



ASSOCIATION FOR TERTIARY EDUCATION MANGEMENT

Minutes of the meeting of the Executive Committee held at Sancta Sophia College on Sunday 15th November 1998 at 10.00am

Present:	Jim McLauchlan	(President)
	Maree Conway	(Vice President)
	Warwick Nicoll	(Vice President)
	Richard Easter	(Honorary Treasurer)
	Margie Cole	(Honorary Secretary)
	Liz Watson	(Councillor at Large)
	Bob Brownlie	(Councillor at Large)
	Lisa Halverson	(Executive Officer)

1. Apologies

None.

2. Minutes of the previous meeting

The minutes of the meeting of the Executive on the 28 March 1998 were endorsed.

3. Business arising from the minutes

Item 9 - PAGE

The President advised that PAGE had made no further approach to the Association.

It was **agreed:**

The Association at this time would take no further action until contacted by the Professional and Graduate Education consortium.

4. Reports

4.1 President

The President reported all necessary action had been taken on correspondence arising as a result of the meeting of Council in September, including letters to the Vice-Chancellor, Northern Territory University, the Northern Territory Branch President, Strategic Alliances and Corporate membership.

Two organisations responded on Strategic Alliances and the Institute of Chartered Accountants were interested in working with the Association.

BP Canberra is discussing cooperation between ATEM and the Society of Research Administrators. Any outcome from these discussions should be known early in the New Year.

VP Nicoll has **agreed** to follow with the Australian and New Zealand Student Services Association to ascertain if we should pursue a relationship with them.

Discussions had now been held with Mr Peter Veenker, Chair of the Association of Directors who indicated his willingness for that group to undertake joint programs with the Association and various other initiatives. The President and Executive Officer were likely to follow up these discussions in visit to Canberra before the end of the year.

4.2 Honorary Treasurer

The Treasurer advised the conference surplus may be as high as \$20,000.

Council will retain \$38.00 of each subscription to fund operations and initiatives for 1998. The Executive agreed that a minimum subscription level should be set at \$50.00.

The Treasurer noted that he had sent copies of the budget papers to the Branch Treasurers after the Darwin Conference and would be keeping in regular contact.

Resolution E98/19:

- *To recommend to Council a minimum subscription rate of \$50.00*
- *The ATEM Schedule of Payments be approved.*
- *The Budget Report as at 31 October 1998 be approved.*
- *The Treasurer would circulate a revised 1999 Budget when firm numbers were available for the budget adjustments agreed by Council.*

4.3 Honorary Secretary

The Honorary Secretary reported that feedback from the first ATEM newsletter "ATEM Matters" had been enthusiastic and very positive.

The next newsletter will be circulated in late December 1998 with a regular circulation of six to eight weeks.

4.4 ATEM 2000 Group

VP Conway and the Hon Sec spoke to the ATEM 2000 report. The Executive complimented the Group on its continuing productivity.

Resolution E98/20:

1. *The revised policy document on **Corporate Membership** would be circulated to the Executive for comment by the 4 December 1998.*
2. *The **Conference Manual** was endorsed.*
3. *The draft **Conference Manual** after minor amendments would be circulated to AAPP for comment.*
4. *The revision of the **Staff Exchange Policy** would be circulated to the Executive for comment by the 4 December 1998.*
5. *The revised **ATEM Alumni Chapter** document to be circulated to the Executive for comment by the 4 December 1998. Comments to be forwarded to Councillor at Large Watson.*
6. *The draft **Members Survey** will be circulated to the Executive by VP Conway for comment by the 4 December 1998.*
7. ***Why Join ATEM** document would be circulated to Executive members for consideration and comment by the 4 December 1998. The proposed document *Why go to an ATEM Conference* was referred back to the group for further work.*
8. *Proposed contents of **ATEM Information** packages for new and renewing members will be circulated to the Executive in the first instance for comment by the 4 December 1998 and then to Branch Presidents.*
9. *The ATEM 2000 Group will work with the Executive Officer to publish the Association **Schedule of Activities** on paper and on the web site.*
10. *The Executive Officer in consultation with the ATEM 2000 Group will provide a **series of reports** on the web site providing information regarding Branch, Institution and areas of interest.*
11. *VP Nicoll agreed to make initial contact with the AUA regarding publication of their **Good Practice Guides**, and liaise with the ATEM 2000 Group on content.*
12. *The Honorary Secretary and the Executive Officer would work together to develop a **Reference Manual** for use by the Branch Executives.*
13. *The ATEM 2000 Group's **meetings** for 1999 will be held in conjunction with Council and/or Executive meetings, in March, May and September.*

4.5 Executive Officer

Resolution E98/21:

- *Distribution of the Ansett Corporate procedures to each Branch Executive was endorsed.*
- *It was agreed that, the ATEM Brochure and summarised Strategic Plan would be reprinted for the use of Branches and the Association.*
- *The Executive Officer will consult the Branches with regard to the number of brochures required.*
- *The cost of printing the brochures will be shared between the Association and the Branches based on the numbers required.*

4.6 Sponsorship Group

The President spoke to his report and advised that he had subsequently received a positive response from both Fuji Xerox and Peoplesoft.

The proposed guidelines were discussed, particularly the areas of badging, the number of corporate sponsors and ensuring that sponsors "get something" for their money.

It was agreed there were three types of sponsors, Association sponsors, Branch sponsors and Conference sponsors.

Resolution E98/22:

- *Comments relating to the proposed sponsorship guidelines should be forwarded to the President by the 20 November 1998.*
- *The President would inform AAPP of sponsorship initiatives, and confirm that this would not effect our joint activities for sponsorship of the annual conference..*

5. Annual Subscriptions

The Executive Officer spoke to the proposed subscription and collection procedures.

Discussion centred on the points raised in response to the circulation of the procedure document.

Resolution E98/23:

- *The procedures were endorsed subject to inclusion of steps for direct collection by branches of subscriptions from professional development programs that include a membership fee.*
- *The Executive Officer would liaise with the BP New Zealand on a NZ\$ amount to be paid.*
- *The invoice to NZ members would include a provision for members paying by cash to pay the Branch direct.*

6. Incorporation

Rod Best, Solicitor attended the ATEM meeting to outline and take questions on issues regarding incorporation.

Resolution E98/24:

- *That the Association Constitution and Guidelines would be translated into any articles of incorporation as fully as possible.*
- *To recommend to Council that Mr Best be engaged to undertake the incorporation process, subject to further discussion with the President and Treasurer.*
- *Separate incorporation takes place in Australia and New Zealand with a single board (executive).*

- *VP Nicoll would refer implementation in New Zealand to the New Zealand President.*
- *Agreed that a provisional timeline would ensure incorporation completed and promulgated by January 2000.*
- *Branches would be kept fully informed as incorporation progressed. The President will write to Branch Presidents advising the model to be pursued and the next steps.*

7. ATEM Alumni Chapter

Resolution E98/25:

- *Councillor at Large Watson would prepare a policy paper on the implementation of the ATEM Alumni Chapter based on the broad principles covered in the ATEM 2000 Group document on this issue.*
- *The paper to be circulated to the Executive and Branches for comment.*

8. Patron

The President advised that he had contacted Professor Fay Gale. However at this time she was unable to give us a positive answer. Professor Gale is very interested in becoming the Association's Patron and will contact us again in January/February 1999 to give her final response.

9. Conference Location

The President advised that negotiations had taken place between the Canberra and Victorian Branch regarding the conference location for 2000. An email from the Canberra Branch indicated that any change in the location would be left to the Executive to decide.

Resolution E98/26:

- *The Association Conference in 2000 will be held in Victoria subject to the agreement of AAPP.*
- *The Association Conference in 2001 will be held in Canberra*
- *The President will write to AAPP confirming this arrangement subject to their consent.*

10. AUA Conference Delegate

The Association has received an invitation to attend the AUA Conference in March 1999.

The invitation indicated that our delegate/s should present a paper on "Student Retention - Do Fees Make a Difference?" and/or "An Australian Perspective on Quality".

Resolution E98/27:

- *VP Conway would be the first choice to represent ATEM at the Conference pending institutional funding.*
- *The Honorary Secretary would call for nominees in the Newsletter who had funding and could deliver a paper in one of the suggested areas.*

11. ATEM Awards Committee Report

VP Conway spoke to this item.

Resolution E98/28:

- *It was agreed that no additional benefits should be awarded for being a fellow.*
- *The Executive endorsed the use of \$3,000 remaining from the 1998 Scholarships and Awards to fund the Research Grant and Staff Exchange support in 1999.*
- *The Executive endorsed the discontinuation of the Australasian Travel Grant and confirmed the Research Grant would be funded in its place (to the value of \$1,500).*

12. Other Business

12.1 Airfares remaining from Darwin Conference

The Honorary Secretary advised that at this stage the remaining airfares would be used to bring presenters to the Northern Territory for professional development programs.

12.2 Conference Seed Funding

The Honorary Treasurer advised that he had correspondence from the New Zealand branch requesting seed funding for the Conference. The Victoria University of Wellington was requesting payment of the costs that they had incurred on behalf of the Association.

Resolution E98/29:

- *The Honorary Treasurer will follow up this matter with the BP New Zealand to clarify VUW's position.*
- *The New Zealand branch should be advised that any payment required by VUW should be funded from Branch reserves.*

12.3 Executive Task Allocation

Task allocation for the Executive members was confirmed for 1999.

President	-	incorporation in Australia, Sponsorship Group
-----------	---	---

VP Nicoll	-	incorporation in New Zealand
VP Conway	-	Chair ATEM 2000 Group, Continuing Education Program
Honorary Treasurer	-	Association accounts, Sponsorship Group
Honorary Secretary	-	ATEM newsletter
Councillor at Large (Watson)	-	ATEM Alumni Chapter

12.4 Executive Officer Review

Under the terms of appointment of the Executive Officer, and consistent with the University of Newcastle's procedures, a performance and salary review was undertaken by the Executive.

Resolution E98/30:

There was unanimous agreement that:

- *Ms Halverson's performance was satisfactory and her salary level confirmed.*
- *Appropriate performance targets should be developed for 1999, and Maree Conway, Warwick Nicoll, and Liz Watson would undertake this in conjunction with the Executive Officer.*
- *After a further performance review in May 1999, the Executive would consider whether an additional salary payment should be made to the Executive Officer.*

13. Next Meeting

Saturday 20 March 1999