

**Association for Tertiary Education Management Inc**  
ABN 72 682 233 729

**Agenda: Executive Committee Meeting**

The ATEM Executive Committee will meet at 9.00 am on Sunday 26 September 2004 in the Norfolk Room at the Hotel Grand Chancellor.

**1. Apologies**

**2. Minutes**

The Minutes of the Executive Committee Teleconference held on 21 May 2004 are attached. For Confirmation. Pages 3-5

**3. Business Arising for the Minutes**

Items not listed below are covered by papers in the Council Agenda.

**4. Report from President on the AVCC Senior Staff Seminar and Related Matters.**

**5. Report from the President on Matters Related to TEFMA**

**7. Advertising in the Job Vacancies Page**

Giles Pickford will report.

**8. Advertising of Other Conferences on our Web Site**

Since the advent of our advertising charges (see Minutes item 7) there is now no commercial conference advertising on our web site. For discussion.

**9. Council Agenda**

The Committee will review the Council Agenda.

**10. Schedule of Meetings for 2005**

The proposed dates for 2005 are set out below. For noting.

**CANBERRA**

Thursday 19 May, 2.00 pm – Executive Meeting

Thursday 19 May, 7.00 pm – Dinner with AVCC and ATEM Patron

Friday 20 May, 10.00 am – ATEM Council Meeting

**PERTH**

Tuesday 27 September, 8.30 am – ATEM Foundation Board meeting

Tuesday 27 September, 9.30 am – Executive Committee meeting

Tuesday 27 September, 11.00 am – ATEM Council Meeting

Wednesday 28 September, 7.30 am – ATEM Awards Breakfast and Members' Forum

Wednesday 28 September, 9.00 am – ATEM Annual General Meeting

Wednesday 28 September, 12.00 noon – ATEM Ghosts' Lunch

**Distribution**

Tom Gregg, President

Chris Jeffery, Vice-President

Richard Easter, Vice President

Neil Voyce, Association Treasurer

Margie Cole, Association Secretary

Ion Wallace, Councillor at Large

Toni Hodge, Councillor at Large

**In Attendance**

Linda McLain, Convenor, ATEM Education and Training Committee

Giles Pickford and Peter Scardoni, Association Secretariat

**Association for Tertiary Education Management Inc**  
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**Minutes: Executive Committee Meeting**

Minutes of a meeting of the Executive Committee of ATEM held on 21 May 2004 in the Wentworth Travelodge, Sydney.

**PRESENT:** Tom Gregg (President) VP Chris Jeffery, Margie Cole, Neil Voyce, Ion Wallace, Toni Hodge, Peter Scardoni, Giles Pickford. Linda McLain, Chair of the PETF Committee was in attendance,

Visitors: John Mullarvey (CEO, AVCC) Susan Scott (AVCC Training Officer)

**1. Apologies**

There is an apology from VP Richard Easter

**2. Minutes**

The Minutes of the Executive Committee Teleconference held on 19 February 2004 were confirmed.

**3. Discussion with AVCC**

Tom Gregg gave Presentation Folders to the AVCC Representatives and addressed them on the history and present role of ATEM. Linda McLain, Convenor of the ATEM Education and Training Committee presented a paper on the new professionalisation of ATEM and the introduction of the new membership levels.

The discussions were good and positive with the AVCC officials making some very useful and sound suggestions. Linda McLain and VP Chris Jeffery were requested to produce a draft action plan for furthering the collaboration of the AVCC and ATEM in the planning and production of Professional Education and Training Courses.

The plan should be developed in collaboration with John Mullarvey and Susan Scott, and needs to be finalised in a couple of months.

**4. Discussion of Results of Meeting with AVCC**

After John Mullarvey and Susan Scott had departed, the Committee discussed the meeting with the AVCC officials and agreed that it had gone very well indeed from the ATEM view point. The ongoing effect of the collaboration will be to raise ATEM's profile a great deal in Australia.

**5. Impact of Declining Membership Numbers on the Budget**

The Treasurer submitted the results of the Census and its impact on the budget for discussion. He also tabled two budget scenarios, one based on a stand-still program which preserved the status quo, and the second which showed the financial implications of taking on some new developments as follows:

1.	Update the Reading List of the Classics	\$5,000
2.	Introduce MYOB accounting software across all Branches	\$1,500
3.	Build a Cold Fusion Search Engine onto the ATEM Web Site	\$2,500
4.	Conduct a survey of member use of the web site	\$5,000
5.	Information kit for new members	\$10,000

The Budget is not submitted until September Council, but the ideas were being put forward now as it may shape thinking at Council.

The Committee discussed the proposals and agreed to float the ideas at Council on 22 May.

#### **6. Advertising in the Job Vacancies Page**

The Treasurer proposed that ATEM sell the empty space on the right of the Job Vacancies page either to an HR Company, a Removalist, or both. The proceeds might be used to deposit in the ATEM Foundation.

The Committee agreed that the idea had merit but urged caution about the quality of the advertisement and how it would look on the page. The Secretariat were authorised to proceed, under the supervision of the Treasurer and C@L Toni Hodge who has oversight of the ATEM web site.

#### **7. Advertising of Other Conferences on our Web Site**

A report from the Secretariat was discussed and the following policy document was adopted:

1. ATEM will publicise on the Conference Pages of the web site, and in 'Weekend Update', conferences offered by the not-for-profit sector that do not compete with the TEM Conference (ie, not held in September or October).

2. ATEM will publicise on the Conference Pages of the web site, and in 'Weekend Update', other conferences that do not compete with the TEM Conference for a fee. The fee will be related to the number of members reached at the time of the promotion (currently around 1,500) and to the number of times a promotion is requested, according to the following formula.

1 promotion = \$3 per member

2 promotions = \$4 per member

3 or more promotions = \$5 per member

3. The above rules will also apply to the advertising of professional education and training courses on the Education and Training pages of the web site.

4. The President can waive the rule if there are significant other benefits to ATEM and its members.

5. The proceeds raised by the advertising will be invested in the ATEM Foundation.

#### **8. Other Business**

The Association Secretary was requested to prepare a selection process for the Councillor at Large each year on rotation. The first retiring Councillor at Large is Ion Wallace who retires after the 2004 AGM.

**9. Schedule of Meetings****22 May, 10.00 am – ATEM Council Meeting**

28 July – Executive Committee Teleconference

25 August – Treasurers' Teleconference

26 September, 9.00 am – Executive Committee meeting

**26 September, 11.00 am – ATEM Council Meeting**

27 September, 8.00 am – ATEM Awards Breakfast and Members' Forum

27 September, 9.00 am – ATEM Annual General Meeting

28 September, 8.00 am – ATEM Foundation Board breakfast meeting

28 September, 12.00 noon – ATEM Ghosts' Lunch

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