

## Association for Tertiary Education Management

### Minutes of the Special Executive Teleconference held on Wednesday 12 July 2000 at 1.00 pm (NZ) and 11.00 am (AEST)

Present: Warwick Nicoll (President), Maree Conway (Vice-President), Tom Gregg (Vice-President), Richard Easther (Association Treasurer), Margie Cole (Association Secretary), Lorraine Perry, (Councillor at Large). In attendance: Giles Pickford and Peter Scardoni (Association Secretariat) and Wendy Short (Conference 2000 Organising Committee)

#### 1. Apologies

Apologies were received from Liz Watson who is overseas.

#### 2. Minutes of Previous Meeting

The Minutes of the meeting of the Executive Committee held on 20 December 1999 were confirmed.

#### 3. Consolidated Action Sheet

Progress was noted.

In relation to matters for action by the Association Secretariat (C00/5) Peter Scardoni reported that he had the approval of all Branches to proceed with the automation of membership and the introduction of e-commerce and full on-line availability of all facilities for Branches.

The Executive Committee agreed that this should be implemented and authorised the Secretariat to discuss any budget variations with the Association Treasurer.

Members were asked to expedite action on outstanding items in their parts of the Consolidated Action Sheet

#### 4. Annual Conference

##### 4.1. Enrolments

The Committee received an up-date on the Conference from Wendy Short. The following enrolments as at 3 July were noted:

47 New Zealand  
35 Victoria  
24 Queensland  
21 New South Wales  
16 Canberra  
13 Western Australia  
6 South Australia  
5 Northern Territory  
5 Tasmania  
5 Overseas

Of these 61 were AAPP Dinner Registrants. It was not possible to identify which were Corporate Member nominees.

##### 4.2. Budget

Peter Scardoni, Wendy Short and Richard Easther gave individual analyses of the break-even point for the Conference, which varied between 220, 300 and 350 registrants. The

Committee agreed that it should be possible to do better than break-even, with some actions discussed below.

Wendy Short agreed to liaise with Richard Easter as to whether insurance was already sufficiently covered by the Council insurers, and if so could this item be deleted from the Conference Budget.

#### 4.3. Marketing

The Committee recommended that the Conference Organisers extend the early bird discount to 10 August and use the Association Secretariat to implement a promotion drive to all members, and to sub-groups of members.

The Victorian Branch has already launched a mass e-mail within tertiary institutions in that State.

AAPPA needs to be included in the promotion.

#### 4.4. Sponsorship

Wendy Short reported that sponsorship had reached \$93,000 either in hand or about to be invoiced.

The Committee noted that the ATEM Ghosts would give a \$500 sponsorship to assist with Pre-Dinner Drinks Session at the Conference Dinner.

#### 4.5. Funding of Corporate Members Nominees

The Committee noted that further work was needed to identify which Corporate Registrants were claiming exemption from registration. When the full extent of the claims were known, the Committee would be able to suggest a plan for meeting the costs of these registrants.

#### 4.6. Accommodation

The Committee noted that there were no problems that could be identified at this stage.

#### 4.7. Air Travel

The Committee noted that there were no problems that could be identified at this stage.

### 5. Next Meeting

The Committee agreed to hold a regular meeting by teleconference on 10 August 2000, after the close of the extended early bird discount offer. Giles Pickford lodged an apology for this meeting.