

Association for Tertiary Education Management Inc.

ABN 72 682 233 729

Notice is hereby given that the 32nd Annual General Meeting of the Association for Tertiary Education Management Inc. will be held by e-mail during Wednesday 30 May 2008 after a consultation process as follows:

Tuesday 8 April: circulation of Agenda and attachments

Wednesday 9 April to Monday 28 April: a question and answer process where members can direct question to the President and get answers. All questions and answers will be summarised and circulated to members.

Wednesday 30 April: Voting papers will be distributed by our mini-survey facility so that members can vote on each motion. Voting will be open until midnight.

AGENDA

1. MINUTES OF THE 2007 ANNUAL GENERAL MEETING

The Minutes of the meeting held on Tuesday 25 September 2007 at 9.00 am in Canberra, can be seen on the web at this address. http://www.atem.edu.au/about_meetings.cfm

Motion: That the Minutes be accepted.

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

The consolidated financial reports are at the address below.

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

The Auditor's Report will be circulated before the meeting.

Motion: That the Financial Statements be accepted.

3. COUNCIL BUDGET 2008-2011

The Council Budget can be seen at this address:

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

The Consolidated Budget including the Regions will not be ready until July.

Motion: That the Council Budget be approved.

4. DECLARATION OF POLL BY RETURNING OFFICER

The Results of the Poll are as follows. Two nominations were received for the two vacancies: Vice-President, Lucy Schulz (Central), Association Secretary, Toni Hodge (Aotearoa). Both were declared to be elected unopposed by the Returning Officer.

Motion: That the report be noted.

5. ANNUAL REPORT 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 2007 be received.

6. APPOINTMENT OF AUDITOR

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

Toni Hodge
Association Secretary
8 April 2008