

Association for Tertiary Education Management Inc
ABN 72 682 233 729

Executive Committee Minutes

Minutes of a meeting of the ATEM Executive Committee held at 2.30 pm on Wednesday 12 December 2007 in the Crowne Plaza Hotel, Sydney

PRESENT

Tom Gregg (President)
VP Lucy Schulz
VP Chris Pepper
Neil Voyce (Treasurer)
Toni Hodge (Secretary)
Linda McLain (Councillor)
Peter Scardoni
Giles Pickford

1. Apologies

There were no apologies.

2. Minutes

The Minutes of the meeting held on 22 September 2007 were confirmed.

3. Business Arising from the Minutes

3.1. Appointment of Councillor

The Committee considered two nominations for Councillor. Using the criteria that the appointee should focus on assisting Maree Conway and the Regions with PD development, it was agreed to recommend that Heather Davis of Deakin University be appointed as Councillor.

3.2 President's Report

The President reported on interactions with Universities Australia, the LH Martin Institute, TEFMA, and The Registrar of the University of the South Pacific on the proposal for a new region of ATEM covering Melanesia and Polynesia. He also reported that there had only been one tender for the Needs Survey of the Sector, that coming from Massaro Consulting and being at a cost of \$101,000. He said that it might be possible to reduce that amount by revising some of the components of the survey.

4. Overview of Council Agenda

The Committee reviewed various items in the Council Agenda.

5. Other Business

VP Chris Pepper called for a comprehensive risk assessment of ATEM, including a review by the Auditor that ATEM meets all legislative requirements. The Committee agreed to recommend to Council that VP Chris Pepper should conduct a Risk Assessment Exercise with a group of Councillors one of whom would be the Treasurer.

6. Next Meeting

The Committee agreed to recommend to Council that it should change its modus operandi and only meet electronically when needed.

This would enable our quarterly meetings to be reduced to one day, with FMAC meeting at 9.30 am, and Council meeting for a working lunch at 12.30 pm, through to about 3.30 pm.

GP 13/12/07

Distribution

Tom Gregg	President
Lucy Schulz	Vice-President
Chris Pepper	Vice-President
Neil Voyce	Association Treasurer
Toni Hodge	Association Secretary
Linda McLain	Councillor
Giles Pickford	ATEM Secretariat
Peter Scardoni	ATEM Secretariat