

**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 12.30 pm on Saturday 22 September 2007 in the Business Centre Board Room, Hyatt Hotel, Canberra

**PRESENT**

Tom Gregg (President)  
VP Richard Easter  
VP Lucy Schulz (present by telephone hook-up)  
Neil Voyce (Association Treasurer)  
Toni Hodge (Association Secretary)  
C@L Chris Pepper  
C@L Maree Conway  
Peter Scardoni  
Giles Pickford

**1. Apologies**

There were no apologies.

**2. Minutes**

The Minutes of the meeting held on 24 May 2007 were confirmed.

**3. Business Arising from the Minutes**

**3.1. Branding & Marketing**

The Committee noted that it had previously debated whether ATEM should use advertising to raise its profile in the sector. It was agreed that growing ATEM's membership was a pressing priority but that advertising was only one of many avenues which ought to be explored. The executive decided to wrap this up in the work on the new structure of ATEM, and for the ATEM President to allocate this role to one of the members of Executive, after the decisions of the Council were known.

**3.4 MBA in Tertiary Education Leadership and Management**

The Committee agreed that this item should be taken off the Agenda as the collaboration with the Martin Institute had subsumed this project.

**3.5 ATEM Web Site Review**

The Committee noted that the new ATEM web site had gone live on Thursday 20 September and would be demonstrated to Council on Sunday.

**4. New Business**

**4.1 Appointment of Councillor at Large**

The Committee considered two nominations for the position of Councillor at Large. It noted that under the new Constitution this position would be called Councillor. It was agreed that BP Linda McLain should be recommended to Council for appointment.

**4.2 Expressions of Interest in the Contract for PD Coordinator**

Maree Conway left the meeting for this item.

The Committee noted that there had been three Expressions of Interest lodged for the contract to coordinate PD Association-wide. After lengthy discussion it was agreed to recommend the

appointment of Think Futures Ltd to this position. Maree Conway is the Director of Thinking Futures.

**5. Overview of Council Agenda**

The Committee reviewed various items in the Council Agenda.

**6. 2008 Meeting Calendar**

The Committee adopted the Meeting Calendar below.

A more frequent meeting alternative is meetings in March, June, September and December.

**7. Farewell to Richard Easther**

The President noted that this would be Richard Easther's last meeting. The Committee thanked Richard for his long service to ATEM and bid him farewell.

**8. Next Meeting**

The schedule of meetings has been circulated separately.

*GP 27/9/07*

**Distribution**

- |                 |                       |
|-----------------|-----------------------|
| Tom Gregg       | President             |
| Richard Easther | Vice-President        |
| Lucy Schulz     | Vice-President        |
| Neil Voyce      | Association Treasurer |
| Toni Hodge      | Association Secretary |
| Maree Conway    | Councillor at Large   |
| Chris Pepper    | Councillor at Large   |
| Giles Pickford  | ATEM Secretariat      |
| Peter Scardoni  | ATEM Secretariat      |