

Association for Tertiary Education Management Inc

DRAFT Executive Committee Minutes

Minutes of a Teleconference of the Executive Committee held on Wednesday 19 February 2003 at the following times:

3.00 pm to 4.30 pm New Zealand Summer Time
1.00 pm to 2.30 pm Eastern Australian Summer Time
10.00 am to 11.30 am Western Australian Time

PRESENT: Maree Conway, President; Tom Gregg, Vice-President; Chris Jeffery, Vice President; Neil Voyce, Association Treasurer; Margie Cole, Association Secretary; Giles Pickford and Peter Scardoni, Association Secretariat

1 Apologies

Apologies were received from C@L Jan McAdam and C@L Carol Poulter.

2 Minutes and Starred Items

The minutes of the Executive Teleconference held on Wednesday 11 December 2002 were confirmed.

Actions arising from the Working Party in January were noted.

The Committee resolved to adopt all starred items.

3 Business Arising from Council Minutes

3.1 ATEM's Future

3.1.1 Future of ATEM and Financial Structure

The Committee discussed the President's paper on this matter and resolved that it be sent to Branches and to Members for feedback and comment. Also it should be flagged in *ATEM Matters* with a link through to the web page.

3.1.2 Membership Group

The Convenor of the Membership Group, VP Chris Jeffery, reported that his Group would need to study the paper on the Future of ATEM, as well as Jan McAdam's paper on Institutional Coordinators, before going forward. He reported that his group would hold a teleconference in a short time and would report to Council in May 2003.

3.2 Finances

3.2.1 Corporate Members Fee – Retention by Council

The Committee discussed a report from the Treasurer on the options available which could resolve the difficulty being experienced in some Branches in relation to the retention of 100%

of the Corporate Members fee by Council. It was resolved to submit the attached report to Council.

3.2.2 Budget Up-date

The Committee adopted the up-date on the 2002-2003 budget.

3.2.3 Payments Schedule

The Committee agreed to adopt the payments schedule as attached, subject to the checking by the Secretariat of the expenses for the May 2002 Council Meeting in Melbourne. (NOTE: The Association Secretary has subsequently checked the invoices for the May Meeting and is satisfied they are correct).

3.3 PDF Committee Terms of Reference

This matter was deferred.

3.4 Marketing Campaign

3.4.1 Web Site Development – Stage 2

Funding for the re-development of the back end of the web site, and the implementation of full e-commerce facilities, was discussed. The Secretariat reported that there had been no objection to the special levy on each Branch for this project, although there were various suggestions of how the levy should be calculated.

It was resolved to go ahead with the project and that the question of the levy would be resolved at the May Council meeting.

3.4.2 Stationery, and Other Collateral

The question of the development of stationery templates for Branches and Council, consistent with the new ATEM Brand, was deferred.

3.4.3 Institutional Coordinators

The Committee noted that in December the Secretariat had requested Branches to nominate Institutional Coordinators to carry the marketing campaign down to the institutional level. The Tasmanian Branch had been the only one to respond.

C@L Jan McAdam's paper on the terms of reference for Institutional Coordinators was noted.

The paper was adopted, subject to the inclusion in 'duties' of Corporate Membership follow up.

The Committee resolved to put the paper up in the Policy Section of the web site and circulate Branches and Members with a request for volunteers from Institutions, or in the case of New Zealand, regions.

3.5 International and Other Affiliations - ACHEA

The Committee noted that an MOU with ACHEA prepared by VP Tom Gregg has been sent to ACHEA but there is no response as yet.

3.6 ATEM Foundation

The Committee discussed the work of the Foundation. It was agreed to recommend to Council, and the Board of the Foundation, that the program be maintained at a lower level of activity until the work on the restructure of ATEM was complete; that the Board membership be reduced to President, Vice-President and Association Secretary; and that the ATEM Ghosts be requested to consider spearheading a bequests program.

3.7 ATEM Patron

There was a general discussion about the timing and nature of the appointment of the 3rd Patron. The Committee agreed on a name which will be recommended to Council in May.

3.8 AVCC

It was noted by the Committee that a letter had been sent from the ATEM President to the President of the AVCC, seeking an opportunity to address the AVCC Board and the Senior Staff Conference.

President reported that there had been no response from the AVCC.

4 ATEM Conferences

4.1 ATEM/aappa Memorandum of Understanding

The President reported that the final draft of the MOU had been queried by AAPP. The Committee noted that the matter would be resolved in the near future. (NOTE: the matter was resolved satisfactorily on 21 February 2003)

4.2 2003 Conference

VP Tom Gregg has consulted with the Conference Organisers about Conference streams. He reported that the organisers had satisfied him that the streams would work well.

4.3 Future Conferences

The President reported on discussions with the President of AAPP about inviting other specialised groups to participate in future conferences: specifically, the inclusion of AAIR in the 2003 Conference, and similar possibilities for future conferences. The Committee noted that the matter has been resolved satisfactorily. We are now waiting to hear from AAIR about its response to the invitation.

4.4 Conference Manual

The Committee noted that the Association Secretary had completed the revision of the Conference Manual in consultation with AAPP and that both parties had signed off on the document.

4.5 AFR Higher Education Summit

The Committee noted that the Secretariat had delivered a promotional insert to the Conference satchels of the AFR Education Summit in March.

5 Business Referred by Branches

The Committee noted that the Secretariat had circulated Branch Presidents seeking items, but there were no items to discuss.

6 The Journal of Higher Education Policy and Management

The President reported that Carfax had requested that the *Journal of Higher Education Policy and Management* be produced three times a year, as the quantity and quality of material being submitted justified an extra edition each year. Carfax would increase its contribution towards Editorial expenses in proportion if the proposals was acceptable.

The Committee noted that the proposal was budget neutral and resolved to accept it. The Joint Editors have been given authority to sign the agreement.

7 International Affiliates

The President reported on responses from the delegates chosen to attend overseas affiliates' conferences, as follows:

AUA: Annual Conference 14-16 April at Derby: Margaret West, Dean of the Faculty of Business and Tourism, University of Otago. Confirmed.

AAUA: Annual Conference 18-22 June at San Francisco: Linda McLain may have to decline the invitation. The President agreed to look into it and if necessary the Secretariat will re-advertise any vacancy.

AACRAO: 6 to 9 April 2003 in Washington DC. Marilyn van Dyke, Manager, Organisational Development and Change, University of Central Queensland (subject to availability). The Secretariat will re-advertise this vacancy in the event of Marilyn van Dyke being unavailable.

8 Other Business

8.1 Succession Planning

There was a discussion about the 2003 Council Elections and members expressed their intentions in this regard. The positions falling vacant are President, Vice-President (Tom Gregg), Treasurer and Councillor at Large (Jan McAdam).

8.2 Review of Strategic Directions Statement

It was agreed to defer reviewing the Association's Strategic Directions Statement until after the May Council meeting had resolved on the future of ATEM and its financial structure.

After this has passed the Association Secretary and the ATEM Secretariat will produce a revised Statement for consideration at the July Executive Teleconference.

9 Schedule of Meetings in 2003

With regard to accommodation for the May Council Meeting, the Secretariat has made a block booking for all Councillors on the nights of 23 and 24 May in the Wentworth Street Travelodge Motel, Sydney. Councillors who wish to vary this booking need to notify the Secretariat.

19 February - Executive Teleconference

23 May, 4.00 pm – ATEM Foundation Board

24 May, 8.30 am – Executive Committee

24 May, 10.00 am – ATEM Council Meeting, Sydney

23 July – Executive Teleconference

27 September, 2.30 pm – ATEM Foundation

27 September, 4.00 pm – Executive Committee

28 September, 9.00 am – ATEM Council Meeting

Date to be set – ATEM Annual General Meeting

29 September, 7.00 pm – Ghosts' Annual Dinner

10 December – Executive Teleconference

GP 22/2/03

Distribution

Maree Conway, President

Tom Gregg, Vice-President

Chris Jeffery, Vice President

Neil Voyce, Association Treasurer

Margie Cole, Association Secretary

Carol Poulter, Councillor at Large

Jan McAdam, Councillor at Large

Giles Pickford and Peter Scardoni, Association Secretariat

Corporate Members

At the September 2002 meeting of the ATEM Council a resolution was passed that all subscriptions from Corporate Memberships would be retained by Council. Prior to this decision, Branches were able to retain \$200 from each subscription. The Council decision was later endorsed at the ATEM Annual General Meeting.

The discussions at the Council meeting were held without any prior information being available to Branch Presidents and it has since been accepted that that some were unaware of the implications on their Branch finances when they voted on the resolution.

As it is Council that has the authority to set fees it was beyond the power of the Executive Committee to make any changes and the matter is now on the agenda for the May 2003 Council Meeting. This paper will enable Branches to discuss the matter and brief their Presidents prior to the matter being reviewed in May by Council.

Present Position

Based on December 2002 figures, the spread of Corporate Memberships by branch (including the impact of the loss of the \$200 branch share) is as follows:

ACT	7	\$1,400
NSW	10	\$2,000
NT	2	\$ 400
NZ	19	\$3,800
Qld	4	\$ 800
SA	2	\$ 400
Tas	1	\$ 200
Vic	4	\$ 800
WA	4	\$ 800

The total based on these statistics is \$10,600 although it is likely to be higher as additional Corporate Members pay up. The Association budget projects 65 Corporate Members in 2002/3, which would raise the \$200 portion to a total of \$13,000.

The significant financial implications are therefore with Council and the New Zealand, New South Wales and ACT branches.

If the Council decision from last September is reversed, Council will receive \$650 per member. From this, Council is liable for 50% the registration fee for one attendee at the ATEM Annual Conference (say \$350); to supply 5 copies of the Journal each year to each institution (a cost of \$65 per institution); provide free staff vacancy advertisements on the ATEM web site; and manage the subscription collection and other associated membership functions. In addition, the Secretariat has a promotional function to perform in trying to attract additional Corporate Members and retain existing ones.

At Branch level the costs associated with Corporate members can range from nil upwards. There is no information available to Council at this stage on the actual costs to Branches. No doubt the high Corporate membership numbers in some Branches is a result of efforts made at Branch level and this needs to be recognised.

To enable informed debate at the May Council meeting on the matter of how the Corporate Membership subscription should be split, Branches are asked to consider the following alternatives:

- (a) That the status quo continues with Council receiving the full \$850 in subscriptions and meeting all costs (including pre-approved Branch costs) related to Corporate Membership.
- (b) That the subscription be split \$650 to Council and \$200 to Branches with Branches required to provide Council with an annual report on their costs and effort in relation to the retention and expansion of Corporate Membership in their Branch area.
- (c) That Council receives the full \$850 in subscriptions from Corporate Members for the first 4 members for each Branch, Branches receive \$200 for each Corporate Member between 5 and 8 and for every Corporate Member in excess of 8 the Branches receive \$250.

Neil Voyce
Association Treasurer

12 February 2003