

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT

UNCONFIRMED Minutes of the Council meeting held in Board Room 2, Wentworth Travelodge, Sydney on Saturday 13 May 2000

Present:

Warwick Nicoll	President
Maree Conway	Vice President
Margie Cole	Honorary Secretary
Richard Easter	Honorary Treasurer
Colleen Shaw	Branch President New South Wales
Jenny Coggins	Branch President Canberra
Viv Topham	Nominee of Branch President Northern Territory
Kathy Mumford	Branch President Tasmania
Lorraine Parker	Acting Branch President New Zealand
Paul Abernethy	Branch President Queensland
Ion Wallace	Branch President South Australia
Chris Jeffrey	Nominee of Branch President Western Australia
Lorraine Perry	Councillor @ Large

In Attendance

Giles Pickford and Peter Scardoni, ATEM Secretariat
Jim McLauchlan ATEM Foundation

Apologies

Tom Gregg	Vice-President
Liz Watson	Councillor @ Large
Russell Hillbrich	Acting Branch President, Victoria
Brian O'Connor	Branch President Western Australia

1. President's Welcome

The President opened the meeting at 10.30 am, and welcomed members. He Especially welcomed the following members to their first meeting: Viv Topham, Kathy Mumford, Lorraine Parker, Chris Jeffrey, Giles Pickford and Peter Scardoni.

2. Minutes

Resolution C00/1

To endorse the minutes from the:
Council Meeting of 28 September 1999 and action list;
Executive Teleconference 20 December 1999 and action list; and
To note the minutes of the AGM 28 September 1999

3. Action Sheet

The Council worked through the Action Sheet in order to delete completed action and deal with uncompleted action. The attached Action Sheet is now current.

4 ATEM Foundation

Jim McLauchlan tabled a paper and recommendations for discussion.

Resolution C00/2

- (a) That one Foundation for Australia and New Zealand be formed and that the Trustee be the Association for Tertiary Education Management Inc;*
- (b) That it be named 'The Foundation for Tertiary Education Management Inc.';*
- (c) That a working party be formed to draft the Constitution of the Foundation, the working party comprising Jim McLauchlan, Maree Conway, Richard Easter, Tom Gregg, Paul Abernethy and the ATEM Secretariat, and that it report to the September Council meeting;*
- (d) That Abbott Tout, Solicitors, be retained to advise on this matter;*
- (e) That the working party prepare a promotional package for the Foundation;*
- (f) That the working party work closely with Sean Magee of AGFM and Branch Presidents, who should be asked for feedback and ideas about prospective Foundation partners.*

The President requested Jim McLauchlan to approach ANSETT to provide sponsorship of two air fares for travel to the AUA and AAUA conferences as part of the contribution of a Foundation partner. Peter Hogan of ANSETT is our main contact.

5. The Journal of Higher Education Policy and Management

A paper from Helen Sjoman (Joint Editor) and Ian Dobson (Business Manager) was discussed.

Resolution C00/3

- (a) That Helen Sjoman and Pat Miller be thanked for their work on the Journal and that their resignation with effect from December 2000 be accepted with regret;*
- (b) That Ian Dobson be thanked for the work he has done as Business Manager of the Journal and that he be invited to continue with a revised role to be defined;*
- (c) That Arthur O'Neill's resignation from the Editorial Board be noted and that he be thanked for his long term contribution to the Journal, and that other members of the Editorial Board be thanked and asked to continue;*
- (e) That ATEM 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';*
- (f) That the question of the need for an honorarium be discussed with the present editors;*
- (g) That a contract covering the work of both the Joint Editors and the Business Manager be drawn up for consideration at September Council, the contract to include the need for an annual report and audited financial statements;*
- (h) That the tabled budget for 2000 be approved, including the proposal for a writers' workshop, and that Journal Funds continue to be kept separate from Council funds;*

- (i) That the Secretariat become the repository for remainders and handle all requests for extra copies;*
- (j) That it be noted that the contract with Carfax expires at the end of 2000 and a new contract be drawn up by the Association Treasurer and Association Secretary in collaboration with the Business Manager of the Journal .*
- (k) That the question of an ATEM award for Vin Massaro and Gavin Moodie be referred to the Victorian Branch.*

6. Strategic Plan

The President's paper on the Strategic Plan was discussed.

Resolution C00/4

- (a) That the Detailed Strategic Plan 1999-2003 be set aside and that its function be taken up by the Consolidated Action Sheet;*
- (b) That the Summary Strategic Plan become 'The Strategic Plan 2000-2004';*
- (c) That the Strategic Plan 2000-2004 be amended as follows:*
 - (i) change dates throughout,*
 - (ii) change 'Executive Officer' to 'ATEM Secretariat',*
 - (iii) add the 'Journal of Higher Education Policy and Management' to Objective 2*
 - (iv) change the conclusion so that the ATEM Secretariat is the reference point for feedback*
 - (v) Add an Objective 4 dealing with the resourcing of ATEM (including Foundation, Sponsorships, Membership Targets, etc.)*
 - (vi) Add an Objective 5 dealing with geographical growth.*

The President will redraft the Strategic Plan as outlined above and clear it with Council by e-mail before publishing it on the Web.

7. Membership 2000

The Committee discussed the membership renewal, new members, and corporate members campaigns conducted in March/April 2000.

Resolution C00/5

- (a) That the results of the 2000 membership campaign be noted;*
- (b) That Council defer consideration of the Secretariat's recommendation that in future membership renewal be web- based, and that memberships expire on the anniversary of the first membership application. The Secretariat is to prepare a more detailed paper for consideration in December, taking into account various concerns expressed around the table at the May meeting of Council;*
- (c) That the new members brochure be amended as discussed and used in future campaigns for new members. The amendments include using the President's name as signatory, fixing two typographical errors and being made timeless by the elimination of dates;*
- (d) That the Branch Presidents follow through on non-renewing Corporate Members;*
- (e) That Branches consider adopting a common annual fee right across Australia for 2001, and that Branches use discounted fees for PD Courses as an incentive for members, rather than discounting the membership fee;*

(f) That in future years 20 April, or the nearest Tuesday if 20 April falls in Easter, be taken as the membership census date for benchmarking against previous years.

(g) That the attention of members be drawn to the enhanced travel arrangements made by the AVCC with Ansett.

The Meeting adjourned at 1.00 pm for lunch, resuming at 1.45 pm.

8. Annual Conference

A report from Gavin Moodie, and the tabled budget, was discussed. Registrations are now able to be made on the Web.

Resolution C00/6

(a) That the report be noted and that The Victorian Branch be congratulated on making overall satisfactory progress towards the 2000 Annual Conference;

(b) That Council note the Conference is estimated to reach break even point with an enrolment of 350 participants and a registration charge of \$695.

(c) That in future the Secretariat become closely involved in the raising of Conference Sponsorships;

(d) That certain firms be forwarded to the Acting President, Victorian Branch, by the Secretariat as prospective sponsors;

(e) That the Conference Organisers consider advertising in Campus Review as it is the only paper which reaches into SE Asia.

(f) That the Conference Organisers make sure that AUA and AAUA are represented amongst the participants;

(g) That all ATEM Members be reminded that accommodation needs to be booked now, because of the Olympics.

9. Annual Conference

9.1 Wellington Conference

Council noted an extensive report from BP Tom Gregg on the Wellington Conference, inclusive of all matters other than the final accounts. The recommendations in the report were accepted and put forward to conference organisers for implementation.

Resolution C00/7

(a) That the New Zealand Branch President and his Committees be congratulated on the organisation of the 1999 ATEM Annual Conference in Wellington (carried with acclamation);

(b) That the NZ Branch submit the final conference accounts and a list of conference sponsors to the Executive Meeting in July 2000.

9.2 Canberra 2001

BP Jenny Coggins reported on progress with the 2001 Annual Conference in Canberra. A professional conference organiser has been appointed and the committee has held its first meeting. An AAPP committee has also been formed with cross membership to the ATEM Organising Committee. The Council noted progress with approval.

9.3 Conferences 2002-2003

Resolution C00/8

That the President formally invite the Queensland and South Australian Branches to make a submission for holding the 2002 and 2003 Annual Conferences respectively, and that the invitation set out the rights and obligations of Branches in organising a Conference, with special reference to the Conference Manual.

10. Association Secretary's Report

Council considered a report from the Association Secretary. It noted that a mock electronic election had yielded very few votes as most members had not been upgraded to 'financial' following the recent membership renewal campaign.

Resolution C00/9

(a) That the report be received;

(b) That Council endorse the Association Secretary's appoint of Giles Pickford as Returning Officer for the elections prior to the September AGM, and that these elections be conducted as a postal ballot following an e-mail based call for nominations in early June.

The Association Secretary was congratulated on recent editions of 'ATEM Matters'. A new edition is due out shortly after the Council meeting.

11. Association Treasurer's Report

The Treasurer acknowledged the special contribution that Peter Scardoni had made to assist in the management of accounts and preparation of financial reports of ATEM.

Council discussed the accounts and the budget for 2000, noting that a surplus was anticipated and that proposed capitation fees for Branches had dropped from \$50 per member plus the additional levy in 1999, to \$40 per member and no additional levy in 2000.

Resolution C00/10

(a) That the accounts for 1999 be approved for drawing up and submission to the Auditor for presentation to the AGM in September;

(b) That audited financial statements for 1999 from Branches are needed by 30 June for consolidation into the overall accounts.

(c) That the draft budget for 2000, including the payment schedule by Branches, be approved.

(d) That invoices for the 2000 capitation levy on Branches are to be issued by the Secretariat immediately.

(e) That Branches are to note that ATEM is now in a 15 month financial year starting on 1 January 2000 and ending on 31 March 2001.

12. Vice-President's Report

Council considered the in-depth analysis of the 1999 Survey of Members by VP Maree Conway.

Resolution C00/11

(a) That Maree Conway be congratulated on the professionalism of the Survey Report;

(b) That an executive summary be prepared for 'ATEM Matters' in order that members be informed of its conclusions, with the full paper being placed on the Web under the heading 'Research Undertaken by Members'.

(c) That at some point in the future the survey be replicated in order that ATEM can benchmark its progress.

13. Secretariat Contracts

Council expressed appreciation of the work of the ATEM Secretariat and took the view that separate contracts for a two year term should be entered into with Giles Pickford and Peter Scardoni.

Resolution C00/12

That the President and Treasurer draw up contracts with Giles Pickford and Peter Scardoni for their continuing management of the Secretariat through to the May Council meeting in 2002.

14. New Branches

Council noted a report from VP Tom Gregg on continuing progress towards a Branch in Fiji.

The President indicated that he would be pursuing his contacts concerning a new Branch in Hong Kong.

15. Members' Forum

Councillor at Large Lorraine Perry indicated that a report on the conduct of the Members' Forum by her and Liz Watson would be ready for the September Council meeting.

16. ATEM Ghosts

Council noted that the ATEM Ghosts are now well established in Canberra and Queensland, with early signs of Ghostly activity in New South Wales and Victoria. It noted that the ATEM Ghosts would be hosting one of the social occasions at the 2000 Conference, and that they would also hold a 'members only lunch' during the 2000 Conference at which any business will be dealt with.

17. Reports from Branches

Each Branch reported on its activities and issues arising in 2000. Council noted that all Branches except New South Wales were faring well enough, even though the current environment in the tertiary sector was not particularly conducive to membership recruitment or to members' participation in professional development activity.

Resolution C00/13

That the President contact his colleagues in New South Wales Universities and make them aware of the reducing number of members in their ATEM Branch, with a view to some high level involvement in ameliorating the situation

18 Other Business

Ion Wallace, BP South Australia, asked for clarification as to who the main ATEM spokesperson was in relation to media matters. The President replied that he was the main spokesperson, but that in his absence he would request either one of the Vice-Presidents or the Secretariat to take on this role when necessary.

19. Next Meeting

The President indicated that he would be convening an Executive Teleconference in July. The next meeting of the full Council will be held in Melbourne on Sunday 24 September at 10.00 am.

There being no further business, the meeting closed at 5.00 pm.

CONSOLIDATED ACTION SHEET -
Council Meeting of 13 May 2000,
AGM OF 28 September 1999,
Executive Teleconference of 20 December 1999

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 Easter

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.

Councillors @ Large: Liz Watson and Lorraine Perry

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

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';

(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 July

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.
