

## ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT

### Executive Teleconference

Thursday 10 August 2000

1.00 to 3.00 pm New Zealand Time

11.00 am to 1.00 pm Australian Eastern Standard Time

10.30 am to 12.30 pm Central Australian Standard Time.

### AGENDA

<b><u>Distribution:</u></b> Warwick Nicoll	President (Chair)
Maree Conway	Vice-President
Tom Gregg	Vice-President
Richard Easther	Association Treasurer
Margie Cole	Association Secretary
Lorraine Perry	Councillor at Large
Liz Watson	Councillor at Large
Wendy Short	Victorian Branch Executive Committee
Peter Scardoni	Association Secretariat
Giles Pickford	Association Secretariat
Trish Burgess	Association Secretariat (Minutes Secretary)

#### 1. Apologies

- \*Liz Watson is addressing the Higher Education Up-Date in South Australia.
- \*Tom Gregg's presence was requested at an important meeting at short notice.
- \*Giles Pickford is recruiting students for ANU in Melbourne. He is also attending the Victorian Branch Executive Committee Meeting today at 4.00 pm.

#### 2. Minutes of previous meeting

The minutes of the Executive Teleconference held on 12 July 2000 have been circulated to members, and are posted on the web.

#### 3. Consolidated Action Sheet

A copy is attached. Completed action is indicated by italics. (**Attachment 1**)

#### 4. President's Report

- 4.1 The President will report on the ATEM Foundation formation process. Maree Conway has made considerable progress towards a plan for the Foundation, but cannot continue due to pressure of work. Jim McLauchlan is on a long trip, ending in Melbourne in September. It is recommended that carriage of this project be taken up by the Secretariat

and that they visit Sean Magee in Sydney to develop the ideas initiated by Maree Conway. For Discussion.

- 4.2 Development and Review of Strategic Plan. The redraft of the Summary Plan is available on the Web Site under the heading 'ATEM Policy'. Feedback from ATEM Members has been sought by e-mail. For discussion.

**5 Annual Conference**

Councillor at Large Lorraine Perry and Victorian Branch Executive Committee Member Wendy Short will report on progress and give an up-date of the budget, including income projections based on the latest enrolment figures and sponsorships.

**6 Association Treasurer's Report**

- 6.1 2000 Budget Up-date. A revision will be faxed before the meeting.  
6.2 Secretariat Contracts – progress report.  
6.3 Finance Manual – progress report.

**7 Association Secretary's Report**

- 7.1 ATEM Annual Report – progress report.  
7.2 2000 Election Results and Proposed Electronic Election Trial later this year.

**8 VP Maree Conway's Report**

- 8.1 Establishment of CPEP. Maree Conway cannot continue to take carriage of this project due to pressure of work. For discussion.  
8.2 ATEM Awards and Grants. Maree will report on how the applications process is going.

**9 New Branches**

Tom Gregg will give a written report on news from Fiji. The Committee should also discuss Honk Kong. The formation of new Branches is essential for ATEM's progress. It will increase membership and be attractive to Foundation Partners. It is a key new item in the Strategic Plan.

**10 Councillors At Large Report**

- 10.1 The Councillors at Large are due to report on the conduct of the Members Forum at the Annual Conference in September.

**11 Other Business**

**12 Next Meeting**

The Committee should decide if it intends to meet before the Council Meeting at 11.00 am on Sunday 24 September 2000 in Melbourne.

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**CONSOLIDATED ACTION SHEET -**  
**Council Meeting of 13 May 2000,**  
**Executive Teleconferences of 20 December 1999 and 12 July**

Items yet to be completed are in plain type. *Completed items are italicised.* If a Council Member has completed an action listed below, he or she should inform the Secretariat.

President: Warwick Nicoll

C00/2 Write to Working Party on the ATEM Foundation conveying the matters covered in Council's Resolution on the ATEM Foundation.

C00/7 Congratulate NZ Branch on 1999 Conference and ask for Final Accounts and list of sponsors.

Branch Presidents

C00/5 Follow through with non-renewing Corporate Members using the Corporate Members page in the Web Site as background

C00/5 Consider adopting a common membership fee throughout Australia, and use discounted PD Program fees as an incentive instead of reduced membership fees.

Hon. Secretary: Margie Cole

*C99/44.11 Produce ATEM Annual Report in association with ATEM Secretariat.*

Hon Treasurer: Richard Easther

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.

*C00/10 Submit 1999 consolidated accounts to Auditor.*

*C00.12 Draw up new contracts for Giles Pickford and Peter Scardoni.*

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.

*C00/11 Prepare Executive Summary of Members Survey for ATEM Matters.*

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Councillors @ Large: Liz Watson and Lorraine Perry

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

Councillor at Large Lorraine Perry

Exec Teleconference of 12 July Progress report on Annual Conference to Exec Teleconference scheduled for 10 August.

Councillor @ Large: Liz Watson

Exec 6 Review and implement changes to the awards process in consultation with VP Conway and Jeremy Callaghan of Waikato University

ATEM Foundation Jim McLauchlan

C00/2 Approach Peter Hogan of Ansett re provision of two tickets to AUA and AAUA Conferences as part of contribution of a Foundation Partner.

Association Secretariat: Giles Pickford and Peter Scardoni

C99/44.19 Follow up on development of Marketing Plan and report to Executive Contact: Jan McAdam at Swinburne University.

C99/44.16 Implement Conference Follow Up Plan, publish Plenaries and send to AVCC and NZVCC. (NOTE: There are no plenaries on the Web to publish)

C99/46 Add the Resolution Register to the Web Site. (NOTE: Secretariat recommends that this task is going to be very time consuming and so far has a low priority. The Register is a printed document which has not been kept up to date. What is listed includes every resolution ever passed, even procedural ones).

Exec Tele 5.3 Make contact with AACRAO with a view to forming a strategic alliance.

C00/3 ATEM Journal

*(a) Thank Helen Sjoman and Pat Miller be thanked for their work on the Journal and inform them that their resignation with effect from December 2000 is accepted with regret;*

*(b) Thank Ian Dobson for the work he has done as Business Manager of the Journal and invite him to continue with a revised role to be defined by the Executive Committee;*

*(c) Thank Arthur O'Neill for his long term contribution to the Journal, and thank other members of the Editorial Board and ask if they wish to continue;*

*(e) Call for expressions of interest from two members who wish to assume the mantle of Joint Editors from January 2001, the call for expressions of interest to go out in the next 'ATEM Matters';*

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- (f) *Raise the question of the need for an honorarium with the present editors;*  
(g) *Draw up a contract covering the work of both the Joint Editors and the Business Manager for consideration at September Council, the contract to include the need for an annual report and audited financial statements;*

*C00/4 Implement changes to the Strategic Plan. Submit words for new Objectives 4 and 5 to Executive Teleconference in August*

*C00/5 Submit ideas for e-commerce to Executive Teleconference after canvassing Branches.*

*C00/5 Revise New Members Brochure.*

*C00/5 Draw Ansett discount to the attention of members.*

*C00/6 Forward names of potential sponsors to Victorian Branch.*

*C00/6 Forward entire resolution to Victorian Branch.*

*C00/8 Request formal submissions re 2002 Conference from Queensland Branch and 2003 from South Australian Branch.*

*C00/9 Conduct 2000 elections as per schedule.*

*C00/10 Issue invoices to Branches for 2000 levies.*

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