



Association for Tertiary Education Management Inc
(SA Branch)

*Minutes of the 2005 Annual General Meeting held Wednesday 13 July 2005, 4.30 pm,
Rockford Hotel, Hindley Street.*

Present: Lucy Schulz (Chair), Michael Harry, Diana Paice, Greg Wright,
Samantha Jacob, Judy Szekeres, Ion Wallace, Alison St. Jack,
Liz Pryzibilla, Diane Keable, Adrienne Lovelock, Elizabeth Geddes.

In Attendance: Giles Pickford, Peter Scardoni.

1. **Apologies:** Justin De Rosa, Jenny Ransome, Carol Sutherland, John Pryzibilla,
Sue Boehm.

2. **Confirmation of Minutes from Annual General Meeting held 23 November 2004**

Minutes of the meeting held 23/11/2004 were **confirmed**. (Moved: Samantha Jacob,
Seconded: Alison St Jack)

3. **President's Report**

Lucy Schulz tabled the SA Branch President's Report for 2005.

Lucy highlighted a number of aspects of the Branch's activities during the year. Jenny Ransome and Alison St Jack were thanked for their efforts in professionalising the operation of our event management during 2005. Lucy stated this would provide a systematic basis for budgeting events and other branch activities in the future.

Executive Council initiatives from a recent meeting were noted, including the ongoing review of ATEM's financial management system. Lucy stated this would hopefully lead to a more holistic view of the organisation's finances in the future.

Lucy will chair a meeting of Membership Coordinators at the 2005 TEM Conference in Perth, providing a forum on recruitment and membership activities and initiatives.

Liz Pryzibilla was congratulated for organising a substantial discount (25%) on courses offered by the Continuing and Professional Development Centre at the University of Adelaide.

3. **President's Report (cont)**

Branch membership steadily increased during the year to 102 as at July. Lucy attributed this to the continuing focus on recruitment and linkage with professional development activities during the year. One example of this strategy was inviting HR staff from each university to the first ATEM event for 2005, a breakfast session held at The Naval and Military Club.

Lucy thanked all committee members for their efforts during 2005, and expressed her appreciation for outgoing members Storey Chambers and Diana Paice. Lucy acknowledged Storey's efforts in her role as Vice-President (Membership), including Storey's involvement in the design of the new ATEM brochures, introduction of the welcome packages for new SA Branch members, and the improvement in Branch membership numbers during the past two years. She noted the contribution of Diana to the many professional development activities and her support for ATEM at Flinders University.

4. **Treasurer's Report**

Alison St Jack spoke on the Branch's financial statements on behalf of Jenny Ransome (Treasurer). Alison tabled the 2005 Branch financial statement and auditor's report. Alison thanked Ms Teresa Tong (University of South Australia) for again auditing the Branch's accounts, this time in record speed! Alison mentioned the audit had, in part, been assisted through no longer accepting cash payment on the day of professional development events, thereby streamlining the task of reconciliation.

The financial statement for the Branch showed a modest increase in total funds held from \$22k to \$34K at the end of the reporting year. Ion Wallace suggested that a portion of surplus Branch funds could be invested into the central ATEM account, to provide support for the ATEM Secretariat. Lucy responded by noting this should be examined in the context of the ATEM financial management review, and suggested that supporting the Branch's professional activities through employment of part-time staff could be another option considered by the Branch committee.

The financial statement was then **accepted** by the meeting. (Moved: Samantha Jacob, Seconded: Ion Wallace)

5. **Professional Development**

Michael Harry provided an outline of activities conducted by the Branch during the past several months.

Michael stated that the PD program had covered a wide range of issues for the higher education sector. Sessions had been scheduled at various times and venues to accommodate member's needs and encourage attendance.

5. Professional Development (cont)

AVCC had asked the SA Branch to host the HEW5 – 7 professional development course, being piloted in Darwin this year. The Branch will consider offering this program for 2006. Michael stated that the Branch would face a challenge in building on the considerable expertise demonstrated by the committee in the past, and matching this with support to ensure ATEM SA members have access to a continuing and relevant program in the future.

Judy Szekeres mentioned the importance of professional development to recruitment activities, noting that several new members had joined as a result of the Branch Conference. Michael agreed, noting that the Branch needed to follow up on members who had previously attended functions, but who had not renewed their subscription.

Peter Scardoni observed that ATEM was positioning itself to be a significant professional development provider for AVCC, and the subsequent opportunity this would provide to obtain corporate support for future programs. This collaboration would enable ATEM to strengthen its place as a key player in facilitating effective higher education management development.

Michael noted the considerable efforts undertaken by committee members in organising events this year, and thanked all involved.

6. Nominations for 2005/2006 Branch Committee

The Returning Officer, Ms Vickie Armstrong (Flinders University), had advised that the following nominations for Branch committee members and offices were received:

President:	Lucy Schulz
Vice-President (Professional Development):	Michael Harry
Vice-President (Membership):	Marianne Huish
Treasurer:	Alison St Jack
Secretary:	Gregory Wright
Assistant Treasurer:	Jenny Ransome
Committee members:	Samantha Jacobs Carol Sutherland Judy Szekeres Liz Pryzibilla Diane Keable Adrienne Lovelock Susan Boehm

All nominations were **accepted** by the meeting.

7. Other Business

Giles Pickford presented Lucy Schulz, Samantha Jacob and Judy Szekeres with certificates and badges conferring their status as ATEM Fellows.

The meeting closed at 5:40 pm.

Approved:

Dated:/...../.....