

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

**Draft Minutes: Executive Committee Meeting**

Minutes of a meeting of the ATEM Executive Committee held on Thursday 19 May 2005 at 3.00 pm in the Fellows Room, University House ANU.

**PRESENT:**

Tom Gregg, President  
Chris Jeffery, 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

**1. Apologies**

Apologies were received from Richard Easter and Margie Cole

**2. Minutes**

The Minutes of the Teleconference held on 3 March 2005 were confirmed.

**3. Business Arising from the Minutes**

**3.1. AVCC Collaboration**

Tom Gregg reported on the topics below.

3.1.1 AVCC HEW 5-7 Pilot

This course will be piloted in Darwin. Plans are well advanced.

3.1.2 ATEM Course Pilot

Still under discussion with the AVCC.

3.1.3 Accreditation Towards a Degree or Certificate

Still under discussion with the AVCC.

**3.2 Advertising in the job vacancies page.**

Giles Pickford recommended that, following his failed attempt to get the attention of Allied Pickfords, the next approach should be made by the President. This was agreed. The Secretariat will prepare a submission for the President to make to Crown Removals.

**3.3 Callista Sponsored Award**

Giles Pickford reported that he had suggested to Callista that a preferred option would be to fund a travel grant to the AACRAO Conference in the USA annually. This is an idea which could be taken up by other suppliers with travel grants to AUA, AAUA and ACHEA. The Committee approved this concept and suggested that it be taken up with Peoplesoft, Jade, Talent 2 and Technology One.

### **3.4 Implementation of the Membership Levels**

The Committee discussed this topic generally. It was agreed that the best time and place for the MCs' Brainstorming Session would be at a TEM Conference Breakfast early in the program.

### **3.5 FMAC**

In the absence of VP Richard Easter the Treasurer lead a discussion of the FMAC Report. The Committee supported the recommendations in the report.

### **3.6 2005 Members Survey.**

The Committee discussed the draft survey questionnaire.

## **4. New Business**

Toni Hodge had raised the idea of promoting books through the web site. The Committee considered her report. The Committee agreed that NIACE and other providers should be offered a well publicised advertising space on the Education and Training page of the web site for \$500 per annum payable to the ATEM Foundation.

## **5. Overview of Council Agenda**

The President led a discussion of the various Council Agenda items.

*GP 23/5/05*

### **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

Giles Pickford and Peter Scardoni, Association Secretariat