in the recordings are subject to copyright by Council and must not be altered, reproduced or republished without Council's written consent. The action minutes provide an executive overview of decisions within a meeting. Action minutes are often required in meetings such as board, councils or hearing meetings. If you are running committee meetings, management meetings, staff meetings or similar you should look at discussion minutes below. Here are some FREE action minutes templates: [Download Action Minutes Template Here](#). Discussion Minutes. Discussion minutes or anecdotal minutes are records of the consensus of the discussions that lead to the decisions and decisions/actions required. Discussion minutes are recommended in most cases.