

Association for Tertiary Education Management Inc
ABN 72 682 233 729

Minutes: Executive Committee Meeting

Unconfirmed Minutes of the ATEM Executive Committee meeting held at 9.00 am on Sunday 26 September 2004 in the Norfolk Room at the Hotel Grand Chancellor, Hobart

1. Apologies

There were no apologies.

2. Minutes

The Minutes of the Executive Committee held on 21 May 2004 were confirmed.

3. Business Arising for the Minutes

The Committee noted that those items not listed below were covered by papers in the Council Agenda.

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

The President reported on his ongoing discussions with John Mullarvey of the AVCC and his attendance at the AVCC Senior Staff Seminar in Cairns. He had been invited to the Seminar in his capacity as the Chief Operating Officer at the University of Canterbury, but had been invited to make a presentation on the subject of the progress being made by ATEM. The report was well received. The majority of those present were ATEM Members.

The Committee agreed that the PowerPoint presentation that the President had prepared for the Seminar should be circulated to Branch Presidents so that it could be used to interest prospective Corporate Members. It was also agreed that the President should seek to submit regular progress reports to the Seminar in the future.

5. Report from the President on Matters Related to TEFMA

The President reported to the Committee on the ongoing relationship with TEFMA and the adoption and signing of the open-ended Memorandum of Agreement. He also reported on the tender process for the PCO for the next three Conferences.

The Committee agreed (a) that the tendering group should seek advice of the relevant Branches at the end of the tendering process, but before the granting of a tender; and (b) to ask the winning tenderer to use the Domain Name www.temc.org.au for the Conference Web Site.

7. Advertising in the Job Vacancies Page

Giles Pickford reported that he had delayed approaching Allied Pickfords until the AGM had approved the 2003-2004 Annual Report, as he wished to use this document in the proposal. He also sought advice on the idea that the proceeds of the sale of the space in the Job Vacancies Page should go to the ATEM Foundation. He said that he thought this

would be a real incentive to Allied Pickfords. The Committee agreed that this idea was acceptable.

8. Advertising of Other Conferences on our Web Site

Giles Pickford reported that since the advent of our advertising charges policy (see Minutes item 7) there is now no commercial conference advertising on our web site. The Committee noted the report and agreed to keep the policy as is.

9. AUA Conference 2005

The Committee noted the UK Association of University Administrators Conference 2005, in Warwick University, as displayed in the URL below, and agreed that the ATEM delegate should be the President. <http://www.aua.ac.uk/events/conference/AnnualConference.htm>

10. Council Agenda

The Committee reviewed the Council Agenda.

11. Schedule of Meetings for 2005

The Committee noted the proposed dates for 2005 as set out below.

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, 9.00 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

GP 28/9/04

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

Giles Pickford and Peter Scardoni, Association Secretariat