

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

Council Minutes

Minutes of a meeting of the ATEM Council held on Friday 19 May 2006 at 9.30 am in the Scarth Room, University House, Australian National University.

PRESENT

Tom Gregg	ATEM President
Richard Easther	Vice-President
Margie Cole	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Ion Wallace	Councillor at Large
Chris Pepper	Councillor at Large
Steve Langley	President ACT Branch
Prue Bedford	NSW President's nominee
Scott Snyder	President NT Branch
Ginny Ferguson	President NZ Branch
Ibi Repscik	QLD President's nominee
Lucy Schulz	President SA Branch
Carol Harding	President Tasmanian Branch
Joanne Austin	President Victorian Branch
Linda McLain	President WA Branch
Giles Pickford and Peter Scardoni	ATEM Secretariat
Mack Nevill	evolution7

1 Welcome and Apologies

Apologies were received from BP John Swinton (Queensland Branch) (who was represented by BVP Ibi Repscik) and from BP Kay Hemsall (NSW Branch) (who was represented by BVP Prue Bedford).

The President welcomed Ibi Repscik and Prue Bedford 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

RESOLVED 1/06

That t Minutes of the Council Meeting held on 27 September 2005 are confirmed.

4. The ATEM Website

The ATEM Website Developer, Mr Mack Nevill of evolution7, Melbourne, presented a proposal to improve the ATEM web site. He demonstrated a revised plan for the web site delivering a flatter structure, with most pages being only one or two clicks away from the Home Page. The 'Members Only' section was abolished, opening all the resources of the site to members and non-members alike.

There was a lot of discussion, including:

- The need to identify who the users are, and establish what they want most
- The need for a site map
- The need to increase interactivity with the Branches and provide an archive for each Branch for the storage of records
- The need to check the download time of the finished site and remove some pictures if this is too slow

Council noted a summary of visitation rates for 2005.

The new look of the web site was appreciated by the members and endorsed.

RESOLVED 2/06

That a sub-committee, comprising VP Margie Cole (Convenor), BP Lucy Schulz, C@L Chris Pepper, BVP Prue Bedford, Mack Nevill and Giles Pickford (Secretary) be appointed to work with evolution7 on the changes to the site and have the new site up live in time for the ATEM AGM on 29 August 2006.

5 Business Arising from Council Minutes

5.1 ATEM Action Sheet

Council went through the ATEM Action Sheet and identified those items that need attention. These included

- The need for the remaining two Branches to set membership targets for 2006
- The need for five Branches to set their AGM dates and inform the ATEM Secretariat
- The need for five Branches to complete their three-year rolling budgets.

Relevant BPs are urged to give these issues urgency in the Branches and advise the Secretariat.

5.2 AVCC/ATEM Joint Courses

This item is included in the President's Report, Item 6.

5.3 Appointment of a Councillor at Large

Council noted that Ion Wallace's term expires at the 2006 AGM. It considered the policy document on Councillors at Large and discussed the roles that a new C@L would take on after the AGM. These roles included all membership issues, web site and the Members Forum in Partnership with C@L Chris Pepper. It was agreed that the Branch Presidents be informed of the need to nominate a suitable person by the end of July.

6 President's Report

6.1 Council received the President's Report and discussed the AVCC/ATEM Joint Courses. Council agreed that the budget items were indicative and would be developed in each case around that template. The question of Business Travel is not negotiable as it is part of conditions of employment. Councillors noted that the HEW 5-7 Course currently running was due to be put on this year in WA, SA, and if possible Queensland. It also noted that this was not the only AVCC course which could be jointly run with ATEM.

7. Membership Matters

7.1 Membership Census 2006

Council noted the ATEM Census as at 30 April 2006. It noted that Corporate and Emeritus Membership was growing slowly but individual memberships had remained flat.

7.2 Review of the Membership Levels

BP Linda McLain led a discussion of the Membership Levels. The criteria for Fellow were reviewed and it was agreed that the word 'senior' (italicised below) could be removed from the following sentence.

'To be considered for a Fellowship of ATEM, a person must have been an Associate Fellow for a period of two years, and must have been actively engaged in the practice of the profession of tertiary education administration and management for at least 8 years and in a *senior* management role demonstrating strategic management and leadership for a minimum of two years.'

RESOLVED 3/06

That, for the sake of consistency, decisions about the award of Fellow would in future be made by Council on the recommendation of a Committee comprising three Branch Presidents who are Fellows or Honorary Fellows. The Committee at this stage will be BP Linda McLain (Convenor) VP Richard Easter and BP Ginny Ferguson.

Lucy Schulz spoke on a proposal to fast track an application for Fellow. Council agreed that this may well be an Associate Fellow grading, and so a matter can be decided by the Branch.

7.3 Review of Membership Types

BVP Prue Bedford spoke to a radically new idea about membership types which was designed to increase membership involvement through the creation of digitally linked industry groups, much along the lines of the categories which members select when they enrol. A team from an institution could join for a set fee which would be slightly less per person than the individual fee.

Also it was suggested that the Branches had not yet actively promoted the availability of the Student Member type, and that this could be a good source of new members. The ATEM Secretariat reported that there were currently three student members, one each in the ACT, NSW and SA.

Council considered these ideas and agreed to put them to the Branch Presidents for discussion with their Committees and to report feedback at the September meeting.

7.3 Corporate Members Campaign

A report from the ATEM Secretariat on good progress with the Corporate Members Campaign was noted.

8. Affiliations

8.1 International Affiliations

Council noted the current allocation of delegates to international conferences:

(a) AACRAO: There is no AACRAO delegate to TEM 2006 as yet. The AACRAO Conference was at San Diego on 17-20 April 2006. Our delegate was **BP Lucy Schulz**.

(b) AUA: There is no AUA delegate to TEM 2006 as yet. The AUA Conference was at Belfast in April 2006. ATEM was represented by **the President**.

(c) AAUA: The next Conference is 22 – 24 June 2006 in Vancouver. We do not yet have a delegate and the AAUA has not nominated a delegate to the TEM Conference.

(d) ACHEA: The 2006 Conference will be on 6-9 July in the Tobago Hilton, Trinidad and Tobago. Our delegate will be **C@L Ion Wallace**. Since the meeting ACHEA has nominated **Kofi K. Nkrumah-Young** Vice President, Finance and Business Services, University of Technology, Jamaica.

Council noted Lucy Schulz's report on the AACRAO Conference.

8.2 Local Affiliations

Council discussed a proposal from BP Kay Hemsall for closer collaboration with other like groups.

Council noted that it had close relations with the AVCC, AUQA, NZ Ministry of Education and TEFMA. Attempts had been made to get closer to AAIR, CPHE, NAPSA and TAFE Directors Australia; but none of them had crystallized. Of all the other untried affiliations it was agreed that the two priorities that should now be followed up are the Australian Department of Education, Science and Training and the NZ Vice-Chancellors Committee.

9 Reports

9.1 Conferences

9.1.1 2005 TEM Conference

RESOLVED 4/06

That Council notes and adopts the audited accounts and report on the 2005 TEM Conference in Perth. It agrees with a recommendation that as far as possible a representative from the previous TEM Conference should attend the first few meetings of the next one, to provide continuity.

There was also some discussion of the pattern of allocating venues, but a change to this pattern was not adopted. Also not adopted was the recommendation that the Conference Dinner be held on the second last night.

It was agreed that if a major sponsor continued to stay with the Conference for five years then some special recognition needed to be given.

9.1.2 2006 TEM Conference

A report by BP Kay Hemsall on the 2006 Conferences was adopted.

9.1.3 Refereed Papers for TEMC

Council noted a proposal from BP Kay Hemsall that there should be a refereed stream of papers in the TEMC. The idea was adopted and ATEM Secretariat was asked to take it up with the PCO and the Editors of the Journal. The latter because the Editorial Board of the Journal would be the most prestigious group to referee future papers in this stream.

9.1.4 Future Conferences

Council noted that future Conferences will be Canberra 7-10 October 2007, Christchurch 28 September - 1 October 2008, Darwin 2009, Melbourne 2010 and Brisbane 2011.

Council noted that AAIR had raised the possibility of being involved in the 2008 Conference in Christchurch.

RESOLVED 5/06

That the 2012 TEM Conference be held in Adelaide, subject to TEFMA endorsement.

9.1.4 Conference Manual

Council noted that the revised Conference Manual is now up on the web at this URL: http://www.atem.edu.au/conferences_annual_manual.cfm

9.2 The Journal of Higher Education Policy and Management

Council noted the report from the Joint Editors of the Journal.

9.3 Report of the Awards and Grants Committee

C@L Ion Wallace led a discussion on the Terms of Reference of the Awards and Grants Committee.

RESOLVED 6/06

That the proposed changes to the Awards and Grants Committee Terms of Reference be adopted

9.4 Elections 2006

A report from the ATEM Secretariat was received and it was noted that two positions will be put to the vote in June:

Vice-President – Margie Cole stated that she would not be re-nominating

Association Secretary – Toni Hodge said that she would be re-nominating

9.5 FMAC

VP Richard Easter led a discussion of issues recently addressed by FMAC. Council adopted the report and resolved as follows:

RESOLVED 7/06

(a) That it be noted that ATEM is now covered by CGU for all necessary insurances: Professional Indemnity Cover, Association Reimbursement Insurance, Association Entity Insurance, Employment Practices Cover, Fidelity Insurance Cover and Taxation Investigation Cover.

(b) That the remaining Branches complete their three year rolling budgets by 30 June, and that Peter Scardoni assist the WA Branch to meet this deadline as its Treasurer is on extended sick leave.

(c) That Branch Presidents determine on contributing a sum of money to the ATEM Development Fund and that the first call on the fund be the payment for creation of the Victorian Branch web-based events management facility including e-commerce. The facility is now available to all Branches.

(d) That Moore Stephens be instructed to take advantage of the ATO Amnesty for educational institutions and establish ATEM as a self declared educational institution for tax purposes. The Amnesty closes on 1 July.

(e) That Peter Scardoni is congratulated on the introduction of the single accounting system for ATEM and that he and the Treasurer write a users manual for the system.

(f) That it is noted that Tasmania is considering handing over its accounting activity to Peter Scardoni, that WA may also do this, and that it is agreed that this bureau service be drawn to the attention of all Branch Presidents so that they can discuss adopting this practice with their Branch Committees.

(g) That an Investment Policy be created for ATEM's investments and the ATEM Foundation.

9.6 Financial Reports

9.6.1 Council Budget Report 2005 – 2006

RESOLVED 8/06

That the final report on the 2005-2006 Budget be noted.

9.6.2 Council Draft Budget 2006 – 2007

RESOLVED 9/06

That the 2006-2007 Budget be adopted

9.6.3 Branch Contributions to Council

RESOLVED 10/06

That the amounts owed to and by Branches as shown in the schedule be adopted

9.6.4 Payments Schedule

RESOLVED 11/06

That the amounts shown in the payments schedule be approved.

9.6.5 Annual Accounts

RESOLVED 12/06

That the annual accounts for 2005-2006 be adopted and referred to the Auditor.

9.7 Strategic Directions 2006-2008

Council discussed the 2006-2008 Strategic Directions Statement.

RESOLVED 13/06

That the 2006-2008 Strategic Directions Statement be adopted.

9.8 Annual Report 2004 - 2005

Council noted that the draft Annual Report is still in preparation. Branch Presidents were urged to complete and return their reports on PD Activities by Friday 26 May 2006.

10 Business Referred by Branches

10.1 Council noted that the NSW Branch had submitted a number of items which were included in the various sections of the Agenda.

10.2 Council congratulated the Victorian Branch on its introduction of e-commerce and electronic conference registration and events management.

11 Other Business**11.1 Members Forum**

Council held a broad discussion of themes to provide guidance to C@L Ion Wallace and C@L Chris Pepper. It noted BP Kay Hemsall's proposal "that the Members Forum at the 2006 ATEM Breakfast include a discussion about the future of ATEM and its relevance in 21st century to the sector, and how to increase motivation for individuals to join and move through the Professional Education and Training Framework."

11.2 ATEM Secretariat Contracts**RESOLVED 14/06**

That the President and VP Richard Easter negotiate with the contractors the extension of the ATEM Secretariat contracts to May 2008.

12 2006 Meetings Calendar**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 22/5/06

Distribution:

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Giles Pickford and
Peter Scardoni

Ian Dobson and
Angel Calderon
Mack Nevill

NSW President's nominee
President NT Branch
President NZ Branch
President Queensland Branch
QLD President's nominee
President SA Branch
President Tasmanian Branch
President Victorian Branch
President WA Branch

ATEM Secretariat

Joint Editors of the Journal
evolution7