

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT

Minutes of the Executive Teleconference

Held on Thursday 10 August 2000 at
4.00 pm to 4.35 pm New Zealand Time: 2 pm to 2.35 pm Australian
Eastern Standard Time: 1.30 to 2.05 Central Australian Standard Time

1. **Apologies**

Apologies were received from Margie Cole, Liz Watson and Giles Pickford.

2. **Minutes of Previous Meeting**

The Minutes of the Executive Teleconference held on 12 July 2000 had been circulated previously and were confirmed.

3. **Consolidated Action Sheet**

The President noted the Action Sheet attached to the Agenda and asked that, if possible, all items be dealt with before the September meeting.

4. **President's Report**

The President asked Tom Gregg to report on the ATEM Foundation. Tom reported that Sean Magee in Sydney is pushing it along. Contrary to what was previously agreed (C00/2), there will need to be two separate Foundations, one in New Zealand, one in Australia. Tom raised the question of who the Trustees would be and while, legally, only one was required it was suggested they should be the President, one Vice-President, Treasurer and one Branch President.

The President confirmed the Secretariat would take up carriage of this project and that Peter and Giles would visit Sean Magee in Sydney shortly. He asked that the matter be kept under review.

5. **Annual Conference**

Victorian Branch Executive Committee Member Wendy Short advised that 283 delegates had registered and she referred to the budget emailed earlier in the day (copy attached). She said that on the New Zealand experience they expected about 100 registrations in response to the latest flier. She reported everything else was proceeding well.

Peter Scardoni reported that he had mailed 2,300 postcards to all members and that the Early Bird registration had been extended until 18 August.

In answer to questions, Wendy said there were no anticipated blow-outs in costs, some changes to lunch arrangements had saved \$15,000 and this would allow for the purchase of satchels if no sponsor was forthcoming. She told the Executive that negotiations were continuing with Australia Post but any sponsorship by them would be small. She noted discussions were continuing with PeopleSoft about their role.

Discussion centered on the break-even point and it was agreed that 283 registrations was right on the edge. The Treasurer raised some points regarding the conference budget particularly in relation to GST and after discussion he offered to talk to the conference committee. This offer was accepted. Wendy left the meeting.

6. **Association Treasurer's Report**

The meeting referred to the Financial Budget emailed earlier by the Treasurer/ Assistant Treasurer (copy attached). The President asked how it would be affected if the \$20,000 Sponsorship was not available.

The Assistant Treasurer responded saying that all items listed were very close to the mark although it was difficult to be exact about the new item for the Web Site. Following discussion it was noted that if the \$6,500 Seed Funding for the Victorian Conference could be repaid there should be sufficient funds if sponsorship was not received. It was noted that this was a matter for the Victorian Branch Committee to decide. The President asked this item be listed for the September meeting.

The Treasurer reported that the Secretariat contracts were almost in place and that he would mail a copy to all members of the Executive.

The Assistant Treasurer reported that the Finance Manual was progressing well. The most immediate task was for him was to reconcile membership details with Branches. Changes had been made allowing Branches to look at the database. The new system will improve the financial side of membership applications – members will not be able to be “financial” until they have actually paid - which is not now the case.

The President asked if the audited accounts had been received from all branches and the Assistant Treasurer replied that he still awaited two and expected to have them by the end of next week.

Association Secretary's Report

The Association Secretary had sent notes to the Secretariat. She had offered a special edition of *ATEM Matters* for the Conference but would require material immediately from the Victorian Committee. The program and keynote speakers are on the Web and Giles, in Melbourne, will be asked to contact Gavin Moodie.

In relation to the Annual Report, Margie reported that she had received feedback from most, but not all, branches and was following up. She will talk to the Secretariat about the AGM.

The President noted that the election results had been announced and that there would be no requirement for an electronic trial later this year.

7. **VP Maree Conway's Report**

The Vice President reported that one application for a Study Scholarship had been received and, to date, two Branches have made nominations for awards. She recommended waiting another week before the sub-committee considers the applications/ nominations. The sub-committee comprises Maree Conway, Lorraine Perry, Liz Watson and Jeremy Callaghan

The President asked that CPEP but put on hold until the September meeting.

8. **New Branches**

Tom Gregg reported he had emailed Fiji but had no response. The President said he was expecting a visitor from the University of the South Pacific next week and would raise the matter with her. He said nothing had been heard from Hong Kong.

9. **Councillors At Large Report**

Lorraine Perry reported that organisation for the Forum at the Conference was well in hand.

10. **Other Business**

There was no other business.

11. **Next Meeting**

In September. (There was no discussion on whether the Committee intends to meet before Council meets at 11.00 am on Sunday 24 September 2000 in Melbourne.)

TB 14/8/00