

Association for Tertiary Management Inc.
Victorian Branch
MEETING OF BRANCH EXECUTIVE COMMITTEE

Meeting 1=04 of the ATEM Inc Victorian Branch Executive Committee was held on **Thursday 12 February 2004**, between 4 and 5.30pm at ACU National.

MINUTES

MEMBERS IN ATTENDANCE

Ms Terrie Healy, Melbourne University
Ms Cecille Jeffery, ACU National
Ms Jacqueline Perdriau, Monash University
Mr Gerard Toohey, Monash University [Chair]

1.0 INTRODUCTORY BUSINESS

Welcome

The Chair welcomed members to the first meeting of the Executive group for 2004.

2.0 APOLOGIES

Apologies were received from:

Ms Joanne Austin
Ms Evelyn Bruzzese
Ms Lisa Gartlan-Betinsky
Dr Sue Gould
Ms Sue Kelman
Ms Moyra Rheinberger
Ms Anne Stewart

3.0 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 4 December at ACU National were accepted with amendment.

4.0 IDENTIFICATION OF ADDITIONAL AGENDA ITEMS

There were no additional agenda items.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Scholarship proposal

Business arising from the previous meeting was addressed as part of the current agenda.

6.0 REPORTS

6.1 President's Report

The Branch President Mr Gerard Toohey reported on the most significant activities that had occurred during the January-February period. These included:

- Confirmation of Institutional Membership Coordinators
- Liaison with the Association Secretariat over a number of matters
- Release of new membership brochure.

Discussion also occurred regarding the nature and extent of assistance required to support the administration of the State Conference and the organisation of the Professional Development Program. Suggestions were also made with respect to the conduct of market research in relation to the Branch's membership objectives.

ACTION**6.2 Finance report**

Due to the absence of the Branch's Treasurer Ms Gartlan-Betinsky, the finance report was held over until the next meeting. However, it was noted that the Branch's finances were in an extremely sound position and that discussions would be occurring at upcoming meetings with respect to possible financial strategies to develop the Branch's future direction.

6.3 State Conference report

The Convenor of the State Conference Ms Jacqui Perdriau provided a progress report on arrangements for the conduct of the conference in May 2004. Ms Perdriau advised that a three-fold conference brochure had now been drafted and that the conference planning committee was in the process of confirming the final list of presenters. Ms Perdriau was pleased to announce that the new Vice-Chancellor at Monash University, Professor Richard Larkins would be the keynote speaker for the conference.

The conference brochure, accompanied by information regarding conference registration would be published on the ATEM website in the coming fortnight. It was decided that a PDF summary of the conference brochure would also be posted on the Victorian section of the ATEM website

6.4 Professional Development committee report

Ms Terrie Healy reported on the status of plans to disseminate information about the 2004 professional development program. Ms Healy advised that the booklet would be dispatched to the printers in the following week and that a PDF copy of the booklet would also appear on the ATEM (Victoria) website.

Members expressed their satisfaction with the professional nature of the draft.

6.5 Membership Sub-Committee Report

Due to the absence of Ms Kelman, there was no report from the Membership Sub-Committee. However, the Executive was advised that a meeting had been convened by Ms Kelman with the Institutional Membership Coordinators and that a report of these proceedings would be made at the next meeting.

6.6 Seminar/events report

The Executive noted advice from Ms Kelman, Coordinator of the annual seminar program that two tentative dates had been arranged for breakfast seminars in 2004:

- 24 March OR 31 March (Speaker: Professor Gly Davis, incoming VC, Melbourne University)
- 18 August or 25 August (Speaker: representative from HEEP Program)

7.0 OTHER BUSINESS**7.1 Review of Branch Roles and Responsibilities**

Members noted an updated copy of the document *Summary of Roles and Responsibilities 2004*. It was requested that a copy of this document be distributed to all members of the Executive electronically.

Ms Jeffery

7.2 Branch Aims and Objectives for 2004

There was broad-ranging discussion of proposed aims and objectives of the Branch for 2004. Members reviewed the Branch's successes during 2003 and areas requiring improvement. Ms Jeffery agreed to summarise these discussions in a document to be forwarded to members for their feedback prior to the next meeting. It was also agreed to schedule discussion at the next meeting on initiatives to enhance the relationship between the Branch and the TAFE sector.

Ms Jeffery

8.0 Next Meeting

The next meeting is scheduled for Thursday 18 March 2004 at Swinburne University of Technology, Hawthorn campus.