

Association for Tertiary Education Management Inc.

Minutes of a teleconference of the Executive Committee held on 14 February 2001 at 1.00 pm Eastern Australian Summer Time

Present:

Mr Warwick Nicoll, President
Ms Maree Conway, Vice-President
Mr Tom Gregg, Vice-President
Mr Richard Easter, Association Treasurer
Ms Margie Cole, Association Secretary
Ms Lorraine Perry, Councillor at Large
Ms Pat Allen, Councillor at Large
Mr Giles Pickford, Association Secretariat
Pr Peter Scardoni, Association Secretariat

1 Apologies

There were no apologies. The Chair, on behalf of the whole of ATEM offered his condolences to Peter Scardoni on the loss of his wife Sue.

2 Minutes

The Minutes of the meeting held on 10 August 2000 were confirmed.

3 Consolidated Action Sheet

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

4 President's Report

4.1 ATEM Foundation

The Committee adopted the Constitution with the amendment in paragraph 30.1.1 replacing the word 'officer' with the word 'member'. The Secretariat was asked to post the Constitution on the web.

A draft matrix of how the Foundation would present itself was discussed. Members agreed to get e-mail feedback to the Secretariat by 2 March.

The Secretariat indicated that it would now send out consent forms to the five founding Directors and registration of the Company would then be completed.

Resolved

- (a) that the founding directors would be Warwick Nicoll, Tom Gregg, Richard Easter, Margie Cole and Jim McLauchlan, and that the Company Secretary and Public Officer would be Peter Scardoni;
- (b) that the registration of the Company in Australia be completed;
- (c) that members provide feedback on the draft matrix;
- (d) that registration in New Zealand proceed when ready.

4.2 Strategic Plan

Resolved

(a) that the plan be referred to a sub-committee comprising the President, both Vice-Presidents, the Association Secretary and the Secretariat, for appraisal and amendment so that a revision can be placed on the May Council agenda.

(b) that the date changes be approved.

4.3 Treasurer's Post

The President reported that he had received no expressions of interest in the possibility of taking over the reigns from Richard Easther. Richard Easther indicated that he would serve out his term, and expressed the hope that a nomination would be forthcoming when the elections were conducted in June.

The Association Secretary will include an item about the impending Council elections, and which positions are up for re-election this year, in order to begin generating interest.

5 2000 Conference Financial Results

The Treasurer reported that a financial summary had been received for the Melbourne Conference. The Conference proper resulted in a net profit of \$62,453.69 and the ISS Forum resulted in a surplus of \$29,157.00. There were several issues that were as yet unclear. These included the treatment of the Corporate members' registration fees of \$17,872.73, and some inconsistencies regarding the notes on the statement. Clarification had been sought and it was reported that the financial records for the conference were with the Auditor.

Since clarification was needed urgently because of its impact on the 2001 Budget, it was suggested that, in the interim, more information could be sought from Denis Stephenson of AAPP and Sue Gould as Branch President.

6 Association Treasurer's Report

6.1 2000 and 2001 Budget updates.

The Treasurer spoke to the Budget Report to 31 December 2000 with final actuals shown against approved estimates. It was noted that the sponsorship income of \$20,000 had not been achieved. However, with the exception of the cost of meetings, expenses had been held down so that the net result for the year was a deficit of \$5,125. In respect of the Budget for 2001, it was noted that the estimate for conference income might have to be varied when the clarification was obtained on the actual result achieved. (See item 5).

It was agreed that an amount of \$2,500 would be included for the Marketing Plan (item 10.4), and around \$2,000 for the Foresight Project (item 8.4).

The Treasurer also spoke to the following documents on the agenda:

- (i) Payments Schedule for 2000;
- (ii) Expenditure Cash Book details for 2000;
- (iii) A statement of fees collected by branch together with levies for 2000, GST and amounts held for branches;
- (iv) A GST summary for 2000.

It was noted that a small adjustment had to be made to table (iii) above.

6.2 Budget Principles

It was noted that the Revised Budget Principles were shown in Chapter 4 of the Finance manual.

6.3 Finance Manual

The Treasurer explained that the chart of accounts (Chapter 8) and the standard reports to be included with chapter 6 in draft Finance Manual would be added after consultation with the Branch Treasurers. He also added that it was proposed that a section on budget planning including a cross reference to conference budgeting in the Conference Manual be included. In discussion it was agreed that this be added to chapter 4 - Budget Principles.

It was also agreed that a Chapter be included on financial Delegations of Authority operating across the Association, including the authority needed to enter into Contracts; that is that only the Association President or the Association Treasurer can sign contracts on behalf of the whole Association.

It was noted Chapter 7 on GST covered Australia only. This would be expanded to cover New Zealand requirements.

Resolved

That the Finance Manual be approved in principle and that it be sent to Treasurers for comment and input.

6.4 Sponsorships

The Secretariat reported that, although there had been several encouraging meetings with Apple Computers, no sponsorship had been forthcoming. It was agreed that the Secretariat would approach Mr. John Mullarvey of the AVCC about the possibility of a partnership with Higher Education Systems.

The Secretariat was authorised to continue to negotiate a sponsorship with Odyssey Travel.

6.5 Electronic Commerce

It was reported that full electronic commerce could be established through eSec Limited, a supplier recommended by Ipera, our web site/database managers. The cost of this service would be \$500 pa and this would cover a block of 2500 credit card transactions. At the moment about 500 transactions a year are processed by ATEM and this would equate to \$1 per transaction. It was also noted that eSec Limited were not yet agents for the Commonwealth Bank, ATEM's Bankers, but were in the process of negotiating with them. In view of this it was agreed that the move to full electronic commerce be delayed at this stage.

6.6 Conference 2001 Seed Funding

The need for seed funding for the Canberra Conference was raised. The Secretariat reported that the University of Canberra was being approached, as the official host institution for the Conference, to open an account and

allow expenses to be met over the year. ATEM would guarantee that this account would be paid in full after the Conference.

Resolved

That the Treasurer and the Secretariat be authorised to negotiate with the University of Canberra on these matters, and to meet any short term deficits as they arise.

7 Association Secretary's Report

7.1 Electronic Elections

The Secretariat indicated that a mock election would be held in February or March in order to test the new systems prior to the June elections.

7.2 Revision of Conference Manual

Margie Cole reported that the Revision of the Conference Manual cannot be completed until AAPPA had agreed to the formula for the division of profits.

Resolved

- (a) that the division of profits for the 2000 Conference would have to follow the current formula, regardless of any future revision;
- (b) that Branch Presidents for Canberra, Queensland and South Australia be reminded of the need to follow the Conference Manual closely when organising the Annual Conference and liaise closely with the Association Treasurer and VP Tom Gregg about developments. AAPPA and the Canberra Branch need to be advised that the current formula for dividing profits should apply for 2001 as a year's notice would be needed for any change, as otherwise budgets are affected.

8 VP Maree Conway's Report

8.1 ATEM Awards and Grants

The Committee discussed Maree Conway's paper. It met with general approval, but with the exception of the need for printed material. In this regard it was felt that electronic messages to members was preferable, but that the URL leading directly to the application form was preferable to printing, because of the cost.

Resolved

- (a) that the plan be implemented, as amended;
- (b) that the Secretariat talk to the Canberra Branch about the format of the Awards Lunch. A stage and public address system is needed;
- (c) that the criteria for all awards, scholarships and grants be reviewed and a report presented to May Council meeting.

8.2 ATEM Journal Guidelines

Resolved

That the ATEM Journal Guidelines be approved and posted on the web under the Journal's own page in the ATEM Web Site. The page needs the addition of a feedback button and a facility for non-members to subscribe.

8.3 Contract with Carfax

Resolved

- (a) that the contract with Carfax, valid to January 2006 and signed by the Editor, be approved in retrospect;
- (b) that in future contracts with Carfax must be signed by the President or Treasurer.

8.4 Foresight

The Committee discussed Maree Conway's paper to the Melbourne Conference on the Foresight project at Swinburne, and a proposal to conduct a foresight exercise for ATEM. It was agreed that the idea would strengthen planning and development for ATEM, give it a clear understanding of the drivers affecting its future, give it a shared view of the future, and that it should be conducted.

Resolved

That Dr Joseph Voros, of the Foresight and Planning Unit of Swinburne University of Technology, be commissioned for \$1,000 to conduct a foresight program for ATEM, the first part of which will be a two hour session from 1.30 to 3.30 pm at the Council Meeting on 5 May, and that his fares be met. Peter Scardoni is to work the proposal into the budget.

8.5 Honour Roll

Resolved

That all Honorary Fellows from 1977 to 1996 on the Honour Roll be called AITEA Honorary Fellows and that from 1997 onwards they be called ATEM Honorary Fellows.

8.6 Submission to the Senate Enquiry.

Resolved

That the draft submission to the Senate Enquiry into The Capacity of Public Universities to meet Australia's Higher Education Needs, prepared by Maree Conway, Tom Gregg, Margie Cole and Pat Allen, be approved in principle; and that members e-mail any other ideas to Maree Conway by 2 March, after which the submission should be lodged.

9 VP Tom Gregg's Report

9.1 Guidelines on Chapters

Resolved

- (a) that the Guidelines for the new Fiji Chapter be adopted, subject to changing 'ATEM NZ' to 'The Executive Committee of ATEM NZ' where appropriate, and posted on the web under 'Policy'.
- (b) that these guidelines be used as a template for other Chapters, when necessary.

9.2 Fiji Chapter Progress

Tom Gregg reported that Chapter formation was progressing slowly. The President suggested that Tom contact the new Registrar of the University of the South Pacific, Walter Fraser.

9.3 AACRAO Affiliation

Tom Gregg reported that the formal affiliation agreement with AACRAO had been signed and was in the mail. Dr Sue Gould, BP Victoria, would be the ATEM Delegate at the 87th AACRAO Conference in Seattle.

10 Secretariat's Report

10.1 Membership Renewal

Resolved

That the report to Branches on Membership Renewal for 2001 be noted and endorsed.

10.2 Re-Joining Fee

Resolved

That the proposal for a re-joining fee for lapsed members be rejected.

10.3 Corporate Membership Fee

Resolved

That the Corporate Membership fee for 2001 be raised from \$750 to \$800, plus GST in Australia only.

10.4 Marketing Plan

The Committee discussed the interim report on a Marketing Plan prepared by Jan McAdam of Swinburne University. The plan was considered excellent and would help to improve our communications with client groups.

Resolved

That the project continue to be supported and provided for in the 2001 budget.

10.5 ATEM Delegate to AUA Conference

Resolved

That Alan Tilley, BP New South Wales, be appointed as the ATEM delegate to the AUA Conference in Exeter in April.

10.6 CPEP

The Secretariat reported that responses to the Questionnaire, sent out in October 2000, had been received from the Northern Territory and Tasmania. VP Maree Conway announced that she was ready to take back CPEP into her portfolio and the Committee and Secretariat applauded this development.

Resolved

That Branch Presidents be reminded of the need to complete the CPEP Questionnaire in the near future, if possible before the May Council meeting.

10.7 Co-operation with the AVCC and NZVCC on Training

The Committee agreed that once the CPEP survey was complete, it would be opportune to approach the Chairs of HR Committees in the AVCC and NZVCC, and request talks on achieving a better co-operative scheme for promoting staff training in our part of the world.

11 Members Forum

Lorraine Perry and Pat Allen reported that they would be in a position to report at the May Council meeting.

12 Next Meeting

The ATEM Council will meet at 10.00 am on Saturday 5 May at the Wentworth Street Travelodge in Darlinghurst, Sydney. Accommodation for delegates has been booked, but each delegate needs to organise their own transport, which will be refunded by the Secretariat at the meeting.

GP 18/2/01

Attachment 1

CONSOLIDATED ACTION SHEET

Council Meeting of 24 September 2000
Annual General Meeting of 26 September 2000
Executive Teleconference of 14 February 2001

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.

All Members

ATEM Foundation

Provide feedback to Secretariat on matrix. (Exec 2/01)

Senate Enquiry

Provide feedback to VP Maree Conway on text of Senate Enquiry submission. . (Exec 2/01)

President: Warwick Nicoll

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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 once negotiations with AAPPA are complete. C00/18 and (Exec 2/01)

Council Vacancies

Use 'ATEM Matters' to indicate coming vacancies such as Treasurer's post and to generate interest. (Exec 2/01)

Association Treasurer: Richard Easther

Conference 2000 Financial Statements

Through Sue Gould, BP Victoria, and Denis Stephenson, President of AAPPA, seek clarification of Conference Financial details. Information needed urgently as it affects the budget. Peter Scardoni to assist. (Exec 2/01)

Finance Manual

Include Chapter on Financial Delegations. Include budget planning and cross reference to conference budgeting. Include reference to New Zealand in GST Chapter. Seek feedback from Treasurers and then post Finance Manual on Web. (Exec 2/01)

Budget 2001

Work Marketing Plan (\$2,500) and Foresight Project (\$2,000) into the 2001 budget. (Exec 2/01)

VP Maree Conway

ATEM Grants and Awards

Implement promotional plan, as amended.

Conduct review of criteria in all scholarships grants and awards. (Exec 2/01)

CPEP

Take over the running of CPEP. Send reminder to BPs in all Branches except NT and Tasmania. (Exec 2/01)

Foresight Project

Manage the ATEM Foresight Project in collaboration with Dr Joseph Voros of Swinburne University. (Exec 2/01)

Senate Enquiry

Complete draft text, after receiving feed back, and submit to the President for signature and submission to the Australian Senate. (Exec 2/01)

VP Tom Gregg

ATEM Foundation

Complete Company Registration in New Zealand. (Exec 2/01)

Guidelines on Fiji Chapter

Revise guidelines as discussed and submit to Secretariat for posting on the web. (Exec 2/01)

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.

Association Secretariat: Giles Pickford and Peter Scardoni

Marketing Plan

Continue development of Marketing Plan and report to Executive: Contact: Jan McAdam at Swinburne University. C99/44.19 and (Exec 2/01)

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. C00/16 (2) and (Exec 2/01)

ATEM Foundation

Post the new Constitution on the Web.

Complete Company Registration in Australia. (Exec 2/01)

Strategic Plan

Convene telephone hook up of Sub Committee on Strategic Plan. (Exec 2/01)

Sponsorships

Continue to search for a Computer Company or IT Sponsor for the Web Site, including HES. *Continue negotiations with Odyssey Travel. (Exec 2/01)*

Electronic Elections

Conduct mock election in February or June. (Exec 2/01)

Conference 2001

Monitor seed funding situation with Conference 2001 and assist if necessary. (Exec 2/01)

Conference 2001 Awards Lunch

Discuss the need for changes to the Awards lunch format with the Conference 2001 Committee. (Exec 2/01)

Honour Roll

Make changes to the Honour Roll as discussed. (Exec 2/01)

AUA Delegate

Inform AUA that Allan Tilley, BP NSW, is the ATEM Delegate to the April Conference of AUA. (Exec 2/01)