

**Association for Tertiary Education Management
UNCONFIRMED COUNCIL MINUTES
Sunday 24 September 2000, Melbourne**

Draft Minutes of a meeting of the ATEM Council held on Sunday 24 September 2000 from 11.00 am to 3.30 pm in Howqua Room 3 at the Melbourne Convention Centre.

PRESENT:

Executive:

Warwick Nicoll, President
Maree Conway, Vice-President
Tom Gregg, Vice-President
Richard Easther, Association Treasurer
Margie Cole, Association Secretary
Liz Watson, Councillor at Large
Lorraine Perry, Councillor at Large

Branch Presidents:

Jenny Coggins, Canberra
Alan Tilley, New South Wales
Lorraine Parker, New Zealand
Margie Cole, Northern Territory
Paul Abernethy, Queensland
John Pryzibilla, South Australia (vice Ion Wallace)
Annabel Tyson, Tasmania
Susan Gould, Victoria
Chris Jeffrey, Western Australia

In Attendance:

Giles Pickford and Peter Scardoni, Association Secretariat
Jim McLauchlan (for ATEM Foundation item)

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1. Apologies and President's Welcome

Apologies were received from BP Ion Wallace. The President welcomed all members, especially those attending their first meeting (Alan Tilley, Annabel Tyson, Susan Gould).

2. Minutes

Resolution C00/14

That the Minutes of the Council Meeting held on 13 May 2000 and the Executive Teleconference held on 10 August 2000 were confirmed.

3. Action Sheet

The Council worked through the Action Sheet in order to delete completed action and deal with actions not yet completed. The attached Action Sheet is now current.

4. Annual Conference

Lorraine Perry and Sue Gould gave an up-date on Conference 2000. There were 380 members and non-members registered and the Interactive IT Forum organised by Clive Vernon had attracted 120. There had been an excellent relationship with AAPPA throughout. Some withdrawals by speakers at the last moment had made things difficult at the end, but adjustments were being made to overcome the gaps. Sue Gould indicated that special thanks were due to Gavin Moodie, Lorraine Perry, Wendy Short and Dennis Stephenson for the contribution they had made, and to Clive Vernon for his work on the interactive IT Forum. The Committee accepted the report, noting that votes of thanks would be given at the Annual General Meeting.

5. ATEM Foundation

Jim McLauchlan lead discussion on a report from the Secretariat, a position paper prepared by Piper Alderman, Lawyers, and the draft Constitution for a Charitable Company. Background on Sean Magee's fund raising abilities were also given to those Council Members who had not met him.

Issues raised were as follows:

- ?? The wording of the Constitution needs to be worded carefully so that it is clear that ATEM controls the Foundation;
- ?? The Branches need to be deeply involved in the fund raising stage, contributing ideas and helping with contacts;

- ?? The potential for a conflict of interest between Foundation Partners and Conference Sponsors is there and must be handled carefully;
- ?? Membership of the Foundation needs to go right down to the grass roots level of ATEM and be made available to all those who wish to give materially to the cause.

Resolution C00/15

- (a) That Council approves the formation of a Charitable Company to be called 'Association for Tertiary Education Management Foundation Pty Ltd' in Australia followed by a similar Trust in New Zealand, and that they are tied in governance, but legally separate in the two countries;*
- (b) That VP Tom Gregg and BP Lorraine Parker work with the Secretariat on the formation of the NZ Trust in 2001, following registration of the Australian Company;*
- (c) The Secretariat, with assistance from Jim McLauchlan, will work on the final wording of the Constitution of the Australian Company, coming back to the Executive Committee with a final draft for approval.*
- (d) That Council engages Piper Alderman in Australia, and Harmon & Co in New Zealand, to undertake the legal work in registering the two Companies.*

6. The Journal of Higher Education Policy and Management

6.1 Draft Policy

Council discussed a new draft policy on the ATEM Journal, prepared by VP Maree Conway in consultation with Ian Dobson.

Resolution C00/16

- (1) That the Policy be amended to include reference to (a) the practitioner as well as the scholarly nature of the Journal; (b) the fact that it is a refereed Journal; (c) the fact that it is an international Journal; (d) the Secretariat becoming the 'Business Manager' of the Journal upon appointment of the new Joint Editors (e) the Joint Editors of the Journal having a standing invitation to attend Council Meetings when the Journal is listed as an item for discussion.*
- (2) That the final draft of the new Policy be posted on the Web Site when ready.*

6.2 Appointment of Joint Editors

A recommendation from the Secretariat was tabled at the meeting.

Resolution C00/17

- (a) That Ian R Dobson and Angel J Calderon of Monash University be appointed Joint Editors of the Journal until the end of 2003 in the first instance, with an honorarium of \$500 per person per edition reviewed annually.*
- (b) That Peter Scardoni of the ATEM Secretariat be appointed Business Manager of the Journal.*
- (c) That the new Editors advise both the Editorial Board, and Taylor and Francis of their appointment*

7. Strategic Plan

Council noted that, following the May meeting, the redrafted Strategic Plan 2000-2004 is now up on the web and members had been asked for comment. No comment had been received. The Plan is discussed at each meeting of Council and will be revisited in May 2001.

8. Conference 2001

BP Jenny Coggins reported on progress with the 2001 Conference in Canberra. Council noted progress and noted that the Canberra Conference would be officially launched at 10.00 am on Wednesday 27 September.

9 Conferences 2002 and 2003

President has invited the Queensland and South Australian Branches to hold the Annual Conference in 2002 and 2003 respectively. BP Paul Abernethy gave some advance details on the Queensland Conference in 2002, which received general approval by Council.

Resolution C00/18

A draft Guideline, based on the Conference Manual, setting out the rights and obligations of Council and Branches in organising a Conference was approved subject to certain amendments, including references to AAPA, that would be drafted by the Association Secretary and the Secretariat. This Guideline is to be posted on the Web Site in the Policy section when ready.

10. Membership Campaigns

10.1 E-Commerce

The Secretariat spoke to a detailed paper on next year's membership campaign. The application of e-commerce solutions to this area had already been canvassed amongst the Executive and all Branches and unanimous approval had been expressed. The Secretariat is currently in the process of implementing these changes and Peter Scardoni gave a verbal progress report at the meeting. Council endorsed the proposals, but noted that the change to a rolling membership year required an amendment to the Constitution.

Resolution C00/19

That the following motion to amend to the Constitution be put to the Annual General Meeting on Tuesday 26 September.

Motion: that Section 3 Annual Subscription be amended by deleting the underlined words below: 3.1 (a) On admission before 1 July a member must pay the annual subscription. (b) On admission after 30 June, a member must pay half the annual subscription. (c) For each subsequent year, a member must pay the annual subscription by 1 January.

10.2 Common Annual Fee

Resolution C00/20

That there be a common annual fee for all Branches in 2001 and that it be \$AUD70 plus GST for members, and \$AUD35 plus GST for the ATEM Ghosts.

11. Association Secretary's Report

11.1 Annual Report

Council discussed the 1999 Annual Report as drafted by the Association Secretary. A suggestion was made that, from 2000 on, a table showing membership by Branch be included and it was agreed that the census date for this table be 1 September each year, and not 26 April as agreed by Council at its May meeting [C00/5(f)]. Council resolved to thank the Association Secretary for her work on this Report.

Resolution C00/21

That the Annual Report be adopted as amended and tabled at the Annual General Meeting

11.2 Report on Poll by Returning Officer

Council noted the results of the elections for one Vice-President, the Association Secretary, and one Councillor at Large, which were conducted in July by the Returning Officer, Giles Pickford. There had only been one nomination for each vacancy. The following people had been declared elected unopposed:

Vice-President: Maree Conway
Association Secretary: Margie Cole
Councillor at Large: Pat Allen.

Outgoing Councillor at Large, Liz Watson, was thanked by the President for her contribution.

12. Association Treasurer's Report

12.1 Financial Reports

The Treasurer tabled a composite report on the finances of the Council and of each Branch for the year January to December 1999; a budget to 30 August 2000; and a draft budget for 2001. Council noted that the next financial year would run from January 2000 to 30 April 2001.

Resolution C00/22

(1) That the Treasurer's Report be adopted and that the finances of the Council and of each Branch for the year January to December 1999; the budget to 30 August 2000; and the draft budget for 2001; be forwarded for adoption by the Annual General Meeting.
(2) That the change in Auditor needs to be approved in retrospect at the Annual General Meeting.

(3) That unfinancial members be e-mailed reminding them of the various advantages of membership, and that to be eligible for Grants and Awards they need to be a financial Member for two continuous years. They should be warned that their membership would be deactivated after a set time if they did not renew by a certain date. The details of deactivated members should be retained in a limbo file in case they are needed at a later stage.

(4) That the payments schedule to 30 August be approved.

(5) That Members of Council pay special attention to the need for care when booking early discounted air tickets as some unnecessary expense had occurred through cancelling or changing non-refundable fares.

(6) That the Budget Protocols as agreed at the Darwin Council Meeting in 1998 be included with the financial papers at each Council Meeting.

12.2 Finance Manual

Peter Scardoni reported on progress with the Finance Manual. Council noted that in the near future the Finance Manual would be posted on the Web Site in the Policy section. Council congratulated Peter Scardoni in the way he had carried out these important changes and suggested that he should have regular training sessions in e-commerce for Branch Treasurers, which he could give during the Annual Conference or at Branch Conferences.

13. Vice-President's Report

13.1 Grants and Awards

Council considered a report from Maree Conway on grants and awards which she had drawn up in collaboration with the two Councillors at Large and Jeremy Callaghan. It was noted that there were no Grants recommended for 2001 and that this matter was going to be listed for discussion at the Members Forum, and would be pursued through ATEM Matters later via an e-mail survey. It was also agreed that a session on 'Applying for Grants' be run at the Canberra Conference in 2001.

Resolution C00/23

That the following awards be made for 2000:

?? ATEM Honorary Fellows – Peter Karmel (Canberra Branch) and Vin Massaro (Victorian Branch)

?? ATEM Meritorious Service Award – Brian O'Connor (Western Australian Branch)

?? ATEM President's Award - Margie Cole

?? ATEM Certificates of Appreciation – Jan Gerlic and Laurence Quinlivan (Queensland Branch).

13.2 Continuing Professional Education Program

Council noted that the development of CPEP can no longer be carried by Maree Conway. In discussion, it was suggested that the Secretariat should conduct a search exercise to find out what degree and diploma courses, and other training opportunities, existed already in Australia and New Zealand, and that these programs should then be published on the Web Site. Branches were asked to provide the Secretariat with appropriate details

of courses available in their area. This could be followed by a Training Needs Analysis to establish where new offerings should be created for members.

The Secretariat was asked to report to May Council on progress.

14. Secretariat Contracts

Council noted that, with the authority of the May meeting, the Treasurer had negotiated two new contracts for both HL & R Pickford Holdings Pty Ltd and Scardoni Enterprises Ltd, and that they would come up for review in May 2002. Council complimented the Secretariat on the significant improvements that they had achieved in improving services to members, Branches, the Executive and Council.

15. New Branches

Council noted that there is nothing yet to report on Hong Kong. However, members in Fiji have resolved that they wish to be constituted as a Chapter of the New Zealand branch.

Resolution C00/24

That VP Tom Gregg work with the Secretariat on forming a Fiji Chapter of the New Zealand Branch.

16. International Affiliates

Council noted that it has been invited to nominate a delegate to attend the AUA Conference in 2001 as the ATEM representative. Bearing in mind that ATEM now has a formal agreement with AUA, it is important that the delegate be able to progress that agreement. Council agreed that attendance by a Council member would therefore be desirable. Nominees have been given free registration and accommodation, but travel expenses are not met. It noted that in the past funding has not been provided to support such travel, with the Council calling from expressions of interest from ATEM members who were travelling to the UK at the same time as the conference. After some discussion it was decided to try this approach again by canvassing Council Members in the first instance.

Furthermore, to build a new affiliation with AACROA, it is recommended that the Council Member who attends the 2001 AAUA Conference should call on AACROA and formally propose affiliation.

Council noted that VP Tom Gregg is on the board of AAUA and is attending that meeting in New Orleans in 2001.

Resolution C00/25

(1) That VP Tom Gregg be nominated to attend the AAUA Meeting in New Orleans in 2001, and that he also visit AACROA in Washington at the same time to propose formal affiliation;

(2) That expressions of interest be canvassed from Council Members who may be visiting the United Kingdom at the time of the AUA Conference in 2001.

16. Members' Forum

The paper tabled by the two Councillors at Large on the conduct of the Members' Forum, was discussed.

Resolution C00/26

(1) That the agenda for the Members Forum on 26 September be approved;

(2) That the proposal concerning the operational structure of the Members Forum be approved, subject to deletion of the words 'to inform them of some of the nuances behind Executive business and to gather feed back; also, ...'

17. Cross Sectoral Issues Group

Council considered a request from a potentially large group of new members interested in forming a special interest group in ATEM concerned with Cross Sectoral Issues.

Resolution C00/27

That the Cross Sectoral Issues Group be recognised as an Association-wide special interest group in ATEM and given assistance by the Secretariat in managing its own Chat Room and in organising a stream within the Annual Conference.

18. Policy Concerning Public Comment

Council revisited the question of policy concerning Public Comment, which was raised at the last meeting. An up-dated version of the older policy is now on the Web under the Heading 'Policy' in the side menu. The revised policy was approved subject to the addition of the words 'do so' at the end of section 1.

19. Reports From Branches

Resolution C00/28

That the reports from Branch Presidents be received.

20. Other Business

There was no other business.

21. Next Meeting

It was agreed that Council meet again on Saturday 19 May 2001, at the Wentworth Street Travelodge in Sydney.

22. Closure

The Meeting closed at 3.30 pm.

GP 3/10/00

Attachment 1

CONSOLIDATED ACTION SHEET

Council Meeting of 24 September 2000 Annual General Meeting of 26 September 2000

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

All Council Members

Airline Bookings

Take care to avoid changing flight details for discounted early bookings.

Association Secretary: Margie Cole

New Conference Guidelines

Re-draft the New Guidelines concerning Conferences for Posting on the Web. C00/18

Amendment to the Constitution

Draft amendment to the Constitution for submission to the AGM. C00/19

Association Treasurer: Richard Easter

Unfinancial Members

Implement C00/22 (3) in collaboration with the Secretariat

VP Maree Conway

ATEM Journal

Draft the new Council Policy on the Journal, taking into account issues raised in C00/16 (1)

Awards and Grants

Pursue the issues raised in item 13.1 concerning awards and grants.

VP Tom Gregg

ATEM Foundation

Implement C00/15 (b) and (d) in collaboration with the Secretariat

1999 Conference Follow Up Plan

Send electronic copies of the Plenary Session Papers to the Secretariat. C99/44.16

Fiji Chapter

Work with the Secretariat in setting up a new Chapter of the New Zealand Branch in Fiji. C00/24

AAUA and AACROA

Represent ATEM at the AAUA 2001 Conference in New Orleans and visit AACROA to formally propose affiliation. C00/25 (1)

Councillor @ Large Lorraine Perry

2000 Conference Follow Up Plan

Send electronic copies of the Plenary Sessions to the Secretariat to implement the 2000 Conference Follow Up Plan.

Councillors @ Large Lorraine Perry and Pat Allen

Members Forum

Implement the operational structure in C00/26

Jim McLauchlan

ATEM Foundation

Assist the Secretariat in implementing C00/15 (c) and (d).

Association Secretariat

Marketing Plan

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

1999 Conference Follow Up Plan

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

Resolution Register

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). C99/46

ATEM Journal

Post the new Policy on the Web when it is ready. C00/16 (2)

CPEP

Pursue the issues raised in item 13.2

Awards and Grants

Implement the agreed publicity protocols concerning the awards in C00/23

AUA

Canvass Council Members to see who will be in UK at the time of the AUA Conference.
C00/25 (2)

Cross Sectoral Issues Group

Inform Paul Abela and Leesa Wheelahan of the resolution C00/27

Public Comment

Put the Policy on Public Comment up on the Web, as amended. Item 18.
