

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

Council Minutes

Minutes of a meeting of the ATEM Council held on Wednesday 12 March 2008 at 11.00 am in the Druitt Room at the Crowne Plaza Hotel, 150 Day St, Darling Harbour, Sydney

DELEGATES PRESENT

Tom Gregg	ATEM President
Lucy Schulz	Vice-President
Chris Pepper	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Linda McLain	ATEM Councillor & Chair Western Region
Heather Davis	ATEM Councillor
Jennifer Till	Co-Chair NSW/ACT Region
Ali Hughes	Chair Aotearoa Region
John Swinton	Chair South-East Queensland/Northern Rivers Region
Jo Miller	Chair Tropical Region
Judy Szekeres	Chair Central Region
Angela Boyes	Co-Chair Bass Region
Joanne Austin	Co-Chair Bass Region

In attendance

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

In attendance for item 4.5.2

Vin Massaro	Massaro Consulting
Lorraine Perry	Massaro Consulting

1 Welcome and Apologies

The President welcomed ATEM Councillor Heather Davis and RC Jo Miller to their first meetings. Apologies were received from Steve Langley, Co-Chair NSW/ACT Region

2 Starring of Items

The President moved that all unstarred items be resolved in the affirmative. Carried

3 Minutes

The Minutes of the meeting held in Sydney on 13 December 2007 were confirmed.

4 Business Arising from Council Minutes

4.1 ATEM Action Sheet

The ATEM Action Sheet as at March 2008 was noted.

4.2 UA/ATEM Joint Courses

Council noted that the President will be meeting with Professor Glenn Withers, the CEO of UA, on 12 March at the AFR Higher Education Conference.

4.3 FMAC

Council noted the FMAC Agenda for a meeting which was held just before Council's meeting. VP Lucy Schulz commented on how helpful it had been to have three Regional Financial Officers (RFOs) at the meeting. She then reported on decisions and recommendations arising from the meeting.

RESOLVED 1/08

- (a) That the updated budget for the triennium 2008-11 be adopted.
- (b) That Regions need to get their audited accounts for the year ending December 2007 in to Peter Scardoni promptly. It was agreed that Peter Scardoni should send RFOs an email confirming what was needed for different regions given that some audits would be organized by Peter and others through normal auditors used in Regions. The Notice of the AGM will go out on 4 April and the meeting will be held by e-mail on 30 April. The transitional budget and the triennial budget for the whole of ATEM need to go out with the Notice of Meeting. The Chair, assisted by Peter Scardoni, is to send a note to Treasurers and Regional Chairs to confirm the next steps for financial processes and budget development prior to June meeting. This note should focus on the meeting in response to RFOs concerns and clearly outline what was needed to transition all Regions to new financial structure for the Association.
- (c) That the Regions also need to submit their budget for 2008-2011 to the ATEM Secretariat as soon as possible and certainly in time for inclusion in the Agenda for the June meeting of Council (the Agenda will be posted on 5 June for the meeting on 12 June)
- (d) That all old Branch Bank Accounts should be closed and the money moved into the new financial structure before 12 June. Regions that have submitted a budget would then be able to have that budget funded immediately by ATEM Inc.
- (e) That the ATEM Secretariat will have a new banking system in place before June.
- (f) That Regions will be issued with at least one and not more than two credit cards, each with a credit limit of \$5,000. Two cards may be needed in Regions where the elected officers are widely dispersed. The cards will have merchant facilities attached.
- (g) That each Region needs to appoint an officer who will manage Regional accounts and have the authority to sign. The second signatory in all Regions will be Peter Scardoni.
- (h) That regions will have the authority to spend up to \$5,000 at a time provided the item is budgeted.
- (i) Council noted the following table of funds currently held by Regions

<u>Branch/Region</u>	<u>Working Funds\$</u>	<u>Term Deposits\$</u>	<u>Combined Branch/Region\$</u>
ACT	35,361		
NSW	9099		NSW/ACT 44,460
Vic	75,599	68,697	
Tas	5,575	11,679	Bass 161,550
NT	2,588	42,521	
Qld	N/A	N/A	
SA	7,314		
WA	11739	27,473	Grand Total
Total AUD	147,275	150,370	297,645
NZ	34,342		34,342

- (j) That the payments schedules be approved.
- (k) That it be noted that the updating of the Finance Manual will take some time to complete. The Treasurer aims to have it ready for the June meeting of Council.
- (l) That the Financial Delegations will be finalised when the new banking arrangements are implemented in the next few weeks.
- (m) That there are now three Universities doing payroll deduction (Tasmania, Wollongong and Newcastle). Council noted that some ATEM members had requested automatic deduction of the Annual Subscription from their credit card. This new method of payment be approved.
- (n) That Peter Scardoni's visit to the Aotearoa Region in May to assist with the completion of the changeover to the single accounting system be noted
- (o) That discussions with the Commonwealth Bank concerning the new banking system and linked accounts for Regions are well underway and should be ready well before June.

(p) That Steve Allen of Moore Stephens had not yet provided advice on the Tax Deductible Gift Recipient Status for the ATEM Foundation, nor provided written evidence that ATEM Inc. had been given status as a tax exempt body.

(q) That the Association Auditor will carry out a complete compliance audit to ensure that ATEM complied with all legislation and international accounting standards; and that that Maximised Results (which sold us the single accounting system) will do an audit of the accounts structure and GST codes, and develop a budget system in the accounts to satisfy our new structure. Both audits are underway.

(r) That VP Chris Pepper will conduct a risk assessment exercise for ATEM and for the TEM Conference; and that the team which will work with Chris, being RC Ali Hughes (Aotearoa), RC Jennifer Till (NSW/ACT), VP Lucy Schulz (Central) and Peter Scardoni (ATEM Secretariat), be approved. The team is to report to Regions and collate responses in time for the June meeting of Council.

(s) That ATEM's liability was covered by Unimutual as follows: General and Product Liability - \$1,000,000; Professional Liability - \$1,000,000.

(t) That it is noted that VP Chris Pepper discussed with FMAC the financial implications of his recommendations concerning Awards and Grants. The recommendations to Council involve increasing the quantum and the number of grants, and that FMAC has recommended to Council that the changes should assist in the membership recruitment drive and that in the end the amounts would be recovered.

4.4. Region-wide Survey of Needs

Professor Vin Massaro and Lorraine Perry attended for this item. Council discussed the Phase 2 Scanning Report prepared by Maree Conway in consultation with Vin Massaro and Lorraine Perry.

It was agreed that one of the underlying aims of the Survey is to arrive at a point where ATEM can identify its "Unique Selling Position", from which the growth of the organisation can develop. We also need to identify the pathways through which members and non-members alike can use ATEM's courses to reach their full potential. It is understood that ATEM's positioning is that it offers its education and training programs to the sector, not just to members. For all the above reasons, the quality of ATEM's offerings is paramount.

Maree urged Regional Chairs to respond to the survey on professional development that had been circulated as part of the Review.

It was agreed that ATEM needs to add mentoring and career development to its offerings, because the knowledge gained by members is uniquely portable within the sector.

4.5 Report from the Professional Development Coordinator

Maree Conway's report was discussed and adopted. It was agreed that Maree Conway would run a session at TEMC 2008 for those volunteers involved in the development of professional development in regions. Institutional Coordinators would also be encouraged to attend TEMC, and participate in the workshop.

4.6 President's Letter to Corporates and the Patron

The President's Letter to the Patron and to Corporate Members outlining the 2010 reforms was noted.

4.7 Regions

Maree Conway's report on the visit of SE Queensland/Northern Rivers to Bass was noted.

4.8 Branding and Marketing

Due to lack of time, this matter was deferred to the June meeting of Council. Regional Chairs were asked to bring their Welcome Packs to the meeting so that a display can be set up.

4.9 ATEM AGM

On the recommendation of Toni Hodge, Association Secretary, Council adopted the following schedule for the electronic AGM.

- 4 April 2008 - Circulate the Agenda by mass e-mail. Members will be invited to ask questions or make comments to the President, Secretary or Treasurer by e-mail.

The Q&A responses will be summarised and included each week up until 25 April in 'Weekend Update'.

- 25 April 2008 – Close of question period
- 30 April – The Secretariat will circulate a mini-survey, using the existing web-based response facility. Members will be able to record a yes/no/abstain vote on all resolutions between 6.00 am to midnight on this day.
- 1 May – the Minutes of the AGM are posted on the web.

4.10 Policy Documents

Council discussed the following Policy Documents.

(a) Institutional Coordinators (drafted by VP Lucy Schulz) It was agreed that this document needed further work. VP Lucy Schulz and VP Chris Pepper will report to the next meeting.

(b) Staff Exchange Programs and Study Tours (drafted by Maree Conway). This document was approved and Maree Conway was asked to implement it.

(c) ATEM Grants and Awards (drafted by Chris Pepper). Council noted that FMAC had discussed the financial implications of the extra funds needed to implement Chris Pepper's recommendation. FMAC had recommended adoption. It was agreed that these proposals for the upgrading of grants and the creation of new grants be adopted. The revised Terms of Reference for the Awards and Grants Committee were also adopted. VP Chris Pepper was asked to circulate his proposals to Regions and prepare a final report for the June meeting of Council.

(d) Strategic Directions Statement. Council approved the process recommended by Maree Conway and Tom Gregg for the revision of the Strategic Directions Statement. There will be a full day devoted to the revision at the June Meeting of Council.

5. Affiliations

5.1 International Affiliations

Council noted the ATEM Delegates to international conferences are shown below.

Affiliate	ATEM delegate	Affiliate's Delegate to TEMC
ACCRAO 24-27 Mar 2008 Orlando FL	VP Lucy Schulz SA	
AAUA 26-28 June 2008 Salt Lake City Utah	RC John Swinton Qld	Bruce Nelson
AUA 31 Mar-2 Apr 2008 York	Cr Linda McLain WA	
ACHEA 9-12 July 2008 Cayman Islands	Cr Heather Davis Vic	

5.2 Local Affiliations

Council noted the President's Report on collaboration with the following groups:

DEEWR: The new Department of Education, Employment and Workplace Relations – yet to do.

NZVCC: Penny Fenwick, who is a long time ATEM Member and member of the Editorial Board of the Journal, has been appointed CEO – a meeting has been arranged.

TAFE Directors: Meeting with Dr Colin Adrian of the Canberra Institute of Technology – yet to do

6 Reports

6.1 Conferences

6.1.1 2008 TEM Conference

A report from Toni Hodge was adopted.

6.1.2 2009 TEM Conference

VP Chris Pepper visited Darwin with the PCO. His report was adopted. It was agreed that the ATEM members on the proposed TEMC Organising Committee be VP Chris Pepper and the Association Secretary Toni Hodge, plus four locals being RC Jo Miller and three members drawn from Charles Darwin University and Batchelor Institute.

6.1.3 Future Conferences

Future Conferences will be **Christchurch** 28 September - 1 October 2008, **Darwin** 12-16 September 2009, **Melbourne** 2010, **Brisbane** 2011 and **Adelaide** 2012.

Council agreed that the 2013 TEMC should be in Hobart

6.1.4 Rotation of Conferences

Council noted that after the Adelaide meeting in 2012 there is no set policy on determining Conference Venues. There had been a thought that Regions would be asked to put forward expressions of interest in holding the Conference and a decision would be based on merit. Council decided that the old rotation should be retained, provided that a region could opt out of holding the TEMC if it wanted to. Therefore the 2013 TEMC would be held in Hobart and 2014 in Perth and 2015 Sydney. The President was asked to discuss this schedule with TEFMA.

6.1.5 Extension of Contract for PCO

Council agreed that there was no need to call for tenders in 2009 for the PCO, because the present PCO is excellent. The President was asked to discuss this proposal with TEFMA.

6.3 The Journal of Higher Education Policy and Management

Dr Ian Dobson's report was noted. Council was pleased with the development of the Journal which now has a rejection rate of 80%. Council was especially pleased that the L H Martin Institute for Higher Education Leadership and Management had become an equal partner in the Journal.

6.5 Report of the ATEM Foundation

Council noted the Minutes of a recent Foundation Board teleconference, including a draft investment policy. The updated investment spreadsheet was also noted.

RESOLVED 2/08

That the following investment policy be adopted.

1. ATEM Foundation has been appointed the investment arm for the ATEM Foundation and ATEM Inc.
2. ATEM Foundation and ATEM Inc funds will be accounted for separately in the accounts of the appropriate entity.
3. For investment purposes only, the ATEM Inc funds and ATEM Foundation funds will be pooled, to gain best advantage.

4. Investment reports from the Secretariat will be on two separate spreadsheets - one for each entity.
5. For the ATEM Foundation, the policy is to invest in diversified equities, with a reasonable yield and good growth prospects, on a ten-year investment horizon.
6. For ATEM Inc, the policy is to invest all funds surplus to budget needs in hybrid securities, interest rate securities, bonds and term deposits on a one-year investment horizon.

7 Other Business

7.1 TEFMA

The President reported on the establishment of a joint Secretariat with TEFMA. Council agreed that this development was appropriate.

7.2 ATEM Web Site

Giles Pickford reported that the revision of the ATEM web site had been completed.

8. 2008 Meetings

Council meetings in 2008 are on the following days:

Thursday 12 June at 12.30 pm - Melbourne
Sunday 28 September at 11.00 am - Christchurch
Thursday 11 December at 11.00 am - Sydney

GP 15/3/08