

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT

Minutes of the Executive Teleconference

Held on Monday 20 December 1999 at
1.00 to 3.00 pm New Zealand Time: 11.00 am to 1.00 pm Australian
Eastern Daylight Saving Time: 10.30 am to 12.30 pm Central Australian
Daylight Saving Time: 9.30 am to 11.30 am Central Australian Standard
Time.

1. Apologies

Apologies were received from Liz Watson and Lorraine Perry,
Members at Large.

2. Minutes of previous meeting

The minutes of the meeting held on 29 September were confirmed.

3. Consolidated Action Sheet

An up-dated copy is attached. Completed action is indicated by
italics. (**Attachment 1**)

4. Referendum and Incorporation

The Executive noted reports from the Secretary and VP Tom Gregg
concerning the results of the referendum and the achievement of
incorporation, first in New Zealand and then in Australia. It was
agreed that both incorporation and the introduction of the GST in
Australia would impose a discipline on ATEM centrally and on the
Branches.

RESOLVED:

(a) that the reports be noted and that Margie Cole, Tom Gregg and
Robin Standish be thanked for their work in achieving incorporation.

(b) that the Secretariat prepare a draft paper on instructions to
Branches concerning the flow-on effects of incorporation as they
impact on stationery, signage; annual general meeting dates; annual
returns and auditing. The draft is to be circulated to the Executive
for vetting prior to its distribution to Branches.

5. President's Report

5.1 ATEM Foundation

The President reported on the ATEM Foundation formation process.
A copy of the Consultancy Agreement with AGFM (Hong Kong)
Ltd was noted. The aim was to enter into sponsorship agreements
with half a dozen firms which the President named. The Committee

noted the comments of legal counsel Robin Standish and agreed that the Foundation should be incorporated in both Australia and New Zealand but that there would be one board of Trustees for both countries. Questions of how funds would be distributed across ATEM were canvassed.

RESOLVED

- (a) that the consultancy agreement with AGFM (Hong Kong) Ltd be endorsed.
- (b) that Past President Jim McLauchlan be appointed as one of the Founding Trustees and that his pre-approved, out-of-pocket expenses in relation to formation work be refunded by the Treasurer.
- (c) that the Foundation be incorporated separately in Australia and New Zealand.

5.2 Strategic Plan

The Executive discussed the Development and Review of Strategic Plan and agreed broadly that it needed to be made less specific in its details. The President agreed to prepare a draft in time for the May Council meeting.

5.3 AACRAO

The Committee agreed that the Secretariat should write to the American Association of College Registrars and Admission Officers suggesting a Strategic Alliance.

6 Treasurer's Report

6.1 Goods and Services Tax.

The Executive agreed that the GST would impose a considerable administrative load on the Treasurer and the Branches. Both the Treasurer and the larger Branches will have to submit quarterly returns and claims.

RESOLVED

- (a) that the Treasurer visit Canberra to draft a detailed instruction to Branches on the implementation of the GST.
- (b) that Peter Scardonis be appointed Assistant Treasurer and that he take on a large part of the load
- (c) that the Secretariat register for an ABN and for the GST.
- (d) that the extra load be taken into account in next year's budget.

6.2 Subscriptions.

The Executive noted that with the following exceptions Branches had adopted the \$70 + GST subscription for the year 2000:

Queensland \$60 + GST; Northern Territory \$50 early bird discount prior to 31 January; Tasmania \$50 early bird discount.

6.3 Transition to a new Financial Year

The Executive noted that the next financial year would extend from January 2000 to April 2001, but that subscriptions would continue to be raised on a Calendar Year basis. The instructions to Branches that the Treasurer would draft in relation to 6.1 above should also include details on the transition to a 1 April to 31 March financial year and the necessity to hold AGMS and submit audited accounts in a timely manner.

6.4 Membership Renewal

The Executive agreed with a recommendation from the Secretariat that membership renewal be conducted along the following lines:

- 1 That all renewal forms, cheques and authorisations be directed through the Branches and that renewal through the Web be cancelled.
- 2 That all funds be banked by the Branches and reported to the Secretariat at regular intervals. The Secretariat will then be able to up-date the database showing Financial Members.
- 3 That, in order to get a uniform start date, the Secretariat offer to the Branches to carry out the hard copy mailing of all renewals, with the Branches having total control over what is included in the envelope.
- 4 That the Branches conduct the e-mail follow up process.
- 5 That the Secretariat be given the agreed amount of funds by each Branch after the process is complete.
- 6 That Corporate Membership Renewal and renewal of the Ghosts Chapter be conducted by the Secretariat.
- 7 That the renewal process be conducted in February 2000.

6.5 Reactions from Branches on the above Items.

The Secretariat and the Treasurer reported that a few of the Branches had been informally canvassed about the above arrangements and that they had reacted favourably.

6.6 Negotiation of Contract with Carfax

The Secretariat was asked to arrange for the surplus in the Carfax account to be returned into Council's budget and for the new contract with Carfax to be circulated to members. It is believed that the new Editors of the Journal will have details of the new contract available.

6.7 Accounts

The Executive considered the table showing Branch Levies due and amounts refundable in accordance with the agreed 1998 membership

numbers and the additional contribution of 7% of Branch reserves as at 31 December 1998

RESOLVED

That the amounts due, and amounts refundable, be confirmed.

The Executive considered the table of payments from February to November 1999.

RESOLVED

That the payments be endorsed.

6.8 Signatory and Bank Transfer

RESOLVED

That Peter Scardoni of the ATEM Secretariat be made a cheque signatory and that the ATEM cheque account be transferred from Adelaide to Canberra.

6.9 Budget 2000

The Treasurer was requested to prepare a budget for 2000 taking into account various matters raised at the Teleconference and that he circulate it to members in the first instance.

7 The Secretary's Report

7.1 Annual Report

The Secretary outlined her proposals for an ATEM Annual Report. It was agreed that the Report's main purpose was to promote ATEM to corporate members and to sponsors through the ATEM Foundation and through the Branches. It was not to replace the usual annual report to the AGM which would contain the detailed accounts. The Report would have a space on the Web site, so only small numbers of printed copies would be required.

7.2 Electronic Elections

The Executive considered costed proposals to conduct electronic elections over the internet.

RESOLVED

- (a) That expenditure be approved to design the system and to trial it early in 2000
- (b) That members who have e-mail addresses be informed that if they wished to vote it would have to be by the new electronic process.

8 Professional Development

8.1 Good Practices Guides

VP Maree Conway reported on suggestions for a Good Practices Guide from AUA. It was noted that copies of the Guides would be purchased from the UK and on-sold through the Branches and over the Net, which means that there should be little cost accrued to the Council Budget.

RESOLVED

That VP Maree Conway submit detailed costings, for floating the AUA Good Practice Guides in Australia, to the Treasurer for inclusion in the Budget for 2000.

8.2 CPEP

This matter was deferred. During discussion it was suggested that Jeremy Callaghan, Assistant Vice-Chancellor of the University of Waikato, would be a useful member of CPEP.

8.3 Survey of Members

This matter was deferred.

9. Secretariat Report

9.1 Survey of Non-Renewing Members

The proposed form for surveying non-renewing members from 2000 onwards was approved.

9.2 Media Matters.

The Secretariat reported on media matters. The importance of a strong media campaign during the membership renewal process was noted. VP Tom Gregg agreed to collate a report on the e-mail addresses of the editors of internal campus newspapers in New Zealand for use by the Secretariat.

9.3 Performance Indicators

The performance indicators for the Secretariat were approved.

9.4 Publications Stocktake

The Secretariat reported that Human Resource Departments in some Universities and TAFEs had run out of the glossy 'About ATEM' brochure. The Secretariat had none of these brochures left and only a few of the Strategic Plan brochures. The Secretariat recommended that the main aim of brochures that we produce for staff in our institutions should be cheap, simple, and direct people's attention to the usefulness of the ATEM website, especially those parts of the site available to 'Members Only'.

We should still produce the glossy publications for promotional material directed at Corporate Members and Sponsors, but these should be printed in limited numbers to reduce costs.

RESOLVED

That the Secretariat go ahead with this concept and produce a publications budget for the Treasurer to incorporate into next year's budget.

9.5 ATEM Ghosts

The Secretariat reported on the successful launch of the Canberra ATEM Ghosts and the useful work that the Ghosts were doing for the Canberra branch, including the non-elected posts of Assistant Treasurer and Minutes Secretary.

RESOLVED

That the Secretariat publicise the approach adopted in Canberra so that it can be taken up by the Branches. This could take the form of an article in a future edition of 'ATEM Matters'.

10 Other Business

10.1 Conference Manual

VP Tom Gregg reported that the final accounts for the Wellington Conference were still being processed, the delay being attributable to the effect of the New Zealand GST. Work on the Conference Manual will be finished in the new year.

10.2 Hong Kong Branch

Maree Conway report on early indications that there may be interest in Honk Kong for starting a new Branch. The Executive expressed interest in the idea and suggested a number of ways in which it could be pursued. Members should be canvassed to find out whether there were any strong Hong Kong connections in ATEM with a view to following through on this new development.

10.3 Fiji Branch

VP Tom Gregg reported that there had been no further news from Fiji as yet. The President said he had connections there which he would follow through.

10.4 Melbourne Conference

The question of the Conference Dinner would be resolved within the Victorian Branch and the matter was removed from the action sheet.

10.5 Ansett

The President sought advice on who had been the main contact with Peter Hogan of Ansett. The Executive thought that BP Vin Massaro was probably the main contact with Peter Hogan.

10.6 Secretariat

The Executive commended the Secretariat for its work since taking over the role on 10 October 1999. The Treasurer indicated that he would be submitting revised budgetary provisions for 2000 to incorporate new programs arising through some of this work.

10.7 Future Conferences

The Secretary indicated that South Australia had expressed an interest in the 2002 Conference, but that according to the schedule it would ordinarily be Queensland 2002, South Australia 2003. The matter was held over for discussion by the May Council Meeting.

11. Closure

The President thanked all members for their participation and closed the meeting at 12.30 pm Australian Eastern Daylight Saving Time.

Consolidated Action Sheet

**COUNCIL MEETING OF 26 September 1999,
AGM OF 28 September 1999,
EXECUTIVE MEETING OF 29 September 1999,
EXECUTIVE TELECONFERENCE of 20 December 1999.**

President: Warwick Nicoll

C99/34 Write to Peter Hogan of Ansett to provide sponsorship of two air fares for travel to AUA and AAUA Conferences.

C99/44.7 Development and Review of Strategic Plan at each Executive and Council Meeting.

Exec 12/99 That at the next review the Strategic Plan be made more general in its approach, and that the President prepare a draft in time for May Council

C99/48 Circulate Council Members with specific information about the Foundation with regard to cost, time and effort and who might be involved. Monitor impact of the Foundation on Conference sponsoring arrangements.

Hon. Secretary: Margie Cole

C99/44.11 Produce ATEM Annual Report as a glossy mainly for
Exec 12/99 promotional purposes.

Exec 1 Up date Conference Manual with VP Tom Gregg.

Exec 12/99 Implement Electronic Elections and conduct trial election early in 2000.

Hon Treasurer: Richard Easter

C99/38 Prepare Finance Manual in consultation with Branches, ensuring that Branch Accounts and Financial Statements and Structures should reflect those of the Association to facilitate consolidation.

C99/39 & The Hon. Treasurer finalise levy and reserve contributions in
C99/41 consultation with Branches.

C99/50 Report to May Council on new Contract with Carfax for continued publication of The Journal

Exec 2 Provide advice to Branches on GST.

Exec 7 Advise Branches about transition to new Financial Year, January 2000 to April 2001.

VP Maree Conway

C99/44.5 & Establish a CPEP Steering Committee with terms of reference as outlined in 10.2 of Document 5.

C99/44.6 Apply to DETYA for funding.

C99/44.19 & Follow up on development of Marketing Plan and report to Executive. Exec 12

C99/44.20 Produce a final report on Members Survey for Executive.

Exec 5 Further Develop Good Practices Guides with VP Tom Gregg (see also C99/44.13)

Exec 12/99 Submit detailed costings to the Treasurer for floating the AUA Good Practice Guides in Australia.

VP Tom Gregg

C99/44.13 Pursue the joint development of the Good Practices Guides. (see also Exec 5)

C99/51 & Proceed with development of Fiji Branch subject to clarifying Exec 8 geographical and incorporation issues.

Exec 1 Up date Conference Manual with Hon. Secretary.

Councillors @ Large: Liz Watson and Lorraine Perry

C99/44.12 Implement operation of the Members Forum as per document agreed at Council.

Councillor @ Large: Liz Watson

AGM 3.2 Continue to develop ATEM Ghosts with the Association Secretariat, including a new web page.

Exec 6 Review and implement changes to the awards process in consultation with VP Conway and Alan Hayward, Registrar of Canterbury University.

All Branch Presidents

C99/38 Forward Branch Accounts and Financial Statements to the Hon. Treasurer together with Auditor's covering letter.

C99/44.7 Development and Review of Strategic Plan at each Executive and Council Meeting

BP Victoria: Dr Vin Massaro

C99/42 Seek seed funding of \$10,000 for Conference 2000 from BP Tasmania. The above resolution may no longer be necessary.

BP Canberra: Jenny Coggins

Item 8.3 Report to Executive on Revision of the Conference theme and the appointment of a Host Institution.

Association Secretariat: Giles Pickford and Peter Scardoni

C99/44.14 Develop the Reference Kit for Members ensuring that it contains the items listed in the Report.

C99/44.16 Implement Conference Follow Up Plan, publish Plenaries and send to AVCC and NZVCC.

C99/46 Add the Resolution Register to the Web Site.

C99/49 Publicise ATEM awards to CEOs of awardees institutions. Send promotional material on ATEM Scholarships under President's signature to Vice-Chancellors and Registrars of Universities and to TAFE Directors. Do the same with campus newspapers and HR/Staff Development Units.

C99/44.21 Make contact with AACRAO with a view to forming a strategic alliance.

Exec 12/99 Moved ATEM Bank account to Canberra

Exec 12/99 Prepare a draft paper on instructions to Branches concerning the flow-on effects of Incorporation as they impact on

Stationery, signage, annual general meeting dates; annual returns and auditing.

- Exec 12/99 Incorporate the ATEM Foundation in Australia.
 - Exec 12/99 Register ATEM for an ABN and the GST in Canberra.
 - Exec 12/99 Conduct membership renewal in February 2000 in collaboration with the Branches.
 - Exec 12/99 Conduct the Corporate Membership renewal in February 2000.
 - Exec 12/99 Transfer surplus from Journal account to Council Budget.
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