

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT INC.

Unconfirmed Minutes of a meeting of the Executive Committee held on Thursday 6 September 2001 at 11.00 am Eastern Australian time

<u>PRESENT:</u>	Warwick Nicoll	President (Chair)
	Maree Conway	Vice-President and President Elect
	Greg Ellis	Vice-President Elect
	Margie Cole	Association Secretary
	Lorraine Perry	Councillor at Large
	Jan McAdam	Councillor at Large Elect
	Peter Scardoni	Association Secretariat
	Giles Pickford	Association Secretariat

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1. **Apologies and Welcome**

The President congratulated the members-elect and welcomed Greg Ellis and Jan McAdam to their first meeting. Tom Gregg, Pat Allen and Neil Voyce had apologised.

2. **Minutes of previous meeting**

The minutes of the Executive Teleconference held on February 2001 were confirmed by members during the May Council Meeting.

3. **Consolidated Action Sheet**

A copy is attached. *Italics indicate completed action.* (**Attachment 1**)

4. **President's Report**

- 4.1 **ATEM FOUNDATION:** The President reported on the ATEM Foundation formation process. Jim McLauchlan is working with the Lawyers and Peter Scardoni to arrange for tax deductibility in Australia.

This exists already in New Zealand, which is ready to make the first approaches to partners.

- 4.2 **CONFERENCE 2000 ACCOUNTS:** The Committee noted the audited financial statements for the 2000 Conference and resolved to refund the Corporate Members registration fees to Victoria at the early bird rate. The Committee queried whether the IIS Forum accounts had been audited and whether the surplus had yet been returned to Council Funds. This surplus is not to be included in the calculations for the division of the Conference surplus with AAPP. Peter Scardoni is to raise the matter with the Victorian Branch Treasurer.
- 4.3 **CONFERENCE 2001 BUDGET:** The budget for the 2001 Conference was noted. Registrations were 310 at the time of the meeting, and the break-even point was 300. Peter Scardoni is to query whether all sponsorships had been paid or whether some are still outstanding.
- 4.4 **CONFERENCES 2004-6.** AAPP has requested a longer lead-time on knowing the venue for future Conferences. If we follow the established pattern it will be Hobart 2004, Perth 2005, Sydney 2006. However, the question as to whether we follow the pattern was discussed. There was a feeling that Branches ought to be able to bid for the Conference outside the established pattern, and that travel costs ought to be considered when determining bids. It was agreed that the question should be discussed at Council.
- 4.5 **CONFERENCE GUIDELINES.** The Committee was reminded of the Guidelines adopted at the September 2000 Council Meeting. Some of them are not being met and some are ambiguous. It was agreed that the Association Secretary should tighten up the wording and that revised Guidelines be placed on Council Agenda.
- 4.6 **STRATEGIC PLAN.** The redraft of the Strategic Plan and suggested amendments from the Victorian Branch and from the Secretariat were discussed. It was agreed to change 'primary ' to 'significant' in the Vision Statement, and to include the Secretariat as a provider of core services together with the Branches in the Operational Guidelines and Strategic Themes.
- 4.7 **DINNER WITH THE AVCC.** A copy of a letter from the President to the Executive Director of the AVCC was noted. Greg Ellis is to make enquiries as to the members of the AVCC delegation and report back to the Secretariat. It was agreed that Maree Conway would lead the discussion on CPEP and that an early copy of CPEP be provided to the AVCC prior to the dinner. The dinner will be at 7.00 pm on Tuesday 9 October 2001 at ANU.

5 Association Treasurer's Report

- 5.1 **BUDGET 2001 and 2002** The Committee discussed Budget up-dates in the context of what it actually costs to service a member and what it costs to provide a Corporate Member with the benefits that they incur. The former figure costs \$70 to the Secretariat alone and the latter \$1,100 on the basis that the Conference Registration Fee is \$600. Three scenarios were presented on the basis of differing split-ups of the Corporate Members' fee between Branches and Council Funds. The Committee favoured scenario 3, which returns \$200 per corporate member to the Branches. Peter Scardoni and the Association Treasurer were requested to give consideration to making a case for an increase in members fees and Corporate Members fees based on rises in the CPI and average weekly earnings since the last fee increase, using scenario 3 as a basis.

It was also agreed to review the free registration for Corporate Members so that it reads 'up to \$600 towards Conference Registration' rather than 'free registration', because fees are set at the AGM, long before the actual registration fee is known. This makes it impossible to budget accurately.

The Committee noted a table showing the membership censuses of September 2000, April 2001 and September 2001. Membership has not grown over the period, while around 400 unfinancial members had been deleted from the database. The Secretariat suggested that with the advent of Jan McAdam's marketing plan, ATEM membership should enter a growth phase in 2002.

- 5.2 **FINANCE MANUAL.** The Committee noted that the final draft of the Finance Manual is up on the web under the heading 'ATEM Policy'. The draft had been drafted in consultation with the Branch Treasurers. It was agreed to put the draft to Council for approval.

6 Association Secretary's Report

- 6.1 **2001 ELECTION RESULTS.** The Committee noted a copy of the Returning Officer's Report which had been published in *ATEM Matters* August Edition.
- 6.2 **REVISION OF CONFERENCE MANUAL AND PROFIT SHARING ARRANGEMENTS.** The Committee noted that the revised Conference Manual is up on the web under the heading 'Annual Conference' in the side menu. The changes made to involve AAPP in the Conference Manual were approved.

There was a discussion on the question of the formula for sharing profits and losses between ATEM and AAPP. Various points for and against the idea of a 50-50 split of Conference surpluses were discussed. Finally it was decided to consider further a compromise along the lines that the surplus be split 50-50 for the first 300 of overall conference attendees, and that, above that, the old formula be used to calculate the division of the surplus. This recognises the major contribution that AAPP makes to the Conference, but also recognises the larger numbers of attendees that come to the Conference from ATEM. It was thought that the compromise should be discussed at a joint meeting of ATEM and AAPP representatives if the idea did not receive endorsement from AAPP prior to the meeting. Peter Scardoni is to produce some tables showing how the surplus from the 2000 Conference would have been distributed under this formula.

7 VP Maree Conway's Report

- 7.1 **ATEM AWARDS AND GRANTS.** Recommendations were received for the award of the Study Grant, the Peter Karmel Overseas Travel Grant and the ATEM Honorary Fellowship. There were no applicants for the Research Grant. The Committee agreed to the recommendations, and decided that the Awards Presentation would be held after the Annual General Meeting.
- 7.2 **ATEM JOURNAL.** The Committee considered a request from the Joint Editors that they be given registration-free participation at the Annual Conference. The Committee agreed that it was appropriate for these expenses to be charged to the Journal budget.
- 7.2 **FORESIGHT.** The Committee discussed how to follow up on the Foresight exercise conducted at the May Council meeting. Maree Conway is to prepare some recommendations for Council.
- 7.4 **CPEP.** The CPEP project will be the main item for discussion with the AVCC at a dinner on Tuesday 9 October. The draft paper was approved.

8 VP Tom Gregg's Report

- 8.1 **FIJI.** The Committee noted that there is nothing yet to report from Fiji.
- 8.2 **AUA.** The Committee noted Tom Gregg's report on the July Conference at New Orleans. It was agreed that the Secretariat should forward the Conference Manual to AAUA for their information.

9 Secretariat's Report

- 9.1 **CONFERENCE REGISTRATION FOR BRANCH PRESIDENTS.**
There has been some controversy over the way policy has been interpreted in the matter of the 'free' registration for the Corporate Member's nominees. It was agreed that the Secretariat's interpretation of this policy should remain undisturbed for 2001, but that the Association Secretary tighten up the wording of the guidelines in the Conference Manual, and in the policy on Corporate Members, for consideration by Council.
- 9.2 **IIR CONFERENCE ENDORSEMENT:** The Committee noted the Secretariat's explanation of what had gone wrong with this strategic partnership. It was agreed to recommend to Council that a formal written agreement be entered into with IIR and that they be placed in the 'External Links' section of the web site.

10 Other Business

There was no other business.

11 Next Meetings

Council meets at 10.00 am on Sunday 7 October in The Drawing Room, University House, ANU.

The ATEM Foundation Board meets at 2.00 pm on Saturday 6 October at 25 McCaughey St, Turner ACT

The Members Forum will be held at 8.45 am on Wednesday 10 October in the Menzies Theatre, National Convention Centre.

The ATEM AGM will be held at 9.50 am on Wednesday 10 October in the Menzies Theatre, National Convention Centre.

GP 10/9/01

Executive Teleconference September 2001 - Attachment 1

Item 3 Consolidated Action Sheet

Council Meeting of 5 May 2001 Executive Teleconference of 6 September 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 Council Members

Book before 6 August to get the cheapest fare. Take care to avoid changing flight details for discounted early bookings.

Association Secretary: Margie Cole

Conference Manual and Council Guidelines on Conferences

Re-draft the Conference Manual and the New Guidelines concerning Conferences for posting on the Web once negotiations with AAPPA are complete. C00/18 and (Exec 2/01). Complete except for Formula. Compromise on Formula proposed at Executive Committee 6/9/01, Item 6.2.

Association Treasurer with Peter Scardoni

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)

IIS Forum: Conference 2000

Query with Treasurer of Victorian Branch whether IIS Forum Accounts have been audited and seek for the surplus from the Forum to be returned to Council Funds. (Exec 9/01)

Conference 2001

Query with Treasurer of Canberra Branch whether all sponsors have paid or whether some are outstanding. (Exec 9/01)

Budget 2001 and 2002

Consider making a case for a fee rise for members and corporate members based on CPI and average weekly earnings; to be considered at Council. (Exec 9/01)

Review the amount of the free registration for Corporate Members so that it is a set amount. (Exec 9/01)

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)

Prepare a paper for Council on using the Foresight method to assist ATEM with forward planning. (Exec 9/01)

Prepare final paper on CPEP for Presentation to AVCC at the Dinner on 9 October and send copy to Secretariat. (Exec 9/01)

Strategic Directions Document

Re-word some sections of the document and place on web site prior to Council. (Exec 9/01)

ATEM Awards and Grants

Prepare a paper for Council on the 2001 Awards and Grants. (Exec 9/01).

VP Greg Ellis

Dinner with AVCC

Establish members of AVCC delegation to dine with ATEM delegation at 7.00 pm on Tuesday 9 October at University House, and report to ATEM Secretariat. (Exec 9/01)

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)

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: Consultant: Jan McAdam at Swinburne University. C99/44.19 and (Exec 2/01)

Sponsorships

Continue to search for a Computer Company or IT Sponsor for the Web Site, including Silverscope and HES.

Conference 2001 Awards Lunch

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

Future Conferences

Put on Council Agenda the question of dates for future conferences through to 2006 and whether the established pattern should be followed. (Exec 9/01)

AAUA

Send AAUA a copy of the Conference Manual for their information. (Exec 9/01)

Corporate Members Policy

Re-draft the Corporate Members Policy with Maree Conway and Margie Cole, for consideration by Council. (Exec 9/01)

IIR Strategic Alliance

Draft recommendation to Council that we form a strategic alliance with IIR Conferences and place them on the ATEM Web Site under 'Professional Links'. (Exec 9/01)