

# **Association for Tertiary Education Management Inc.**

ABN 72 682 233 729

## **Executive Committee Minutes**

Minutes of the Executive Teleconference held on Wednesday 24 July 2002 at the following times:

1.30 to 3.00 pm New Zealand Time  
11.30 am to 1.00 pm Eastern Australian Time  
9.30 am to 11.00 am Western Australian Time

### **Present:**

Maree Conway	President (Chair)
Tom Gregg	Vice-President
Margie Cole	Association Secretary
Neil Voyce	Association Treasurer
Jan McAdam	Councillor at Large
Pat Allen	Councillor at Large
Peter Scardoni	Association Secretariat
Giles Pickford	Association Secretariat

### **In Attendance for Items 3.2 and 5.2:**

Paul Abernethy	Queensland Branch President
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## **1 Apologies**

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VP Elect Chris Jeffery

## **2 Minutes and Starred Items**

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(a) The minutes of the Council meeting held on 4 May 2002 were noted

(b) The minutes of the Executive Teleconference held on 21 February 2002 were confirmed at the May Council Meeting.

### **2.1 Moving of Starred Items**

The President moved the starred items which were adopted.

## **3 Business Arising from the Executive Committee Minutes Not in Item 4**

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### **3.1 Quarterly Reconciliations**

The Executive Committee noted that the reconciliations requested by Council were included in item 4.2.

### **3.2 Members Forum**

Paul Abernethy reported that registration for the Forum was 71 and no doubt would be more as people registered. There are 39 registered for the AAPPB Breakfast to date.

The Committee agreed that Pat Allen, Jan McAdam and Hilary Langford should discuss how the meeting would be run.

The Secretariat will prepare a paper on it for inclusion in the Conference satchels when the informational from Pat and Jan is to hand.

**ACTION Pat Allen and Jan McAdam**

### **3.3 ATEM Office Accommodation**

The Secretariat reported that negotiations are going well and a decision should be made late in the year, or early next year.

### **3.4 Review of Awards and Grants Policy**

The President reported that there had been one application so far for the Peter Karmel International Travelling Fellowship, and that ATEM's second Honorary Fellowship had been awarded to Professor Don McNicol, Vice-Chancellor of the University of Tasmania and would be given to him at a ceremony on 26 July in Hobart.

The Committee was reminded that, in the Executive Committee targets, the ATEM Awards were due for review this year. The President will circulate the targets to members, and send reminders to Branches about getting nominations in for the ATEM Awards.

**ACTION Maree Conway**

## **4 Business Arising from Council Minutes**

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### **4.1 ATEM's Future**

The President reported that her detailed summary of the discussion and decisions of the May Meeting was nearing completion.

It was agreed that the paper should be circulated to members for an e-mail discussion and then sent to Branches so that they could form a view on the proposals by the September Council Meeting.

**ACTION Maree Conway**

## 4.2 Financial Report

The Committee noted the reconciliations of the ATEM Council and Branch accounts, and the amounts owing to Branches and agreed they were satisfactory.

The projected deficit in the 2001-2002 Budget Report could not be finalised until the proceeds from the Canberra 2001 Conference were to hand. The surplus in the Canberra Branch was around \$70,000 and the usual split between Council and Branch was 50/50 after deduction of the AAPPA portion. The Treasurer was asked to contact the Canberra Branch and reach closure on this matter

### **ACTION Neil Voyce**

The question of the deficit as projected in 2002-2003 was also discussed. Also the question of the timing of the levy increase, in line with the CPI increase of 2.94%, needs to be discussed. Because making the decision in September is too late as this traditional date is now in the middle of the ATEM Financial Year.

The Committee agreed that the President, Treasurer and ATEM Secretariat should meet to develop recommendations about the levy and various budget scenarios, including a revision of the 1998 Budget Principles, which could be put to Council at the September meeting.

Peter Scardoni was congratulated for his work on the finances of ATEM.

### **ACTION Neil Voyce**

## 4.3 ATEM Foundation

The Committee noted the following memberships of the two Foundation Boards:

<u>Australia (5 positions)</u>	<u>New Zealand (4 positions)</u>
Warwick Nicoll (Chair)	Warwick Nicoll
Tom Gregg	Tom Gregg
Maree Conway	Ginny Ferguson
Margie Cole	One vacancy
Jim McLauchlan	

The Committee considered the suggestion that the NZ Branch President, who was a trustee of the NZ Foundation should be added to the Australian Board. One possibility for the vacant position on the New Zealand board was to have the ATEM President appointed to fill it. This is a matter for the New Zealand Board to determine

It was noted that the maximum of five ATEM appointed positions on the Australian Board had been filled, and that there was good cross representation on both boards. It was agreed, however, that communication to Branches about the Foundation's activities could be improved.

It was agreed that:

(i) the NZ Board should consider the option of including the ATEM President as the fourth member of its Board to strengthen cross-representation; and

(ii) ATEM Matters should include a regular column on activities of the Foundation.

**ACTION Tom Gregg and Margie Cole**

#### **\*4.4 Professional Development Framework (PDF)**

The Committee noted that Council had resolved C02/2

That the proposed working party on the PDF should comprise:

ATEM President or nominee (Chair)

Another member of the ATEM Council (yet to be appointed)

2 nominees from the AVCC

2 nominees of ANTA

1 nominee of TAFE Directors Australia

1 nominee of DEST

and that it be made clear from the start that ATEM is to maintain operational control.

The Committee noted that meetings with DEST, the AVCC and ANTA should be held on 9 August and the President would report to members after those meetings.

**ACTION Maree Conway**

#### **4.5 Marketing Campaign**

C@L Jan McAdam reported on implementation of the program. The Brochures, Posters and Business Cards had all been distributed to Branches and the new web design was 80% complete and should be running live in around a fortnight. The web address for the partly completed site is:

[www.evolution7.com.au/clients/atem](http://www.evolution7.com.au/clients/atem)

Some issues regarding the hosting of the web site remained unresolved, but the aim was that it should be moved to Melbourne and FTP protocols introduced so that the Secretariat could up-date the pages.

The Committee congratulated Jan McAdam on this major step forward which had been achieved with a minimum impact on the day to day work of the Secretariat.

**ACTION Jan McAdam**

#### **4.6 International Affiliations**

The Committee noted this update on our reciprocal arrangements with international affiliates:

- AUA (April 8-10, Southampton) delegate Steve Pelham, Purchasing Manager, ECU. Alison Johns of AUA will attend ATEM Conference.
- AAUA (June 20-23, Boston Massachusetts) ATEM delegate to be VP Tom Gregg. AAUA delegate Margaret Andrew will attend ATEM Conference.
- ACCRAO (April 14 -17, 2002 in Minneapolis, Minnesota) delegate Bruce MacCallum, Head of Admissions, QUT. AACRAO delegate yet to be appointed.
- VP Tom Gregg has proposed a new affiliation with the Society for College and University Planning (SCUP) but we have not yet heard back from them.

The Committee decided that ATEM needs a protocol on all affiliations both international and regional, with AUQF, AAIR, HERDSA, the Technology Network (NSW) and other single issue organisations being possible within our region. It was agreed that VP Tom Gregg should prepare a draft statement for consideration at a future meeting.

### **ACTION Tom Gregg**

#### **\*4.7 Revision of Organisational Plan and Web Guide for New Office Bearers**

The Committee noted that Council had resolved C02/5

That the Organisational Plan be approved subject to addition of a provision that the Association Treasurer must be a member of an Australian or New Zealand accounting body.

The Committee noted that the Secretariat has amended the document and it is on the web. An outline of the new 'Web Guide for New Office Bearers' was noted and approved.

### **ACTION ATEM Secretariat**

#### **\*4.8 Elections**

The Committee noted the declaration of the Poll for the 2002 Council Elections, and agreed that the vacancy for a Councillor at Large would be filled by a vote on the floor of the AGM.

#### **\*4.9 Secretariat Contracts**

The Committee noted that the Secretariat Contracts had been signed by all parties and were in force until May 2004.

## **5 ATEM Conferences**

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### **5.1 Report and Accounts from the 2001 Conference**

The Committee noted that Council had resolved C02/6

(a) That the recommendations be forwarded to the Association Secretary for inclusion in the Conference Manual where appropriate.

(b) That current and future Conference Chairs meet routinely at each Conference to ensure continuity between conferences. The responsible Vice-President (TG) should convene this meeting (and also the meeting referred to in item 5.3 below) at the Conference.

The Committee noted that extensive re-writing is needed because of the changes brought on by the AAPPAs issues. Association Secretary Margie Cole and VP Tom Gregg would do the re-write when the nature of the ATEM/AAPPAs relationship was clearer.

**ACTION Tom Gregg and Margie Cole**

### **\*5.2 2002 ATEM/AAPPAs Conference**

BP Paul Abernethy gave a comprehensive up-date on all aspects of the 2002 Conference. He and his team were congratulated on planning and implementation which is well advanced and looking very promising.

### **5.3 Conference Sponsorships 2003-2004**

Council agreed at its May meeting that an ATEM Conference Sponsorship Working Group consisting of:

Tom Gregg (Chair)  
Ion Wallace (BP South Australia)  
Richard Easter (BP Tasmania)  
Sue Gould  
ATEM Secretariat

be appointed to develop a protocol for conference sponsorship and to ensure that arrangements are put in place to attract sponsorship for the 2003 and 2004 ATEM conferences.

Tom Gregg is to convene this group at the Brisbane Conference, in conjunction with the group referred to in item 5.1 above.

**ACTION Tom Gregg**

### **\*6 Business Referred by Branches**

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It was noted that the Secretariat had circulated Branch Presidents seeking items for discussion, but none had been received.

## **\*7 The Journal of Higher Education Policy and Management**

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The President announced that she and the Editor had been approached by Taylor and Francis concerning a possible expanded circulation of the AUA Journal 'Perspectives' to include ATEM Members.

A suggestion was made that a reciprocal distribution of the ATEM Journal to AUA members might also be negotiated.

The President will report on further development of this idea to a future meeting.

**ACTION Maree Conway**

## **8 AACRAO**

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The Committee noted AACRAO's next Conference will be held from 6 to 9 April 2003 in Washington DC. AACRAO is asking ATEM to nominate a senior person who can give a paper there.

It was agreed that the Secretariat should call for expressions of interest from the Student Administration Chat Room.

**ACTION ATEM Secretariat**

## **9 Other Business**

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### **9.1 Higher Education at the Cross Roads**

The Committee noted the text of the submission

### **9.2 Technology Network**

Peter Scardoni reported on his meeting with this group of Technical Officers who are considering some sort of alliance with ATEM. The President offered to call on them when she is in Sydney in the near future.

**ACTION Peter Scardoni**

### **9.3 E-Commerce Workshop**

Peter Scardoni reported on his attendance at the HES organised E-Commerce Workshop. He said he had learnt a lot and made some useful contacts. He said that HES were interested in forming some sort of alliance with ATEM and that they would call on the President during her visit to Canberra on 9 August.

**ACTION Peter Scardoni**

## **9.4 Secretariat's Expenses Attending Conferences**

The President flagged the need to provide for the registration and accommodation expenses for the Secretariat when they attended ATEM Conferences. It was agreed that such a provision should be made in future budgets for the ATEM meetings in May and September, and that Branches be invited to waive Registration fees and provide accommodation when needed for Branch Conferences.

**ACTION Neil Voyce**

## **9.5 Visit to AUA in Manchester**

The President reported on her visit to the AUA Offices in Manchester and the accreditation of their award by the Open University in the UK. She said it would provide ATEM with useful leads in negotiating its own PDF.

## **10 Next Meetings**

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### **SATURDAY 28 September**

2.30 pm : ATEM Executive Meeting in Room U214 at the Queensland University of Technology.

4.00 pm: The 1<sup>st</sup> Annual General Meeting of the ATEM Foundation Board in the same venue

### **SUNDAY 29 September**

9.00 am to 4.00 pm: ATEM Council will meet in Room U214 at the Queensland University of Technology.

### **MONDAY 30 September**

2.00 pm – 2.45 pm ATEM AGM. Venue not known yet.

### **TUESDAY 1 October**

10.30 am Meeting with AAPPA. Venue not known yet

1.00 pm until late ATEM Ghosts Annual Lunch at the Green Papaya Restaurant

### **WEDNESDAY 2 October**

7.30 am – 8.45 am ATEM Members Forum. Venue not known yet

**ACTION All Members of Council and the ATEM Foundation Board. Please put the above dates, times and venues in your diaries.**

*GP 26/7/02*

### **Distribution**

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Maree Conway, President

Tom Gregg, Vice-President

Chris Jeffery, Vice President

Neil Voyce, Association Treasurer

Margie Cole, Association Secretary  
Pat Allen, Councillor at Large  
Jan McAdam, Councillor at Large  
All Branch Presidents  
Giles Pickford and Peter Scardoni, Association Secretariat