

ATEM 2000 WRITERS GROUP

REPORT TO EXECUTIVE MARCH 1999-03-12

1. CONTINUING BUSINESS

1.1 Code of Conduct

This has never been publicised to Members, though it is available on the web-site. ATEM 2000 has **agreed** to have the Code of Conduct printed in the next edition of ATEM MATTERS.

1.2 Sponsorship for Good Practice Guides

ATEM 2000 suggest there are two key issues here:

- i) sponsorship of the Guides, which need to be well presented booklets that will be quite costly. ATEM 2000 **recommends** that sponsorship of these guides be incorporated as one option for ATEM Sponsorship being pursued by the sponsorship group.
- ii) further consideration needs to be given about how to promulgate the Guides for ATEM with minimum effort and cost. It is **recommended** that ATEM pursue with AUA a way to jointly publish the guides. Further, ATEM 2000 **recommends VP Conway** pursue this on her forthcoming AUA Conference trip.

1.3 Corporate Membership

ATEM 2000 **recommends** the adoption of the attached revision of the Corporate Membership Policy and **adoption in principle** of the associated Corporate Membership Procedures document. ATEM 2000 will then finalise the draft Corporate Membership Agreement and letter for institutions for out-of-session Executive approval and immediate implementation.

1.4 Staff Exchanges

ATEM 2000 has reviewed the existing policy and procedures, and has concerns that it is unnecessarily complicated. ATEM 2000 **recommends** that VP Conway and MAL Watson pursue AUA operations in March 1999, for consideration as part of a further review. It is suggested that, in the meantime, interested members be encouraged to promote their possible exchange by e-mailing all members through the Association's web-site e-mail lists.

1.5 Strategic Planning

ATEM 2000 **recommends** that the ATEM web-site be updated to provide the latest version of the Strategic Plan, and that it be able to be printed as a stand alone document; and that the implementation of the Strategic Plan be a Standing Item on agendas for the all Executive and Council meetings. All initiatives to be considered by the Executive and/or Council should be referenced to the Strategic Plan.

1.6 Publications Committee

ATEM 2000 believes that the ATEM MATTERS Newsletter now provides a useful and effective communication forum for members, and has enabled publication of papers which were unable to be published in the Journal. It is **recommended** that the establishment of a Publications Committee not be pursued at this time.

1.7 Regional Membership

ATEM 2000 believes this is clearly a Branch responsibility, and suggests that Branches be encouraged to facilitate communication with Regional Members. Services for Regional Members remain a major issue for Branches. ATEM 2000 **recommends** that all Branch Presidents be asked to report to the May Council meeting about what they are doing for their regional members.

NEW BUSINESS

2. 1998 Members Update

ATEM 2000 **recommends** that it will finalise a summary of 1998 activities for approval by VP Conway. It will then be included in the next edition of ATEM MATTERS, and sent to the CEO's of Corporate Member institutions by the Executive Officer.

3. Continuing Professional Education Program

Discussion is continuing and a report will be made to the May Council meeting.

4. Marketing Planning

Discussion is continuing and a report will be made to the May Council meeting.

5. Web-site Review

ATEM 2000 has undertaken a review of the significant elements of the Association web-site, and **recommends** that the Executive **approve** the attached report for immediate action by the Executive Officer for reporting to the May meeting of Council.

6. Why Join ATEM/Why attend the Association Conference

ATEM 2000 **recommends** that the "Why Join ATEM" document be produced as a brochure to be an essential component of the recruitment package provided to potential members.

ATEM 2000 **recommends** that the "Why attend the Association Conference" document (attached) be approved and placed on the web-site, and included in the next edition of ATEM MATTERS. It is further **recommended** that each Conference Committee be required to have a hotlink from their Conference web-site to that document. ATEM 2000 will fine tune the Conference Manual to incorporate this requirement.

7. Reference Manual

ATEM 2000 will pursue this with the Executive Officer for consideration at the September meeting of Council.

8. Informal Survey of Victorian Branch Members

VP Conway will provide a verbal report to the Executive on this item.

9. GST Implications for ATEM

ATEM 2000 **recommends** that the Executive form a small team to consider the implications of GST, with leadership by the Association Treasurer, and including Gavin Moodie as a member.

10. Operation and communications

10.1 Communication with Branches: Branch Executive Committees require a detailed briefing of outcomes of Executive and Council meetings than the current action lists

provide, and any necessary Branch action needs to be made clear, along with deadlines for responses.