



Association for Tertiary Education Management Inc.

AUSTRALIA - NEW ZEALAND - PACIFIC ISLANDS - PAPUA NEW GUINEA - ASIA

ABN 72 682 233 729

Association Secretariat
PO Box 6050
O'CONNOR ACT 2602
Australia

Phone: +61 2 6125 5300
Fax: +61 2 6125 5262
atem1@bigpond.com
www.atem.org.au

Association for Tertiary Education Management Inc.

ABN 72 682 233 729

Notice is hereby given that the 31st Annual General Meeting of the Association for Tertiary Education Management Inc. will be held on Tuesday 25 September 2007 at 9.00 am in the Canberra Room, Hyatt Hotel, Canberra.

AGENDA

Opening and Welcome

1. ATTENDANCE AND APOLOGIES

Apologies have been received from Warwick Nicoll MNZM, Margie Cole, Tania Kanellos, Bruce Knox, Barbara Abu-Lehaf, Phil de Garis, Sue Love, Christine Keller Smith, John Chapman AM, OAM, ASM,

2. MINUTES OF THE 2006 ANNUAL GENERAL MEETING

The Minutes of the meeting held on Tuesday 29 August 2006 at 9.00 am in Sydney, can be seen on the web at this address.

http://www.atem.edu.au/members/meetings_general.cfm

Motion: That the Minutes be accepted.

3. FINANCIAL REPORT TO 30 APRIL 2007 AND AUDITOR'S REPORT

The unaudited reports can be seen on the Web at this address:

http://www.atem.edu.au/about_facts_figures.cfm

The Auditor's Report will be available at the meeting.

Motion: That the Financial Statements be accepted.

4. CONSOLIDATED BUDGET 2007-2009

The budget will be published on the Web and advertised before the meeting.

Motion: That the Consolidated Budget be approved.

5. REPORT OF THE ATEM 2010 GROUP AND CONSTITUTIONAL CHANGES

This report will soon be posted on the web and members will be notified.

(Note: the report and the Constitutional changes were posted on the web and notified to all members in "Weekend Update" on Saturday 1 September 2007)

Motion: That the amendments to the constitution for the Association for Tertiary Education Management Incorporated be approved in accordance with the draft constitution so appended.

6. DECLARATION OF POLL BY RETURNING OFFICER

Motion: That the report be noted and that letters of thanks be sent to the outgoing Councillors.

7. ANNUAL REPORT 2006-2007

The Annual Report is up on the web at this address:
http://www.atem.edu.au/about_annual_report.cfm

Motion: that the Annual Report for 2006-2007 be received.

8. APPOINTMENT OF AUDITOR

Motion: That Keith France of France Harrison and Associates be appointed Auditor.

9. OTHER BUSINESS

Toni Hodge
Association Secretary
20 August 2007