

# Association for Tertiary Education Management Inc.

ABN 72 682 233 729

## UNCONFIRMED COUNCIL MINUTES

Minutes of a meeting of the ATEM Council at held 9.00 am on Sunday, 29 September 2002 in Room U214, Queensland University of Technology, Gardens Point Campus, Brisbane.

### ATTENDANCE

#### *Executive:*

Maree Conway, President  
Tom Gregg, Vice-President  
Neil Voyce, Association Treasurer  
Margie Cole, Association Secretary  
Pat Allen, Councillor at Large  
Jan McAdam, Councillor at Large

#### *Branch Presidents:*

Viv Topham, Northern Territory (vice Bob Whalan)  
Chris Jeffery, Western Australia  
Gerard Toohey, Victoria  
Ginny Ferguson, New Zealand  
Ion Wallace, South Australia  
Michael Werts, Canberra  
Paul Abernethy, Queensland  
Richard Easter, Tasmania

#### *In Attendance:*

Giles Pickford and Peter Scardoni, Association Secretariat  
Ian Dobson, Joint Editor of the Journal for item 10.

### **1 Welcome and Apologies**

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The Chair welcomed new members BP Gerard Toohey (Vic) and BP Michael Werts (Canberra) and returning member BP Richard Easter (Tas).

Apologies were received from BP Alan Tilley (NSW) and BP Bob Whalan (NT) who was represented by Viv Topham

### **2 Minutes**

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The Minutes of the Council meeting held on 3 May 2002 were confirmed.

The Minutes of an Executive Committee Teleconference held on 24 July 2002 had been confirmed at a meeting of the Executive Committee held the previous day.

### **3 Business Arising from the Minutes**

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Council noted that Business Arising is all included in items below.

## **4 ATEM's Future**

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A report prepared by the Executive Committee on implementation of decisions about ATEM's future taken at the May 2003 meeting was discussed. Council was reminded that the decision at that meeting was to continue ATEM's development as a professional association.

The report received general assent, with the following matters being highlighted:

- Item 3: The Executive Committee needs to give some consideration to defining how ATEM will use the term 'professional'.
- Item 4.2.1: The need to target academic managers such as Deans and Directors will require "peak events" with high level speakers to be held.
- Item 4.2.2: The need for the role of Institutional Coordinator was agreed, but the exact nature of the role needs further development to ensure it was not an onerous task. It was agreed that the draft role statement prepared by C@L McAdam be referred to the Membership Group for consideration and finalisation.
- Item 4.2.2: The need to be flexible in how institutional coordinators were appointed was highlighted; for example in the New Zealand Branch it may be more feasible to have regional rather than institutional coordinators.
- Item 4.2.2: Institutional coordinators need to be cautious about 'speaking for ATEM'.
- Item 4.2.4: There is a need to address the perceived low level of support from senior managers for ATEM's activities. It was agreed to request time at appropriate AVCC events to raise such issues for consideration
- Item 4.2.5: Use of the Job Vacancies page was low among Corporate Members. It was agreed that a targeted direct mailing need to be undertaken to alert HR Directors of the benefits of this service.
- Item 4.3.2: The ATEM Web Site needs one page on PD Programs which integrates all programs into an international calendar of events, and has a search facility to make finding topics easier.
- Item 4.5: the role of the Vice-President charged with oversight of Conferences needs to be reviewed.

### **RESOLVED C02/10**

4.1 That items 4.2.2, 4.2.3 and 4.2.6 be referred to the Membership Group for report.

4.2 That item 4.2.4 be referred to the President and Secretariat.

4.3 That item 4.3.2 be referred to C@L Jan McAdam.

4.4 That Item 4.5 be referred to the Executive Committee.

4.5 That the two working parties (Membership Group and Conference Sponsorship Group) meet before the end of the year to plan their work.

4.6 That the Executive Committee consider definitions, the structure of ATEM and resource models which would include reviewing the existing budget principles and report to the May meeting of Council in 2003.

## **5 Annual Report and Financial Statements**

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### **RESOLVED C02/11**

That the Annual Report for the year ending 30 April 2002 be approved.

## **6 Financial Statements**

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In relation to the qualified opinion in paragraph (b) of the Auditor's Report, Council satisfied itself that the acceptances of the reconciliations by all Branch Treasurers had been e-mailed, or mailed, to the ATEM Secretariat, but that in future signed copies would be required.

Council then examined all aspects of ATEM's finances and budgeting and resolved as follows:

### **RESOLVED C02/12**

- 6.1. That the Budget Principles accepted in September 1998 be amended to include
  - (a) reference to Corporate Membership
  - (b) reference to allocation of the Conference surplus
  - (c) review of the provision for a rolling triennial budget
  - (d) division of the budget into operational areas and strategic programs
  - (e) inclusion of a membership target on which the budget can be based.
- 6.2. That the Executive Committee review the 2003 budget at its next meeting and ensure that the true costs of all activities are specified for each line item..
- 6.3. That the Executive Committee draw up a three-year business plan for the Association.
- 6.4. That the decisions on the annual membership and corporate membership fees, and the quantum to be returned to Branches, be moved to the agenda of the May meeting of Council; to bring it into line with the new financial year.
- 6.5. That the payments schedule to 30 April 2002 be accepted.
- 6.6. That the Financial Statements for the year to 30 April 2002 be accepted.
- 6.7. That the membership fee structure, as from the date of the 2002 Annual General meeting, be as follows:
  - (a) For members \$110 in Australia and \$128 in New Zealand, plus GST in Australia only: with the quantum returned to Branches being \$25
  - (b) For Corporate Members \$850 with 100% of fees being retained by Council. Branches incurring expenses in the Corporate Membership campaign are to be refunded from Council funds.
  - (c) That the Conference Registration subsidy be 50% for one nominated Corporate member:
  - (d) For the ATEM Ghosts \$55 plus GST in Australia only.
- 6.8. That approval be given for the Executive Committee to authorise the ATEM Secretariat to approach Branches for loans when deemed necessary to meet cash flow requirements. The Executive Committee members present agreed that the ATEM Secretariat should immediately approach Branches for a loan of \$25,000 for a period of 12 months at an interest rate to be agreed.

Council noted that the above resolution would be reported to the Annual General Meeting for information.

## **7 Business Referred by the Executive Teleconference**

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### **7.1 Professional Development Framework (PDF)**

The President reported that the meetings about the PDF with DEST, AVCC, NZVCC and NZ Ministry of Education had gone very well, with all organisations showing a positive

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interest in ATEM's proposals. It was noted that the AVCC was interested in developing the PDF with ATEM. Council agreed that a Steering Group – the Professional Development Committee – should be established to oversee the further development of the PDF.

### **RESOLVED C02/13**

That the terms of reference and the membership of the Professional Development Committee was referred to the Executive Committee for report.

## **7.2 Marketing Campaign**

### **7.2.1 Membership and Corporate Membership Campaigns**

Council reviewed the membership statistics and the renewal process.

### **RESOLVED C02/14**

7.2.1.1 That in future unfinancial members should only be given three months grace to renew membership, after which their passwords should be deleted. In this way they could still be reached by e-mail, but they would not have access to the Members Only part of the web site, nor access to the Journal.

7.2.1.2 That in future all renewing members should be sent a hard copy GST Tax Invoice with the invitation to renew a month prior to the renewal date.

7.2.1.3 That the rolling membership year be retained.

### **7.2.2 Membership Brochure and Poster**

Council discussed the new Membership Brochure and Poster, produced by C@L Jan McAdam.

### **RESOLVED C02/15**

7.2.2.1 That the now clearly expressed 'ATEM Brand' be extended to Stationery, Awards Certificates, and a power point presentation about ATEM. A new letterhead should be sent as an electronic template to all Branches, with space provided for the branch contact details. A return-address sticker template should also be provided for envelopes.

### **7.3.3 ATEM Web Site**

The new web site was discussed with enthusiasm.

### **RESOLVED C02/16**

That C@L Jan McAdam be congratulated for the excellent way that the Marketing Campaign was progressing. **Carried with acclamation.**

#### **7.4 International Affiliations**

A paper from VP Tom Gregg was discussed,

#### **RESOLVED C02/17**

7.4.1 That VP Tom Gregg work with the President and Secretariat to review these international affiliations and make a formal recommendation to the Executive on both the form of the affiliations and the usefulness of those we currently have.

7.4.2 That the same group carry out further research into organisations that may be similar to ATEM in the USA, Europe, and Asia/South East Asia to identify other such professional associations that could be contacted with a view to future affiliations.

7.4.3 That the Executive Committee look at ATEM's relationships with other tertiary associations within Australia and New Zealand with a view to gaining strength from having smaller, discipline or sector based organisations approached to see if they would come under the broad umbrella of ATEM in some way, and combine their annual conferences with that of ATEM. A united front such as suggested here would provide for greater political influence, and raise the combined profile of all organisations that seek to assist those who work in administration and management in the tertiary education (higher education) sectors in Australasia.

#### **7.5 Web Guide for New Office Bearers**

A paper proposing a web page for new Office Bearers was approved.

#### **7.6 Elections**

The Returning Officer reported on the Results of the 2002 Executive elections. Council noted that the report would be part of the proceedings of the Annual General Meeting.

### **8 ATEM Conferences**

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#### **8.1 2002 ATEM/AAPPA Conference**

BP Paul Abernethy reported on the Annual Conference in general and noted that it would include 530 participants.

#### **RESOLVED C02/18**

To congratulate the Queensland ATEM and AAPPA Branches on their organisation of such an outstanding event.

#### **8.2 Conference Partnership between ATEM and AAPPA**

The President reported that meeting with AAPPA representatives would be held on Monday afternoon. Members would be kept informed of outcomes.

#### **8.3 2003 ATEM Conference 28 September to 1 October**

BP Ion Wallace will report on the organisation of the 2003 Annual Conference.

#### **RESOLVED C02/19**

That the South Australian Branch be congratulated on the progress achieved towards the 2003 event.

#### **8.4 2004-2006 Conferences**

Council noted the impending Conferences in Launceston 2004, Perth 2005, and Sydney 2006. The latter being ATEM's 30<sup>th</sup> Anniversary.

#### **RESOLVED C02/20**

That in accordance with the formula the 2007 and 2008 Conferences be held in Darwin and New Zealand respectively. Council noted that the President would write to each Branch to seek formal acceptance to host the Conference.

That the Executive Committee consider appropriate celebrations for ATEM's 30<sup>th</sup> anniversary.

### **9 Business Referred by Branches**

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#### **9.1 Branch Reports**

Council noted that the Branch Reports on Professional Development are incorporated in the Annual Report.

### **10 The Journal of Higher Education Policy and Management**

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Joint Editor Ian Dobson attended the meeting for this item and to presented his report.

#### **RESOLVED C02/21**

That the report be received and the Joint Editors be congratulated for the excellence of ATEM's internationally circulated refereed Journal.

### **11 New Business**

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#### **11.1 ATEM Foundation**

A report from the Board of Directors of the ATEM Foundation Ltd, held on Saturday 28 September at 4.00 pm, were tabled.

#### **RESOLVED C02/22**

11.1.1 That Council constitute itself as an Annual General Meeting of the Members of the Association for Tertiary Education Management Foundation Pty Ltd

11.1.2 That as tax deductibility is an issue, in Australia only, for individuals and not for corporations, the matter be deferred for the time being.

11.1.3 That it is noted that negotiations were currently well advanced in New Zealand with a Telecommunications Company; and that approaches had been made or were about to be made to a Bank, a Software Company and a Computer Company.

11.1.4 That in Australia approaches had been made to a Personnel Company, an Office Supplies Company, a Catering Company and a Facilities Management Company.

11.1.5 There is a disparity between the objectives of the Australian Company and the New Zealand Trust. The wording of the New Zealand Trust's objectives is favoured as being clearer. The wording of the Australian Company does not make a clear enough distinction between the

objectives of ATEM and the objectives of the Foundation. The Board of Directors is invited to recommend suitable amendments to the Australian Constitution.

11.1.6 That although the Foundation has a dossier on the deliverables that ATEM can offer its Foundation Partners, more work should be done on drawing up protocols on issues such as exclusivity, possible conflicts of interest between the Foundation and ATEM Branches, and privacy. Also:

(a) The Foundation needs a business plan

(b) The Foundation needs a timeline setting out deadlines and a program of activities

(c) The Foundation needs to review its structure in order to get better coordination of approaches to Partners.

11.1.7 That the Foundation and the Trust open Cheque Accounts with the National Australia Bank and the Bank of New Zealand respectively and \$1,000 be deposited in each account, the amounts being refundable to the ATEM Council and ATEM New Zealand at a later date. The signatories should be the Company Secretary and any two Directors of the Foundation.

11.1.8 That Council approve in principle that ATEM could offer PD Courses overseas if invited, and that part of the proceeds should be invested in the Foundation endowment.

11.1.9 That Council note that no disbursements have been made to Directors since Council's last meeting.

11.1.10 That Keith France be appointed Honorary Auditor.

11.1.11 That the unaudited statement of accounts for the Foundation be received and that Council resolve that any amounts owing to Council by the Foundation are not recoverable until such time as the Foundation has funds of its own, at which point Council can resolve to recover the amounts owing either to itself or to ATEM New Zealand.

11.1.12 That Steve Murby be appointed to the Board of Directors.

## **11.2 ATEM Patron**

Council noted that Professor Gale has indicated that she will not be available to be re-appointed as Patron, and will conclude her term at the conclusion of the Annual Conference. Council recorded its appreciation of Professor Gale's support for ATEM and for her sustained contribution to its activities during her term of office.

### **RESOLVED C02/23**

That the Executive Committee report on the appointment of ATEM's 3<sup>rd</sup> Patron.

### **11.3 ATEM Awards and Grants**

#### **11.3.1 Grants and Awards for 2003**

The President, as Chair of the Awards Committee, reported on the 2002 Awards and Grants.

#### **RESOLVED C02/24**

11.3.1.1 That the following grants be approved for 2003:

Peter Karmel International Travel Grant	Bruce Knox (New Zealand)
Study Scholarship	Maddy McMaster (Victoria)

11.3.1.2 That, subject to budgetary constraints, the Peter Karmel International Travel Grant be increased to \$7,500 and the Study Scholarship be increased to \$1,500 for the 2004 grant round.

11.3.1.3 That the following awards be noted:

ATEM Honorary Fellow	Don McNicol (Tasmania)
President's Award	Paul Abernethy (Queensland)

#### **11.3.3 Review of ATEM Awards**

Council noted a review of the criteria for the President's Award, the Meritorious Service Award and the Certificate of Appreciation.

#### **RESOLVED C02/25**

That the amended criteria be approved.

#### **11.3.4 Report on Peter Karmel International Travel Grant: Dr Raj Sharma**

Council received the report from Dr Raj Sharma on expenditure of funds for the 2002 Peter Karmel International Travel Grant.

### **11.4 Result of Members Survey**

C@L Jan McAdam presented a paper on the results of the 2002 Members Survey and that it would be presented to the Members Forum Breakfast.

#### **RESOLVED C02/26**

That Jan McAdam be congratulated on the Survey and that it be replicated on a regular basis.

### **11.5 ATEM Archive**

Council noted that ATEM's historical documents and records have been deposited with the Noel Bultin Archive of Industry and Labour at the ANU. The Archive will assess, classify and maintain the ATEM papers for an annual fee of \$220.

Council was reminded that all conference papers are archived on a National Library of Australia web-site, which can be accessed from the Conferences page on the ATEM site.

## **12 Other Business**

### **12.1 Privacy Statement**

#### **RESOVED C02/27**

That a privacy statement be drafted and placed on the web site.

### **12.2 The ATEM Ghosts**

Council noted that the ATEM Ghosts were convened by Colin Plowman and were active in the management of the ATEM Secretariat (Giles Pickford, Peter Scardoni and Trish Burgess) the NSW Branch (John Chapman) and the New Zealand Branch (Peter Wills).

It also noted that, whereas the Ghosts Annual Lunch had been reserved for Ghosts only, in future the Lunch would be open to members as well.

### **12.3 Appreciation**

The President expressed Council thanks to Pat Allen, retiring Councillor at Large, and to Greg Ellis, retiring Vice-President for their contribution to ATEM.

## **13 Next Meeting**

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Council noted that the next meeting will be held on Saturday 24 May 2003 at the Travelodge Motel, Wentworth Street Darlinghurst NSW. All members have been booked in for the nights of 23-24 May. Any member wishing to add further nights at their own expense should give details to the Secretariat.