

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

**COUNCIL MINUTES**

Unconfirmed Minutes of a meeting of the ATEM Council held on Tuesday 27 September 2005 at 1.00 pm in the Executive Board Room, Perth Convention and Exhibition Centre.

**PRESENT:**

Tom Gregg	ATEM President
Richard Easther	Vice-President
Margie Cole	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Steve Langley	President ACT Branch
Kay Hemsall	President NSW Branch
Ali Hughes	NZ Branch President's Nominee
John Swinton	President Queensland Branch
Lucy Schulz	President SA Branch
Carol Harding	President Tasmanian Branch
Joanne Austin	President Victorian Branch
Chris Jeffery	President WA Branch

Giles Pickford and Peter Scardoni	ATEM Secretariat
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**1 Welcome and Apologies**

Apologies were received from Ion Wallace, Scott Snyder and Ginny Ferguson. Ginny Ferguson was represented by Ali Hughes, Vice-President of the NZ Branch.

The President welcomed Joanne Austin, John Swinton and Ali Hughes to their first meeting.

**2 Starring of Items**

The President invited members to star any additional items for discussion. All unstarred items were then immediately and simultaneously received, endorsed, approved or noted as appropriate.

**3 Minutes**

The Minutes of the Council Meeting held on 20 May were confirmed.

**4 Business Arising from Council Minutes**

**4.1 ATEM Action Sheet**

Council noted that the Action Sheet was indicating that almost all business arising from the last meeting had been dealt with. The only outstanding items were (a) the approach to Conference Sponsors

enquiring if any of them wishes to advertise in the Membership Brochure, and (b) the completion of the next iteration of the Conference Guidelines.

#### **4.2 AVCC/ATEM Joint Courses**

Council received a report from VP Margie Cole on the first pilot in Darwin of the jointly badged AVCC/ATEM Course 'Challenges for Universities and Individuals' held in late July at Charles Darwin University. Council noted that the course had been well attended by the target group HEW 5-7 and had been very well received.

Council noted that the second pilot would be held in Perth early in 2006 and that VP Margie Cole and Tom Gregg would continue to develop a *modus operandi* in collaboration with the AVCC and the involved Branches.

#### **4.3 Appointment of a Councillor at Large**

##### **RESOLVED 13/05**

That Chris Pepper of the Western Australian Branch be appointed Councillor at Large for the two year period ending after the 2007 Annual General Meeting.

#### **4.4 Survey of Members**

Lucy Schulz reported on the results of the survey of members. Council was pleased with the largely positive response. The Secretariat was requested to investigate the suggestion made in the responses and report back to the Executive Committee.

### **5 President's Report**

##### **RESOLVED 14/05**

That the President's Report be received and published in *ATEM Matters*.

### **6. Membership Matters**

#### **6.1 Membership Coordinators**

Council noted Lucy Schulz's communication with 53 ATEM Membership Coordinators, and the arrangements for the Breakfast to be held the next day.

#### **6.2 Implementing the Membership Categories**

Council noted a report on the implementation of the new membership levels which had been prepared by the ATEM Secretariat. Council agreed that the adoption of the new levels was proceeding smoothly. It agreed that the availability of the levels, and ease of application, should be promoted more vigorously by Branches and the ATEM Secretariat.

##### **RESOLVED 15/05**

- (a) That the \$100 application fee, due for implementation on 1 January 2006, be discarded
- (b) That the names and institutions of those who have been granted a promotion in level be announced at the ATEM Members' Forum by VP Chris Jeffery.

#### **\*6.4 Corporate Members Campaign**

Council noted that the 2005 Corporate Members campaign was a success with only two institutions failing to renew, and with four new members joining during the year. Council noted that there were now only three universities in Australia and one in New Zealand that had not yet joined.

There was some feedback that the campaign next year might be more difficult and the Executive Committee was requested to monitor progress.

#### **7 International Activity**

Council noted the current allocation of delegates to international conferences, shown below:

- (a) AACRAO: 28-31 March 2005 at New York. Our delegate was **BP Lucy Schulz**. AACRAO was not represented at the TEM Conference this year. The next AACRAO Conference is at San Diego on 17-20 April 2006. **BP Lucy Schulz** will be the ATEM Delegate in 2006.
- (b) AUA: 19-21 April 2005 at Keele. Our delegate was **Stuart Andrew** of the University of Tasmania. The AUA Delegate to TEM 2005 is **Sue Carrette** of AUA. The next AUA Conference is at Belfast in April 2006. ATEM will be represented by **the President**.
- (c) AAUA: 23-25 June at Galveston, Texas 2005. There have been no expressions of interest from Council Members. There is no AAUA delegate to TEM 2005.
- (d) ACHEA: 6-9 July 2005 in the Tobago Hilton, Trinidad and Tobago. There were no expressions of interest from Council Members. There is no ACHEA delegate to the TEM 2005.

#### **8 Reports**

##### **8.1 Conferences**

###### **8.1.1 2005 TEM Conference**

Chris Pepper tabled a preliminary report on the 2005 Conference, noting that the views expressed in the report were his own, and that the full report adopted by the Organising Committee would be drawn up after the Conference.

###### **RESOLVED 16/05**

That the report be received

###### **8.1.2 Preliminary Report 2006 Conference**

BP Kay Hemsall spoke to her report on the 30<sup>th</sup> Anniversary Conference to be held in Sydney on 27-30 August 2006.

Council noted that Sydney costs were much higher than elsewhere and that the surplus might not reach the budget target, which would cut into the operating costs of the 2006-7 year. There was a lot of discussion about how to overcome these problems.

**RESOLVED 17/05**

- (a) That Council strongly supports the concept of packaging registration and accommodation as a single cost, subject to the practicalities being worked out by the PCO. It noted that the overall package would not be excessive when compared to other Conferences
- (b) That Council seek sponsorship for 30<sup>th</sup> Anniversary give-away 'prizes' and fund one itself in the form of a free registration to the 2006 TEM Conference.
- (c) That a Birthday Blog be created on the web for the duration of 2006
- (d) That the award presentation of Honorary Fellow for Grant Harman be deferred until the 2006 TEM Conference ATEM Awards Breakfast
- (e) That the Conference Manual is checked and edited if necessary to ensure that there is no reference to Conference profits, and that it is clearly explained in the Manual that any surplus from the Conference is fully expended of ATEM activities without the cost being added to the Membership Fee.

**8.1.3 Future Conferences**

Council noted that future Conferences will be Canberra 7-10 October 2007, New Zealand 28 September - 1 October 2008, Darwin 2009, Melbourne 2010 and Brisbane 2011. This schedule has the agreement of TEFMA.

The ATEM Secretariat was asked to check with BP Scott Snyder whether the Darwin Convention Centre was on track for completion in 2009, and whether a date had been set and the venues booked.

**8.1.4 Financial Delegations for Conferences**

Council noted the provisions in the Finance Manual concerning financial oversight of the Conference.

It was agreed that the Conference Manual was now a large volume and that it would be made more accessible by the compilation of a Checklist for use by the PCO and Organising Committees.

VP Richard Easter indicated that, as the Council Officer overseeing the TEM Conference, he would appreciate a steady flow of information from the PCO (ie. Meeting minutes and agendas) and that any issues that arose would be taken up with the Executive Committee and, if necessary, Council.

**8.2 The Journal of Higher Education Policy and Management**

Council noted a report from the Joint Editors of the Journal. It noted that the Journal was now attracting so many articles that the rejection rate had risen to 60%. This is proof of the standing that the Journal now has in the international community.

Council noted that the President would be meeting the Australasian Manager of Taylor and Francis, owners of the Routledge Imprint, in a few days time in Christchurch.

**8.3 Report of the Awards and Grants Committee**

Council noted the following Awards and Grants:

Maurie Blank Study Scholarship	Julie McFarland, Victorian Branch
Peter Karmel International Study Scholarship	Anne Walker, New Zealand Branch
Meritorious Service Award	Neil Voyce, New Zealand Branch
	Chris Jeffery, WA Branch
Certificate of Appreciation	Patricia Berry, SA Branch
	Alister Richards, SA Branch
Honorary Fellow	Grant Harman, NSW Branch (to be presented in 2006)

#### **8.4 Report of the Returning Officer**

Council noted the Returning Officer's Report of the 2005 Council Elections which had elected the Officers below for a term of office ending after the 2007 Annual General Meeting.

**PRESIDENT:**

Tom Gregg (NZ Branch) moved Alan Hayward seconded Roy Sharp

**VICE-PRESIDENT**

Richard Easterher (Tasmanian Branch) moved Tom Gregg seconded Carol Harding

**TREASURER**

Neil Voyce (New Zealand Branch) moved Tom Gregg seconded Richard Easterher

#### **8.5 FMAC**

Council noted that FMAC had met by Teleconference on 20 June, 2 September and 27 September.

The extensive reports were all discussed and the report was adopted by the following resolution.

**RESOLVED 18/05**

- (a) That FMAC is regarded as a standing committee of Council, and that the membership should not be varied.
- (b) That Executive Committee will give assistance to VP Richard Easterher with his duties as the Vice-President overseeing the TEM Conference, while FMAC will give him advice on finance and risk issues as they arise in relation to the TEM Conference.
- (c) That the compliance sheet, showing how each Branch and the Journal complies with legal requirements, is noted, and that it is updated regularly.
- (d) That Council will implement the idea, approved in May, of a 'whole of ATEM' budget process, which will involve the Branches, Council and the Journal creating a three-year rolling budget, based on known parameters, and adjusted annually at the May meeting of Council.
- (e) That Council will implement the concept, approved in May, of an ATEM Development Fund of \$50,000 which will comprise funds donated by Council and by Branches which will be used to fund capital projects according to a priority determined by Council: and that VP Richard Easterher and the Treasurer implement the fund.
- (f) That Council will implement the concept, approved in May, of a Pooled Investments Fund which will invest funds on behalf of Council and the Branches, thus improving the yield to ATEM Members.
- (g) That ATEM appoints Moore Stephens as its tax agent and investigates the process of self-assessing itself as a public education provider. VP Richard Easterher is to report on the options that arise out of this investigation at the May meeting of Council.
- (h) That ATEM takes out cover with CGU for fidelity guarantee, professional indemnity, and other risks. Council noted that at present ATEM is only covered for public liability.
- (i) That ATEM will adopt a single accounting system to be implemented by Peter Scardoni assisted by Technik Pty Ltd using Quick Books Premier Accounting System. That Branches be offered a data-entry bureau service by the ATEM Secretariat, and that all Branches and the Journal accounts will be transferred to the single accounting system by 1 May 2007.

## **8.6 Financial Reports**

### **8.6.1 Progress Budget 2004 – 2005**

#### **RESOLVED 19/05**

That the Progress Budget 2004-2005 be noted.

### **8.6.2 Draft Budget 2005 – 2006**

#### **RESOLVED 20/05**

That the Draft budget 2005-2006 be approved

### **8.6.3 Branch Contributions to Council**

#### **RESOLVED 21/05**

That the Branch Contributions to Council be noted.

### **8.6.4 Payments Schedule**

The Payments Schedule was noted by Council

### **8.6.5 Audited Annual Accounts**

#### **RESOLVED 22/05**

That the Audited Annual Accounts be received and adopted for referral to the Annual General Meeting.

### **8.6.6 Revised Finance Manual**

Council noted that the revised Finance Manual has been updated in accordance with Council's resolutions at the May meeting. It is on the web at this URL:

[http://www.atem.edu.au/members/policy\\_documents.cfm](http://www.atem.edu.au/members/policy_documents.cfm)

## **8.7 Annual Report 2004 - 2005**

#### **RESOLVED 23/05**

That the Annual Report for 2004-2005 be adopted and referred to the Annual General Meeting.

## **9 Business Referred by Branches**

9.1 Council noted that there was no business referred by Branches.

## **10 Other Business**

### **10.1 Members Forum**

Council noted that the Members' Forum this year will focus on (a) the new Membership Levels (address by Chris Jeffery) and on (b) the results of the Membership Survey of ATEM Communications (address by Lucy Schulz). Toni Hodge will chair the forum.

**\*11 Annual General Meeting of the ATEM Foundation Ltd**

Council reconvened itself as the Annual General Meeting of the ATEM Foundation Pty Ltd.

The report of the Board of Directors of the ATEM Foundation Pty Ltd was received and discussed.

**RESOLVED**

- (a) That the resignation of VP Margie Cole from the Board of Directors was received with regret
- (b) That Neil Voyce, Association Treasurer, be appointed to the Board of Directors
- (c) That Richard Easther be appointed Chair of the Foundation Board
- (c) That Branches consider whether they are aware of any member with skills in either fundraising or investing and forward those names to the Company Secretary.
- (d) That it be noted that the ATEM Foundation has the status of a Charitable Company in Australia and a Charitable Trust in New Zealand
- (e) That the ATEM Emeritus Chapter (the Ghosts) be congratulated and thanked for its on-going donations to the Foundation
- (f) That it be noted that the interest-free long-term loan from the Victorian Branch is, with the consent of the Branch, converted to a donation
- (g) That the on-going donations from the NSW Branch are noted with appreciation
- (h) That Council notes that the accumulated operating profit of the Foundation is \$54,543; and that the Audited Annual Accounts be received and adopted
- (i) That the Annual Report of the Board of Directors of the ATEM Foundation Pty Ltd be received and adopted.

**12 2006 Meetings Calendar****CANBERRA**

18 May at 3.00 pm: ATEM Executive Committee

18 May at 4.30 pm: FMAC

18 May at 6.30 pm: Dinner with Patron and AVCC

19 May at 9.30 am: ATEM Council. Close by 3.00 pm

**SYDNEY**

27 August at 8.30 am: ATEM Foundation Board

27 August at 9.00 am: ATEM Executive

27 August at 10.00 am: FMAC

27 August at 1.00 pm: Atem Council

29 August at 7.15 am: ATEM Awards Breakfast

29 August at 7.30 am: Members' Forum

29 August at 8.15 am: ATEM Annual General Meeting

29 August at 12.30 pm: ATEM Ghosts' Lunch at the Aria Restaurant, 1 Macquarie St, Sydney

*GP 28/9/2005*

**Distribution:**

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Neil Voyce	Association Treasurer

Ion Wallace	Councillor at Large
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Giles Pickford and  
Peter Scardoni

ATEM Secretariat

Ian Dobson and  
Angel Calderon

Joint Editors of the Journal