

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

Minutes of a Meeting of the ATEM Council held on 12 June 2008 in the Grand Chancellor Hotel, 131 Lonsdale Street, Melbourne at 1.15 pm

**Present**

Tom Gregg	ATEM President
Lucy Schulz	Vice-President
Chris Pepper	Vice-President
Toni Hodge	Association Secretary
Rex Jones	Association Treasurer
Linda McLain	ATEM Councillor
Heather Davis	ATEM Councillor
Neil Voyce	Representing Chair Aotearoa Region
Jane Kovacs	Representing Angela Boyes, Co-Chair Bass Region
Joanne Austin	Co-Chair Bass Region
Judy Szekeres	Chair Central Region
Jennifer Till	Chair NSW/ACT Region ( <i>to be confirmed after the election</i> )
<i>is this still correct?</i>	
John Swinton	Chair South-East Queensland/Northern Rivers Region
Jo Miller	Chair Tropical Region
Ken McCluskey	Chair Western Region

**In attendance**

Maree Conway	ATEM Secretariat
Giles Pickford	ATEM Secretariat
Peter Scardoni	ATEM Secretariat

**1 Welcome, Apologies and Presentation**

The President welcomed Rex Jones of Central Region who is the new Association Treasurer, and Jane Kovacs representing the Co-Chair of Bass. He also welcomed Ken McCluskey, the new Chair of the Western Region. All were attending their first meeting. Apologies were accepted from Ali Hughes (Chair Aotearoa) and Angela Boyes (Co-Chair Bass)

The President then announced that Toni Hodge had been promoted to the level of ATEM Fellow and he presented her with her certificate and badge, accompanied by acclamation.

**2 Starring of Items**

The President explained the starring of items, asked for any changes required to the starring of items as per the Agenda, and then moved that all unstarred items be resolved in the affirmative. The motion was carried

**3 Minutes**

The Minutes of the meeting held in Sydney on 12 March 2008 were confirmed.

**4 Business Arising from Council Minutes**

**4.1 ATEM Action Sheet**

The ATEM Action Sheet as at June 2008 was noted.

## **4.2 President's Report**

The President reported on various items of business arising, including

- UA Joint Courses: UA has now confirmed that it will no longer be involved in providing training courses, and that the LH Martin Institute and ATEM were now expected to discuss the needs of the Sector and to jointly move into that space.
- A relationship with DEEWR has been established through discussions with the Secretary (Lisa Paul) and the Department has now become a Corporate Member with Jason Coutts being the main contact person.
- A relationship with NZVCC has been established with Penny Fenwick the new Executive Officer who has been an ATEM member since the founding of the old New Zealand Branch.
- Establishing a relationship with TAFE Directors has proved to be difficult. This is an on-going matter, requiring further attention.
- TEFMA has agreed with the concept of a joint but separate Secretariat in Canberra, They have also agreed to appoint Giles Pickford and Peter Scardoni to establish that TEFMA Secretariat, with a lot of the office infrastructure being shared with ATEM.

The President's report was noted.

## **4.3 FMAC**

The Minute of the FMAC meeting held the previous day were tabled. Lucy Schulz reported on decisions and recommendations arising from the meeting.

## **RESOLVED 3/08**

That the FMAC Report be accepted and the following actions taken

- (a) That the 2008-11 budgets must be completed by the end of July 2008 and reported to Council for adoption by Flying Minute.
- (b) That all the old Branch bank accounts and term deposits must be closed and the ATEM funds returned to the main account as soon as possible and not later than the end of August.
- (c) That the new Banking System be implemented with credit cards assigned to one responsible officer in each region, and in the case of Bass, two credit cards (one for Victoria and the other for Tasmania) with both being the responsibility of the Melbourne Officer.
- (d) That the cheque signatories for the main Bank account be any two of the Treasurer, the Assistant Treasurer and the Assistant Secretary.
- (e) That a separate Bank account be established in the Aotearoa Region and that the signatories be any two of the Regional Chair, the Secretary/Treasurer and the Immediate Past Chair
- (f) That Neil Voyce's offer to re-write the Finance Manual and the Financial Delegations Document be accepted and that the final draft be vetted by the Treasurer and Peter Scardoni and then distributed to Council for adoption by Flying Minute early in August.
- (g) That Chris Pepper's recommendations for a risk assessment exercise be accepted at the level of risk indicated; that loss of reputation with the Institutions be added as a risk; and that a risk assessment be carried out for the TEM Conference annually, for ATEM on a regular basis, and for the ATEM Foundation once in order to review its investment risk policy. The Risk Assessment Team, as established at the March 2008 meeting, is Chris Pepper, RC Ali Hughes (Aotearoa), RC Jennifer Till (NSW/ACT), VP Lucy Schulz (Central) and Peter Scardoni (ATEM Secretariat),

## **4.4. Strategic Planning Meeting and the Region-wide Survey of Needs**

Maree Conway, on behalf of Council, had welcomed Vin Massaro and Lorraine Perry of Massaro Consulting to a separate Strategic Planning Meeting. She had also welcomed Lynn Meek of the L H Martin Institute and Professor Stephen Weller, Pro Vice-Chancellor

(Students) of the Victoria University to the same meeting as expert and external participants. Vin Massaro presented the first draft of his report and various comments were made. Overall Council was impressed by the report and congratulated its authors. The final report should be ready for wide dissemination in a month or two.

Maree Conway then conducted a strategic planning exercise involving futures techniques which looked deeply into what ATEM thinks that it ought to be. The outcomes of this one-day meeting will be reported separately. However, it is recorded here that two groups were appointed to carry ideas forward: one on **Membership** chaired by Judy Szekeres to look at different models for ATEM Membership, and one on **Raising ATEM's Profile** chaired by Jo Miller of CQU.

#### **4.5 Report from the Professional Development Coordinator**

Maree Conway reported on the development of the 2009 PD Program and a session at TEMC 2008 for those volunteers involved in the development of professional development in regions, including Institutional Coordinators (ICs).

She reported that a planning session with PD Coordinators would be held after the NSW/ACT Branch Conference on 25 July.

In discussion it appeared that combining Institutional Coordinators into the PD Planning Program was too difficult as their roles were different. However, Lucy Schulz agreed to gather the ICs together during the TEM Conference for a briefing about their roles.

#### **4.6 Branding and Marketing**

The NSW/ACT Regional Chair displayed their Region's Members Welcome Pack to the meeting. There was a discussion on producing an ATEM-wide pack. The ideas were referred to Jo Miller's Group appointed under item 4.4.

#### **4.7 ATEM AGM**

Council noted that the 2008 AGM had been conducted very effectively and successfully over the internet. The next AGM will be held in late April/early May 2009.

#### **4.8 Policy Documents**

#### **RESOLVED 3/08**

That the following Policy Documents be adopted

- Institutional Coordinators
- The Standing Orders for Council Meetings

#### **4.9 ATEM Awards and Grants**

Council discussed a policy document from Chris Pepper and a response to it from the Bass Region. After some discussion it was agreed to refer the matter back to the Awards and Grants Committee for a final report to the December meeting.

### **5. Affiliations**

#### **5.1 International Affiliations**

Council noted the following ATEM Delegates to international conferences and affiliate delegates attending TEMC are shown below.

<b>Affiliate</b>	<b>ATEM delegate</b>	<b>Affiliate's Delegate to TEMC</b>
ACCRAO 24-27 Mar 2008 Orlando Florida	VP Lucy Schulz Central	
AAUA 26-28 June 2008 Salt Lake City Utah	RC John Swinton SE Qld/NR	
AUA 31 Mar-2 Apr 2008 York	Cr Linda McLain Western/Aotearoa	Bruce Nelson
AUA 6-8 Apr 2009 Exeter	VP Lucy Schulz	
ACHEA 9-12 July 2008 Cayman Islands	<i>This Conference has been cancelled.</i>	

It was agreed that the ATEM Secretariat should circulate the 2009 conference details of ACCRAO and AAUA to Council members calling for expressions of interest. Judy Szekeres expressed interest in the 2009 ACCRAO Conference.

## **6 Reports**

### **6.1 Conferences**

#### **6.1.1 2008 TEM Conference**

Council discussed Toni Hodge's report. Council noted with pleasure that all six keynote speakers had now been finalised with Liz Harman the final to confirm, that there was \$153,100 in sponsorship support and that there had been 154 registrations to date.

#### **6.1.2 2009 TEM Conference**

VP Chris Pepper and Jo Miller reported on progress. The urgent task is to get the theme and a presentation pack ready for the launch of the Conference in Christchurch. The nucleus of an organising team is forming, but at this stage TEFMA's representatives are not confirmed, following organisational changes at CDU.

#### **6.1.3 Future Conferences**

Council noted that future Conferences will be **Christchurch** 28 September - 1 October 2008, **Darwin** 12-16 September 2009, **Melbourne** 2010, **Brisbane** 2011 and **Adelaide** 2012, **Hobart** 2013, **Perth** 2014, **Sydney** 2015 (the last three are being considered for confirmation at the next TEFMA Board meeting)

### **6.2 Report from the Editor of the Journal**

Council discussed Ian Dobson's report. It was agreed that future TEMC Organising Committees need to be advised that the session that Ian Dobson and others give on how to get published should not be regarded as competing with any proposed paper given by an individual. This is an information session for delegates and members, and needs an on-going time-slot at the Conference. This timeslot could be scheduled separately to the concurrent sessions so as not to reduce the number of presenting slots available.

### **6.3 Report of the ATEM Foundation**

Council noted the latest spreadsheet on ATEM and Foundation investments in tabled papers. It noted that ATEM's investments are in government bonds, interest rate securities and hybrid securities including convertible notes, and that the Foundation investments are all in equities. There are two types of equities in the Foundation, shares which are bought for growth and therefore have low dividend yields, and shares which are bought for income, but have slow growth potential. Council noted that in spite of the turmoil in debt and equity markets, the value of the Foundation's investments were still higher than their cost.

#### **6.4 Report of the Executive Committee**

The President reported that after a consultation process with the Emeritus Chapter, expressions of interest were called for the position of Convenor of Ghosts. The Executive Committee had considered the submissions and recommended that Giles Pickford be appointed Convenor of Ghosts to the AGM of April 2011. Council accepted the recommendation with pleasure. The President is to advise the members of the Emeritus Chapter.

Council also noted that the Ghosts had so far made the highest contributions to the ATEM Foundation from individuals, while Bass had made the highest contribution from a Region.

#### **7. Statement from the President**

Tom Gregg addressed Council about his intentions concerning change management and about his plan to stand down as President of ATEM.

He stated that he would appoint a change management group to take the 2010 Reforms through to completion. The group would include internal and external members, and Tom Gregg would invite a senior member of ATEM to be the external Chair to lead that process.

He also stated that, as foreshadowed in 2006, he would stand down from the Presidency during the TEM Conference in Christchurch. He outlined the criteria that he felt a new President should meet, and invited Council members to send him any thoughts about possible candidates whom he might approach to see if they would consider making themselves available to stand for election. Anyone identified that way would need to agree to nominate in the normal election process, which will be conducted by the Returning Officer in August.

#### **8. 2008 Meetings**

Council noted the following remaining meetings in 2008:

Sunday 28 September at 11.00 am - Christchurch

Thursday 11 December at 11.00 am – Sydney

All Council meeting are preceded by FMAC meetings at 9.30 am.

*GP 14/6/08*