

## ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT

Minutes of the Executive Meeting held in Burburys Private Dining Room of the International Plaza Hotel, Wellington New Zealand on Wednesday 29 September 1999

### Present:

Warwick Nicoll	President
Maree Conway	Vice President
Tom Gregg	Vice President
Richard Easther	Honorary Treasurer
Margie Cole	Honorary Secretary
Lorraine Perry	Member @ Large

### Apologies:

Liz Watson	Member @ Large
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### 1. Conference Manual

It was agreed that the conference manual should be updated at the conclusion of the Wellington Conference by Tom Gregg and Margie Cole.

### 2. Goods and Services Tax

The Honorary Treasurer will provide advice to Branches on the GST, including advice about PD activities.

### 3. Subscriptions

Members agreed that any change to the subscription rate would need to be well thought out and provide obvious benefit to members, with a clear justification for any change. Subscriptions were an issue to be kept in mind, and the interest from members in sliding rate was noted and would be discussed at a future meeting.

### 4. Foundation

The Executive noted that the Patron has agreed to assist in the development of the Foundation. It was also agreed that Jim McLauchlan would be approached by the President to join the fundraising team and that Warwick Nicoll and Richard Easther would have major roles. The President is responsible for progressing Foundation activities.

#### 5. ATEM 2000 Group

The tidying up of the ATEM 2000 group matters would be left to the Writers Group to pursue. VP Conway would look after the Good Practice Guides and the President would be responsible for ongoing review of the Strategic Plan, as set out in the report to Council.

#### 6. Awards and Scholarships

Member at Large Watson to continue to review and implement changes to the awards process in accordance with her paper to the Council.

The awards committee for 2000 would comprise VP Conway as Chair, Members @ Large Watson and Perry plus Alan Hayward, Registrar of Canterbury University. Warwick Nicoll is to approach Alan Hayward about his continued assistance.

#### 7. Incorporation

VP Gregg and the Honorary Secretary to coordinate incorporation in conjunction with the Honorary Treasurer.

**Public Officer:** The Executive agreed that Mr Giles Pickford should be asked to be the Public Officer as he meets various requirements of the ACT Legislation. It was noted that a postal address and signage are required.

**Financial Year:** It was agreed that the Association would run a sixteen month financial year from January 2000 to April 2001 to accommodate incorporation. It was noted that there would be some accrual issues to consider. The Honorary Treasurer is to be responsible for any necessary action and appropriate advice to Branches, and for development of some budget guidelines for distribution.

#### 8. South Pacific Branch

It was agreed that VP Gregg would look after the development of a South Pacific Branch which would be incorporated in Fiji. He should liaise with lawyers and the Honorary Secretary when appropriate, regarding incorporation.

#### 9. Professional Development

VP Conway agreed to continue with the Continuing Professional Education Program with assistance from the CPEP Steering Committee. VP Conway is to co-opt members, including a Queensland Branch member (given its strong PD program) and also including AUA.

## 10. Secretariat

It was recommended by the Selection Committee (Nicoll, Conway, Cole) and agreed to by the Executive, that Giles Pickford's company would take over the secretariat for the next six months. The outgoing Executive Officer agreed to assist Mr Pickford with a handover and information about Association documents and procedures from the 4 October 1999 to 15 October 1999 as her time permits.

## 11. Portfolios

As well as items already covered, the Executive agreed to the following distribution of tasks:

President	Sponsorship, Foundation, Strategic Plan, Marketing Plan, Branch Liaison.
VP Conway	CPEP, Corporate Membership, Marketing Plan, Good Practice Guides.
VP Gregg	International Links, Conference Manual and VP responsible for Conference Overview, Corporate Membership NZ, Branch Liaison NZ, Branch in South Pacific
Hon. Treasurer	Sponsorship, Foundation, Budget and GST Guidelines.
Hon. Secretary	Conference Manual, Annual Report, ATEM Matters, Incorporation and associated Referendum.
Cs @ Large	Members Forum and duties set out in the Organisational Responsibilities document.
C @ L Perry	Branch Liaison - Australia
C@L Watson	Awards changes, including redesign of application/nomination forms.

## 12. Marketing Plan

The President and VP Conway would liaise on this issue and investigate the proposal outlined in the ATEM 2000 group document under this item.

## 13. Banking

It was noted that the ATEM bank account would require two signatories and the Executive approved that they would be any two of the President, VP Conway, Honorary Secretary, Honorary Treasurer or Executive Officer. (NOTE: In the case of the latter it will be Peter Scardoni who is a signatory)

#### 14. Sponsorship

The President and Honorary Treasurer are to consider options, keeping in mind Foundation activities. The possibility of KPMG extending its current sponsorship for auditing Association Accounts to include audits of Branch accounts is to be considered by the Honorary Treasurer and pursued if appropriate.

The President is to discuss with BP Victoria, Dr Vin Massaro, the Minter Ellison Victorian sponsorship to consider whether that firm could become the Association Lawyers. The excellent work done by Robin Standage for incorporation is not to be ignored, and an approach to that firm should also be considered. The President is to action this matter.

#### 15. Next Meeting

By teleconference date to be determined.