

Association for Tertiary Education Management Inc

DRAFT Executive Committee Agenda

There will be a Teleconference of the Executive Committee held on Wednesday 30 July 2003 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

1 Apologies

2 Minutes and Starred Items

The minutes of the Executive Teleconference held on Wednesday 19 February 2003 have been circulated and are on the web.

The President will move that starred items be either 'unstarred' for discussion or actioned as indicated in the agenda.

3 Business Arising from Council Minutes

3.1 ATEM's Future

3.1.1 Membership Group

The Membership Group was requested by Council to further develop the proposals for two new membership categories. A preliminary report from the Convenor, VP Chris Jeffery, is attached. [Pages 6-7](#)

3.1.2 LARCs

BP Michael Werts was requested to convene a group of Branch Presidents to further develop the role of Local and Regional Coordinators. A preliminary paper from the Group is not yet available.

3.1.3 Review of ATEM's Organisational Structure and Operations

Council resolved to seek the views of Branches and Members about the following matters:

3.1.3.1 the need for some degree of Association level coordination of professional education and training activities, for marketing and promotion activities, to ensure consistency of opportunities across branches, and to ensure professional development is based on the agreed Professional Development Framework; **(ACTION: Ginny Ferguson and Linda McLain)**

3.1.3.2 arrangements for running the conference, particularly with respect to centralising sponsorship responsibilities and coordination with AAPP; **(ACTION: Margie Cole)**

- 3.1.3.3 promoting the Association, developing links with institutions, and with government and associated groups; **(ACTION: Tom Gregg)**
- 3.1.3.4 marketing the Association locally, nationally and internationally; **(ACTION: Jan McAdam)**
- 3.1.3.5 the recommendation to move to a full-time Secretariat, with an Executive Director or similar position; **(ACTION: Neil Voyce and Richard Easther)** . Neil Voyce will give a verbal report.
- 3.1.3.6 whether there is a need to re-define the membership of Council to focus more on functional roles such as conference coordination; professional education coordination; international affiliations; marketing; and local and regional coordination. Also to review the Councillor-at-Large concept, and consider ways of breaking down the ‘them and us’ divide in Council; **(ACTION: Chris Jeffery and Margie Cole),**
- 3.1.3.7 how ATEM’s financial arrangements need to be structured to support the Association in the future. **(ACTION: Neil Voyce and Richard Easther),** Neil Voyce will give a verbal report.
- 3.1.3.8 the existing federated structure of ATEM, its strengths and weaknesses, and how it can be further improved **(Roger Byrom).**

Those reports that have come in from these groups are attached. The respective page numbers are shown above.

***3.2 Finances**

The Budget Principles, and the resulting budgets, are both contingent on the matters yet to be decided in Item 3.1 above. At this stage the Treasurer has nothing that he can report, pending recommendations yet to be agreed to by the Executive Committee.

3.4 Marketing Campaign

3.4.1 Stationery, and Other Collateral

The question of the development of stationery templates for Branches and Council, consistent with the new ATEM Brand, was deferred at the last meeting. C@L Jan McAdam will give a verbal report.

3.1.4 ATEM Membership Colour Brochure

A recent enquiry to Branches has revealed that some have run out of the Brochure, while others have not really made good use of it and have excess stock. Quite a few Branches (NT, NZ, Tas, Qld,) did not reply to the enquiry. The Brochure is now out of date and a new one must be printed. It is budgeted for at \$6,000. The question is do we print a lesser quantity and send fewer to Branches that are not using them? Or do we send the brochure out ourselves to HR divisions in tertiary institutions, thus bypassing the Branches For discussion.

3.5 International and Other Affiliations - ACHEA

Council has noted the following up-date:

3.5.1 The Association of University Administrators in the UK has approached ATEM to sponsor or support a joint event in 2004. Further information is being sought on the commitment required of ATEM, but the initial approach indicated that no financial support would be required. Maree Conway to report.

***3.5.2** An agreement with the Association of Caribbean Higher Education Administrators (ACHEA) has been signed off by both Presidents. The signed copy was tabled. ACHEA has been invited to send a delegate to the TEM Conference, but has not yet responded.

***3.5.3** A summary of the delegates chosen to attend overseas affiliates' conferences follows:

AUA: Annual Conference 14-16 April at Derby: Margaret West, Dean of the Faculty of Business and Tourism, Otago Polytechnic. AUA Delegate to TEM Conference: Celia Whitchurch.

AAUA: Annual Conference 18-22 June at San Francisco: Stuart Middleton, Student Administration, Manukau Polytechnic. AAUA Delegate to ATEM Conference: Stefanos Gialamas

AACRAO: 6 to 9 April 2003 in Washington DC. Marilyn van Dyke, Manager, Organisational Development and Change, University of Central Queensland was selected but could not attend. BP Gerard Toohey did attend in a private capacity. AACRAO has not yet nominated a delegate to the TEM Conference.

***3.6 AVCC**

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.

The AVCC has suggested that it is happy to discuss the proposal at a preliminary meeting with the President and Secretariat, to be organised in the future.

4 ATEM Conferences

4.1 2003 Conference

VP Tom Gregg will give a verbal report on progress.

4.2 2004 Conference Report

A report from the Tasmanian Branch Organising Committee is attached. [Page 8](#)

***4.3 Future Conferences**

The President has written to TEFMA (previously AAPP) about the proposed 2009 Conference Venue (Canberra), and about difficulties being experienced by the 2006 Conference organisers in Sydney. President to report. Recent information is that TEFMA in Sydney has not yet taken action to book a venue. TEFMA will be chairing the 2006 Conference if the partnership is still active at that time.

***5 Business Referred by Branches**

The Secretariat has circulated Branch Presidents and members seeking items that they wish to raise. There are no items.

***6 The Journal of Higher Education Policy and Management**

There are no matters to discuss.

7 New Business

7.1 ATEM Representative on AUQA

A letter from AUQA is attached. **Page 9**

7.2 Proposal for a Professional Education Forum for Faculty Managers

The President will report on a proposal from Tony Heywood of the NSW Branch.

7.3 TEFMA (AAPPA) Change of Name and New Constitution

A letter from TEFMA is attached. **Page10**

7.4 ATEM Ghosts Charter

The ATEM Ghosts Charter was written in 1999 and is due for review. A copy is attached. **Page11**

7.5 New Guidelines for the Removal of Non-Performing Elected Officers

Although rare, it is sometimes necessary to remove elected officers who are not carrying out statutory duties. Should there be a Guideline under the ATEM Constitution on this matter? For discussion.

7.6 2002-2003 Annual Report

Attached is the first draft of the Secretariat's part of the Annual Report. **Pages 12-18**

8 Other Business

***8.1 Election Report**

A report from the Returning Officer is attached. **Pages 19-21**

***8.2 Review of Strategic Directions Statement**

The Executive Committee had 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. This matter should be further deferred.

***9 Schedule of Meetings in 2003**

With regard to accommodation for the September Council Meeting, the Secretariat has made a block booking for all Councillors on the nights of 28 September to 1 October in the Adelaide Hilton. Councillors who wish to vary this booking need to notify the Secretariat.

27 September, 2.30 pm – ATEM Foundation

27 September, 4.00 pm – Executive Committee

28 September, 9.00 am – ATEM Council Meeting

29 September, 7.00 pm – Ghosts' Annual Dinner

30 September – ATEM Members' Forum and Annual General Meeting

10 December – Executive Teleconference

GP22/6 /03

Distribution

Maree Conway, President

Tom Gregg, Vice-President

Chris Jeffery, Vice President

Neil Voyce, Association Treasurer

Margie Cole, Association Secretary

Jan McAdam, Councillor at Large

Giles Pickford and Peter Scardoni, Association Secretariat

Item 3.1.1 Membership Group Report

INTRODUCTION

One of the outcomes of a decision by ATEM Council to enhance the professionalism, and hence the professional standing of ATEM, was the formation of a working party to investigate aspects of ATEM membership including:

- target groups;
- corporate membership;
- graded membership, including proposal for categories of graded membership; and
- a proposed timeline for the introduction of graded membership.

The outcomes of the deliberations of the working party are presented below.

1. TARGET GROUPS

The overarching target group consists of all staff in the tertiary sector occupying administrative or managerial positions. Within this broad group, ATEM should focus on:

- mid level staff;
- senior managers (including Deans, Directors and other Academics).

2. CORPORATE MEMBERSHIP

It is acknowledged that the take up of Corporate Membership is strong, especially amongst institutions which do not have strong in-house staff training programs.

Given the strength of this take up and the fact that one free Conference registration is no longer an incentive for institutions in becoming corporate members, the current eligibility requirements should be retained but with a phasing out over a period of three years of free Conference registration.

3. GRADED MEMBERSHIP: PROPOSED CATEGORIES OF MEMBERSHIP

The following categories of membership are proposed:

Student

Student membership is available to any current full-time student. This category of membership provides students with access to a broad range of issues and information, whilst ensuring that students keep abreast of industry developments and trends.

Student Membership is available to current full-time students. Evidence of full-time study will be required for each year of student membership.

Student Members receive the full range of member benefits.

Member

Available to any person working in, or with an interest in tertiary education management.

Associate Fellowship

Associate Fellowship is available to those who possess a degree and/or professional qualification and career experience in tertiary education management.

Applicants for Associate Fellowship must have been a Member of ATEM for a minimum of one year. Applicants must provide evidence of a minimum of three years experience within the field of tertiary education management. The applicant is also required to have held a position of management or leadership for a minimum of two years.

Associate Fellows receive the full range of member benefits.

Associate Fellows are required to complete a minimum of sixty (60) hours of continuing professional development (CPD) every three (3) years.

Fellow

Eligibility as per ATEM Policy Document:

http://www.atem.org.au/activities_grants_fellowship.cfm

Emeritus (Ghost)

Retired members of ATEM.

4. CONTINUING PROFESSIONAL DEVELOPMENT

Continuing professional development may include, but not be restricted to:

- attendance at Branch or National professional development seminars, conferences and workshops;
- presentation of sessions at the above;
- mentoring ATEM members;
- further study;
- attendance at or presentation to other professional association activities.

5. DETERMINATION OF ELIGIBILITY FOR MEMBERSHIP CATEGORIES

The Grants and Awards Committee should determine the eligibility of ATEM members for the different membership categories based on written application with supporting evidence.

6. COSTS OF MEMBERSHIP

Annual subscriptions to the various levels should be recommended to Council by the ATEM Treasurer, based on the actual costs of servicing the different levels and the costs of running the Association.

7. TIMELINE FOR THE INTRODUCTION OF MEMBERSHIP CATEGORIES

It is proposed that ATEM develop an appropriate policy including supporting documentation (e.g. forms for members to record their CPD activities), for implementation in 2004.

4.2 2004 Conference Report

I am writing to advise you of the progress to date of the 2004 Organising Committee.

Appointment of Professional Conference Organiser

A comprehensive tender process was undertaken which attracted tenders from five companies. Following receipt of the tender documents, the Committee viewed presentations from all five applicants. A scoring matrix was then completed and two clearly superior scores were identified. Following further clarification and negotiations on cost, a Professional Conference Organiser (PCO) has now been appointed. I have met today with the PCO for preliminary discussions and look forward to an effective working relationship. Priorities for the team in the next few months are the Adelaide 2003 Conference launch preparations, guest speakers, conference budgets and sponsorship drives.

Contact details for the PCO are as follows:

*Leishman & Associates
113 Harrington Street
HOBART TAS 7000
Telephone: (03) 6234 7844.*

Proposed Conference Theme

The Committee would like to propose the following conference theme for approval by ATEM and AAPP:

Better the devil you know.... or is it? **Dare to Excel, Visualise, Inspire and Lead**

After receiving a number of suggestions, this was the clear choice of the Committee. It is proposed that an explanatory paragraph be created to expand on the title with streams developed from this if approval is given to proceed.

Can I respectfully request your approval of the above theme for the 2004 Conference. Please feel free to contact me on (03) 6226 2796, noting that I will be on leave until Monday 14 July.

Yours sincerely,

Matt Smith
Director, Asset Management Services
University of Tasmania
(Chair and on behalf of the TEMC 2004 Organising Committee)

Item 7.1 ATEM Representative on AUQA

In November last year, you were approached to nominate an ATEM appointee to a Joint Steering Group (JSG) to co-ordinate AUQF 2003. The JSG has been very appreciative of your significant contributions, both this year and last, as the ATEM appointee.

Now that the 2003 Forum has been completed, planning is about to begin in earnest for the 2004 Forum. The constitution of the JSG provides for the higher education professional associations to nominate one member each, for a term at the association's discretion. At its most recent meeting, the Joint Steering Group agreed that this would be an opportune time to write again to the associations and invite each to reconsider the matter of its nominee to the JSG, if it should wish to do so.

AUQA is also mindful of the need to have people on the Joint Steering Group, who for reasons of continuity, can attend both the next scheduled JSG meeting, when planning for AUQF 2004 will commence, and then continue to serve on JSG through at least to the completion of next year's Forum in July 2004.

The next meeting of the JSG is set for 2 July 2003 and a response confirming ATEM's appointee before this date, if possible, would be greatly appreciated.

I enclose, for your information, a copy of the current constitution and terms of reference of the JSG.

I look forward to receiving your response.

Yours sincerely

Rob Carmichael
Chairperson, AUQF Joint Steering Group

Email: r.carmichael@auqa.edu.au

Item 7.3 AAPP (now TEFMA)

I am pleased to inform you that the majority of our AAPP members have voted to amend the AAPP Constitution enabling us to become an independent organisation. The new name of this entity is the “Tertiary Education Facilities Management Association” or “TEFMA”. Why such a change you might ask? I have listed some of the reasons below:

- The Australasian Region (AAPP) is self-sufficient, well organised, well structured, well run and financially successful.
- We are geographically separated from United States of America and not reliant upon them for our administration or operating base.
- AAPP provides a very diverse education programme, runs successful conferences and workshops, provides an annual benchmarking survey and reports, provides publications within the region and issues a significant newsletter twice annually.
- A majority of the AAPP membership have embraced the change.

This initiative is about:

- The growth of our organisation, not in size but in complexity and how we conduct ourselves.
- We have graduated or come of age as an entity.
- We are now looking to become more independent and strengthen our relationship with kindred organisations, such as yourself, and others about the world.
- We want to develop and establish strategic alliances with APPA in the United States of America, and other similar organisations in the United Kingdom.
- We want to become a true Global Partner and be known as the TEFMA for Australasia.

What will that mean for you and your members? Probably not much change from our current relationship, other than to explore the opportunity to strengthen our partnership, such as outlined in the current MOU, through our new independent status. We want our relationship to grow stronger so that we can support each other in our mutual and common interests. We therefore seek your support for this change and share the successes of a bright future for our organisation.

The background for this new initiative is contained on our website (www.aappa.com) and I encourage you to have a look at the recent update and become more familiar with the reasoning behind the change.

The launch of TEFMA will occur at our upcoming Tertiary Education Management Conference in Adelaide, 28 September to 1 October 2003. We invite you to join with us for the celebrations and encourage you to visit the website (www.aappa.com) to seek more information.

Finally, I would like to take this opportunity to thank you for your support in the past and we look forward to working with you in our interesting journey into the future. If you have any queries on this change and new initiative, please get back to me directly.

Yours sincerely

Alan McGregor

Item 7.4 The ATEM Ghosts Charter

The paragraphs that might need review are asterisked.

1. ATEM will maintain an Association Chapter which will consist of members who are no longer actively engaged in the management of tertiary education, but who wish to retain contact with ATEM and each other. This Chapter will be named The ATEM Ghosts.

The Chapter will be established as a Chapter of the Association, but members will also operate within a Branch.

2. The aims of the Chapter will be:
 - 2.1 to allow members to continue to be involved with the operations of the Association by providing information about Branch and Association activities;
 - 2.2 to undertake appropriate voluntary work for ATEM and ATEM Branches from time to time;
 - 2.3 to continue to promote the activities of ATEM, both locally and internationally;
 - 2.4 to arrange social gatherings and other events for its members from time to time, particularly in conjunction with the Annual Conference;
 - 2.5 to produce and circulate an annual Newsletter containing news about its members and about ATEM at large which will be published on the ATEM web site.
 - *2.6 to spearhead a bequests program for the ATEM Foundation. (new clause)
3. The Chapter will maintain a membership register that will be available to ATEM members via the ATEM web site. The Chapter will elect a Convenor at a meeting to be held during the Association Conference.
4. The Association will set fees annually, and fees will be paid to the Association Secretariat. The Convenor will manage the Chapter and liaise as needed with the Secretariat, but particularly about communication within the Chapter.
5. The Chapter will report annually to the September meeting of Council and the AGM.
6. ATEM Ghosts members will be eligible for member rates for all ATEM activities, including the Association Conference.
- *7. Members of the Chapter should be involved where appropriate throughout the Association but not on Council, Executive or Branch Committees. Members do not have voting rights in ATEM elections or referenda. (1)
8. In the event of a dispute between the Chapter and Council, the will of Council will prevail.

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT INC.

ANNUAL REPORT 2001-2002

INTRODUCTION

This report covers the period 1 May 2002 to 30 April 2003.

PRESIDENT'S REPORT

To be written by Maree.

Maree Conway
President ATEM Inc.

2002-2003 TARGETS

ATEM has adopted four themes on which we base our programs and against which we measure our progress. These are:

Knowledge Identification – where we identify the intellectual framework required for our members to succeed in their work;

Knowledge Creation – where we find through research and collaboration better definitions of, and standards for, the conduct of our work;

Knowledge Dissemination – where we encourage the wider understanding of how good professional practice can be achieved by our members and by the institutions in which they work;

Knowledge Application – where we put into practice at the individual and institutional level the improvement of our work.

The extent to which we have lived up to our own expectations gives us hope. Set out below are the most significant steps forward that we have taken along this path in the past year.

KNOWLEDGE IDENTIFICATION

Since 2000 we have added new sections to the ATEM Web Site and encouraged members to publish their work. The sites for this work are scattered through the web pages. They are published in the proceedings of Branch Conferences and the Annual Conference, they can be found in 'Occasional Papers' and in 'Research Undertaken by Administrators'. There is much there and it is hard to find. A project for next year is to install a search engine on the site so that, by using key words, knowledge can be tracked down.

We continued our strategic alliances with the four overseas sister organisations, now listed on our web site: the Association of University Administrators (UK and Ireland), the American Association of University Administrators and the American Association of Collegiate Registrars and Admissions Officers (ACRAO), and the Association of Higher Education Associations of the Caribbean.

Visits to and/or communications with other Associations, also listed on our web site, continued:

- American Association of Community Colleges
- Association of Polytechnics of New Zealand
- Tertiary Education Facilities Managers Association (previously AAPPA)
- Australian Council for Private Education and Training
- Australian National Training Authority and TAFEs in Australia
- Australian Universities Quality Agency
- Australian Vice-Chancellors' Committee
- Committee of Scottish Higher Education Principals
- Committee of Vice-Chancellors and Principals (UK)
- Higher Education Systems Ltd
- International Association of Universities
- International Meeting of University Administrators
- New Zealand Vice-Chancellors' Committee
- Nordic Association of University Administrators

KNOWLEDGE CREATION

Research usually costs money, and ATEM is restricted to working with the members' scarce funds. However, it is surprising how much can be done by enthusiastic people with few resources. New ideas overflow at our Annual and Branch Conferences. For them to be effective, collaboration with senior management and peak bodies is essential. This is an area where we have made little progress, but we have not given up.

In May 2001 Council endorsed the idea that the criteria for ATEM Grants and Scholarships be more clearly differentiated from ATEM Awards, with the former focussing on knowledge creation and the latter on professional excellence.

ATEM Awards made fin 2002-2003 were:

ATEM Fellow Branch)	Don McNicol (Tasmanian
ATEM Grants for 2002-2003 were:	
Peter Karmel International Travel Grant Study Scholarship Branch)	Raj Sharma (Victorian Branch) Maddy McMaster (Victorian
President's Award Branch)	Paul Abernethy (Queensland

KNOWLEDGE DISSEMINATION

The 2002 Conference in Brisbane was described by the President in her closing address as 'the best ever'. It was certainly a great success, being attended by 452 delegates. The three Branches that sent the most delegates were Queensland (116), New Zealand (87) and Victoria (67). The Conference grossed \$279,429.98 in income and made a surplus of \$108,513 which was divided up between the

claimants in the following way: Queensland Branch \$36,171; ATEM Council Funds \$36,171; AAPP A \$36,171.

Hits to the 2002 Conference web site were as follows:

A total of 310,186 hits (requests for individual pages)
An average of 858 hits per day
2,762 different people have viewed the site
September 2002 was the most popular month with 16,202 hits
Most hits were recorded between 2 and 3 pm
Most people were linked to the site from atem.org.au, aappa.com and google.com (search engine)
The most popular search terms that referred people to the site were "atem", "brisbane", "conference" and "aappa"

The *Journal of Higher Education Policy and Management*, 'ATEM Matters', the web site chat rooms, and the conferences and seminars run by the Branches, are all places where knowledge is shared and where our work becomes more effective through our participation in a learning society. We also benefit by being able to participate at the international level. ATEM Delegates attended a number of overseas conferences and share their experiences on returning home

The *Journal of Higher Education Policy and Management* continued to flourish under the direction of two new Joint Editors: Ian Dobson of Monash University and Angela Calderon of RMIT. The Journal now contains a section for practitioner papers of interest to people involved in the more day-to-day aspects of tertiary education administration and management. ATEM's publishing contract with Carfax of Oxford goes through to January 2006.

ATEM's popular electronic newsletter 'ATEM MATTERS' edited by Association Secretary, Margie Cole, continued its successes, with editions posted on the web site in March, May and August 2002 and February 2003. ATEM is gratified by the number of contributions coming in to the newsletter.

The further development and refinement of the ATEM Interactive Web Site continued with the addition of a new page called 'Facts and Figures'. This page gives members insights into membership statistics and ATEM's finances. Visits to the site were (calendar years):

1999	14,918
2000	17,000
2001	21,200

For 2002 we have begun a new way of collecting web statistics. The series begins on March 4 and goes to 30 April 2003, so it cannot be compared with previous years and is only two months old.

2002	Hits: 267,566
	Sessions: 8,834 *
	Pageviews: 36,083

*(Approximately 53,000 in a full year and is the data source that corresponds most closely to data for the three years above)

In future years these three figures will be reported, so that next year we will have a full year's data.

The Association continued to purchase the Good Practice Guides produced by the Association of University Administrators (United Kingdom and Ireland). These are on-sold to members at the Annual Conference and to Branches. Guides on sale at the time of writing include: "Milestones Along the Critical Path: project management in higher education", "Can I Quote You on That: a guide to working with the media", and "Just A Minute: a guide for committee secretaries".

KNOWLEDGE APPLICATION

Once again this is an area where the assistance of senior managers and peak organisations would be of great assistance. ATEM will shortly review the code of conduct and the hierarchy of ATEM grants and awards to ensure that the matters raised above take on a tangible form and have a real impact on our working lives.

President, Maree Conway, put together a Submission to the 'Higher Education at the Crossroads' enquiry. This continues ATEM's resolve to make a difference to our world. The Submission can be seen on our web site.

MEMBERSHIP

All of our aims can only be achieved by a growing and ever more involved and committed membership.

To this end, Council continued to implement the Marketing Plan, created by Councillor at Large, Jan McAdam, in May 2001. It has reached the end of stage one, with a redesign of the membership brochure, a poster, business cards and the ATEM Web Site, all having the same modern style and looking compatible. Stage two consisted of a completely new back end to the ATEM Web Site which allows Branches to access and manage their own data and contains a much better mass e-mailing facility.

Membership Statistics is one major item of good news in this financial year. The Table below shows steady improvement from 2001 when numbers had slumped badly to a low of 1,519 through good rises in 2002 and again in 2003. Corporate Membership continues to be popular with our leading institutions, rising to an all time high of 306 this year..

Membership statistics are dynamic. Members leave the profession and come into it every day of the year. Below is a snapshot of April 2002 compared to April 2003.

Branch	Financ 2002	Memb 2003	Unfin 2002	Memb 2003	New 2002	Applics. 2003	Unspecified 2002	2003	Corp 2002	Memb 2003	Ghosts 2002	2003	Total 2002
ACT	35	30	25	28					30	32	24	21	114
NSW	189	245	57	4	14		3		54	61	5	6	322
NT	28	21	6	14					10	12			44
QLD	139	163	154	101	6	28	1		27	29	1	2	328
SA	41	53	37	24	1				17	14		3	96
Tas	52	48	8	18					12	15			72
Vic	122	187	79	73	6	5	8		29	41	4	2	248
WA	77	75	32	34		2			25	25	1	2	135
NZ	105	154	87	50	6	1	6		102	98	1	1	307
Other	1	3	1	1	1	1							3
Total	789	979	486	347	34	37	18	0	306	327	36	37	1669

VARIOUS PROJECTS

The ATEM Foundation was put into a 'holding pattern' this year and the ATEM Ghosts were asked to spearhead a Bequests program. There are good signs of early progress here which will be reported fully in next year's annual report.

The ATEM Ghosts Chapter continued its work for ATEM by donating \$500 to pre-dinner drinks for the 2002 Conference. It currently has 36 members. ATEM Ghosts are active in the administration of the Association Secretariat, and the New South Wales and New Zealand Branches.

As part of the ATEM Secretariat's aim of visiting Branches through the year, Peter Scardoni attended the **Canberra Branch** AGM in August 2002. Giles Pickford attended the **New Zealand Branch** Conference at the University of Otago in July 2002, and attended the **Canberra Branch** AGM in August 2002. The Secretariat is also in a position to take part in **Canberra Branch** activities on a regular basis. The Secretariat's contract with ATEM expires again in May 2004.

ATEM'S FUTURE?

(I think this aspect may be covered in Maree's Intro, so I have done nothing here).

PROFESSIONAL DEVELOPMENT AND RELATED ACTIVITIES

Branches are responsible for the organisation and delivery of professional development activities to their members. These range from seminars, workshops, conferences, meetings and short courses. Some Branches also provide financial assistance to members for professional development activities. Branches were busy during 2002-2003 and offered the following activities:

Canberra Branch
New South Wales Branch
Northern Territory Branch
New Zealand Branch
South Australia
Tasmanian Branch
Victorian Branch
Western Australia
Queensland Branch

FINANCIAL STATEMENTS

The Association Treasurer's Report and the Audited Financial Statements are attached.

ASSOCIATION FOR TERTIARY EDUCATION INC COUNCIL OPERATING STATEMENT For Period 1 May 2001 to 30 April 2002

ASSOCIATION FOR TERTIARY EDUCATION INC COUNCIL BALANCE SHEET as at 1 May 2002

ASSOCIATION FOR TERTIARY EDUCATION INC CONSOLIDATED OPERATING STATEMENT For Period 1 May 2001 to 30 April 2002

ASSOCIATION FOR TERTIARY EDUCATION INC CONSOLIDATED BALANCE SHEET as at 1 May 2002

THE ATEM COUNCIL - 2001-2002

At January 2003, the ATEM Council comprised:

Executive:

Maree Conway	President
Tom Gregg	Vice President
Chris Jeffery	Vice President
Margie Cole	Association Secretary
Neil Voyce	Association Treasurer
Jan McAdam	Councillor at Large
Carol Poulter	Councillor at Large (resigned April 2003)

Non-Executive (Ex Officio) Members – Branch Presidents:

Alan Tilley	New South Wales
Bob Whalan	Northern Territory
Michael Werts	Canberra
Richard Easter	Tasmania
Ginny Ferguson	New Zealand
Chris Jeffery	Western Australia
Roger Byrom	Queensland
Gerard Toohey	Victoria
Ion Wallace	South Australia

ENQUIRIES

For enquiries about ATEM, please contact the Association Secretariat or visit the Association Web Site: www.atem.org.au

ATEM SECRETARIAT

Giles Pickford 0411 186 199

Peter Scardoni 0411 498 462

PO Box 50, O'Connor ACT 2602, Australia

Phone + 61 2 6125 5300

Fax + 61 2 6125 5262

Email: atem1@bigpond.com

Item 8.1 Returning Officers Report

The ballot will close at 5.00 pm on Friday 1 August. Results will be e-mailed to all ATEM Members as soon as possible after that time.

As at 30 July ?? votes have been lodged.

The following notice was sent out to candidates at close of nominations:

Nominations in the 2003 Council Elections closed at 5.00 pm today, Friday 20 June 2003.

I have received the following nominations:

PRESIDENT:

Tom Gregg (NZ Branch) moved Alan Hayward seconded Ginny Ferguson
Michael Werts (ACT Branch) moved Kathryn Booth seconded Susan Love

VICE-PRESIDENT

Richard Easther (Tasmanian Branch) moved Carol Harding seconded Greg Parkinson
Michael Werts (ACT Branch) moved Kathryn Booth seconded Susan Love

TREASURER

Neil Voyce (New Zealand Branch) elected unopposed.

COUNCILLOR AT LARGE (two positions)

Danielle Clarke (Queensland Branch) moved Margie Cole seconded Bob Brownlie
Gloria MacDonald (Queensland Branch) moved Denese Gray seconded Susan Clark
Ion Wallace (South Australian Branch) moved Tom Gregg seconded Patricia Berry
Toni Hodge (New Zealand Branch) moved Ginny Ferguson seconded Peter Wills

All nominations are in order.

An electronic ballot will open on 1 July 2003 and continue until 1 August 2003. The Ballot paper will be finalised on Wednesday 25 June 2003 at 5.00 pm. You have until then to make any adjustments such as changing your nomination to another position, withdrawing, etc. The order of names on the Ballot Paper will then be determined by lot.

In the meantime you should let me have a 200-word statement which supports your nomination. It will be linked to your name as a pop-up on the Ballot Paper. I will not be worried if there are a little more or less than 200 words. The number is meant to be an approximation. I need this by 25 June at 5.00 pm.

Congratulations to all candidates, we thank you for your commitment to ATEM and your interest in managing its affairs.

Giles Pickford
Returning Officer
giles.pickford@bigpond.com

Gloria Macdonald withdrew here nomination at this point.

The Ballot paper is set out below.

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT Inc

ELECTRONIC BALLOT 2003

VOTING PAPER

DEADLINE FOR VOTING: 5.00 PM ON Friday 1 August 2003

The following candidates have nominated for positions on the ATEM Council elections for 2003. In accordance with the ATEM Inc Constitution and Guidelines, they have been placed in random order on this Voting Paper. As there is a candidate who has nominated for more than one position, you are advised that the position of President will be determined before the count of votes for the Vice-President. There is no other way to vote other than by submitting this electronic ballot paper.

PRESIDENTIAL CANDIDATES

TOM GREGG

MICHAEL WERTS

VICE-PRESIDENTIAL CANDIDATES

MICHAEL WERTS

RICHARD EASTHER

COUNCILLOR AT LARGE

ION WALLACE

TONI HODGE

DANNIELLE CLARKE

There was only one nomination for the position of **Treasurer**, Neil Voyce, and he has been declared elected unopposed.

Please exercise your vote by marking the box opposite the name of the candidate in numerical order, with one (1) being your first preference, two (2) being your second preference etc. You may choose to vote for one candidate only. Preferential counting will determine the outcome.

Clicking on the name of a candidate will display a statement from each of them about their policy and background.

Submit your ballot paper by clicking on the 'Submit Vote' button at the foot of the page.

Giles Pickford
Returning Officer
1 July 2003