

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

**Council Minutes**

Minutes of a meeting of the ATEM Council held on Wednesday 11 March 2009 from 11.00 am to 3.30 pm in the Blackwattle 1 Room, Level R, Crowne Plaza Hotel, Day Street, Darling Harbour.

**PRESENT**

Stephen Weller	President-Elect
Linda McLain	Vice-President Elect
Toni Hodge	Association Secretary
Rex Jones	Association Treasurer
Heather Davis	ATEM Councillor
Ali Hughes	Chair, Aotearoa Region
Tracey Thomas	Deputy Chair, Bass Region
Judy Szekeres	Chair, Central Region
Jennifer Till	Chair, NSW/ACT Region
John Swinton	Chair, South-east Queensland/Northern Rivers Region
Jo Miller	Chair, Tropical Region
Ken McCluskey	Chair, Western Region

**In Attendance**

Maree Conway	EO, ATEM Secretariat
Giles Pickford	ATEM Secretariat

**1. Apologies**

Stephen Weller opened the meeting as President-Elect and was greeted with acclaim.

The following apologies were accepted Tom Gregg (President) RC Joanne Austin (Bass), Peter Scardoni (ATEM Secretariat) VP Chris Pepper.

**2 Starring of Items**

The President-Elect invited members to star or unstar agenda items. He then moved that all unstarred items be resolved in the affirmative. Motion Carried

**3 Minutes**

The Minutes of the meeting held on 11 December in the Crowne Plaza, Sydney were discussed at length with members seeking clarification on a wide number of items. The Minutes were then confirmed without amendment.

**4. Business Arising from the Minutes**

4.1 **The ATEM Action Sheet**

The Action sheet was noted and the Regional Chairs entered their membership targets for 2009. It was agreed that the figures from the last Census should be added as a 3<sup>rd</sup> column in item 1 of the Action Sheet.

*Action: Secretariat*

#### **4.2 UNESCO World Conference on Higher Education.**

Heather Davis reported that there was no further information on this matter.

#### **4.3 Institutional Coordinators**

Council noted that it had resolved in September 2008 as follows: “that Council revises the ATEM Constitution to require Regional Committees to meet at least twice a year with all Institutional Co-ordinators in the region. It noted that in some regions which are geographically dispersed these meetings might need to be by video link or teleconference”.

There was an open discussion on this topic. It was agreed as follows:

- That the requirement for the Regional Committee to meet the ICs twice a year should be included in the Policy Document rather than legislated.
- That it be noted that the waiving of membership fees for ICs is currently costing \$A8,470 per annum
- That membership fees be waived immediately an IC is appointed, and not after a year's service
- That the right to a fee waiver be re-visited. It is currently dependent on having 5 members from the Institution in ATEM. Some Institutions meet this requirement without effort and others will never meet it.
- That one way around the fee waiver issue might be that all ICs should be regarded as Corporate Members. This would cover all but three ICs, two in New Zealand and one in Australia. It was seen as particularly desirable that this change be made as one of the key roles for the IC is to engage with the corporate members.

It was agreed that the two ATEM Councillors and the ATEM Secretariat discuss these issues with a small group of active ICs and prepare a report, including a complete overhaul of the policy document, for the July meeting of Council.

*Action: Heather Davis and Tony Heywood (See 8.2 below) with Linda McLain*

## **5 Reports**

### **5.1 President's Report**

The Council considered Tom Gregg's final report and resolved that it be received. It noted the extremely valuable contribution made by John Mullarvey to the integration of ATEM into the AVCC's staff development program. The obituary by Frank Hambly and Giles Pickford was tabled and Council observed a minute's silence in memory of John Mullarvey. Stephen Weller reported that the ongoing relationship with the new Universities Australia was going very well.

### **5.2. Change Management Team Report**

#### **5.2.1 Secretariat Structure and Operation**

Council discussed a report and a PowerPoint presentation from Maree Conway on the structure and operation of the expanded ATEM Secretariat, which now includes all regional administrative contractors and casuals. The proposals included the possibility of regions with no administrative support being twinned with regions that have it.

There was also in principle support for a standard PD rate, but with flexibility for Regions to vary that a little when needed.

Council resolved to endorse the structure and operations as defined and requested Maree to discuss details of standardisation of pay and other issues with the contractors, populate the spreadsheet with names and functions, and report to the July meeting on the final arrangements.

*Action: Maree Conway*

### **5.2.2 Revised Membership Structure and Fees**

A report from Chris Pepper and Rex Jones was tabled on the day. The Council suspended Standing Orders so that the issues in the report could be given an initial airing. It was agreed that the following provisions be included in the budget and presented to the AGM in April.

- That there be no nomination or joining fee
- That the five tiers of membership be retained (Student, Member, Associate Fellow, Fellow and Emeritus Member), and that the policy document on Membership Levels be revised so that there is no waiting period before elevation to the rank of Associate Fellow and Fellow
- That from 1 July the individual member's fee be raised to \$AUD150.80 pa and \$NZ150.80 and that arrangements be made for a member to pay the fee at the rate of \$5.80 a fortnight preferably by salary deduction organised by the institution, or by direct debit between the members and their Banks. The ATEM Secretariat will produce a direct debit form for members to complete and return to the ATEM Secretariat if requested. Annual payment of the fee must be kept open as an option for institutions and individuals
- That from 1 July the fee for Associate Fellow be \$AUD221.00 pa and \$NZ221.00pa or \$8.50 a fortnight
- That from 1 July the fee for Fellow be \$AUD263.90 pa and \$NZ263.90 or \$10.15 a fortnight
- That from 1 July the Corporate Members' fee be raised to \$AUD1,319.50 pa and \$NZ1,319.50, which is five times the fee for ATEM Fellow, the implication being that corporate members ought to be Fellows
- That it be explained to the AGM that there had not been a fee rise for five years and that in future a small increase related to CPI will be recommended annually.

The Treasurer pointed out that these increases may not enable a balanced budget in 2009 as they will only be applied for half the year. That advice was noted.

*Action: Peter Scardoni*

### 5.2.3 Regional Elections

Council has agreed that Region Chairs should go to election every two years. The arrangement below was adopted. Elections should occur in April and be over by the AGM.

<u>Election in 2009</u>	<u>Election in 2010</u>
Aotearoa	Central
Bass	SEQ/NR
NSW/ACT	Tropical
	Western

*Action: Giles Pickford*

### 5.3. FMAC Report

The Treasurer reported on the proceedings of the FMAC meeting held immediately prior to the Council meeting.

Council resolved as follows:

- That it is noted that the unaudited accounts show a deficit for the year of approximately \$220,000 whereas the Council had budgeted for a \$184,000 deficit excluding \$90,000 to be funded out of reserves. The contribution by corporate, regions and branches to the financial result were as follows. (*Note: Corporate and all the regions were given a deficit budget. Those that are under budget did not spend all of their part of the deficit, while those that are over budget are over by the amount shown*)

<u>Under Budget</u>	<u>Amount</u>	<u>Over Budget</u>	<u>Amount</u>
Corporate	(\$97,181)	Aotearoa	(\$NZ13,726)
Central	\$1,152	Victoria	(\$87,949)
Western	(\$13)	Tasmania	(\$8,645)
Tropical	(\$23,434)	NSW/ACT	(\$1,655)

- That the consolidated balance sheet is noted and that the following remain to be consolidated: Victoria/Bass, Queensland/SEQ/NR and the Journal
- That from 1 July the separate imprest accounts in Bass and NSW/ACT be closed and all transactions are to be managed through the ATEM Corporate account by the use of ATEM credit cards, direct funds transfer and cheques, with the latter two generated by ATEM Corporate staff working closely with the regional treasurers. The RC NSW/ACT recorded her vote against this motion.
- That it is agreed that Council would accept the Victoria Branch financial statements for the period 1 May 2007 to 31 December 2007 unaudited, but strongly stated that a complete audit of the Branch and Bass Regional accounts for the period 1 January 2008 to 31 December 2008 must be carried out.
- That the revision to the Finance Manual proposed by Neil Voyce on the matter of signing authorities associated with the processing of payments using internet banking be approved.

- The ATEM will move to Quarterly financial reporting from 1 July 2009
- That it is noted that the Auditor has not yet completed his audit of ATEM's accounts and Financial Statements
- That it be noted that VP Chris Pepper's report on Risk Management is not yet available
- That the Operating Expenditure Schedule be deferred until July
- That ATEM does not wish to extend its cover over domain names to .biz or .net
- That ATEM register its name Australia-wide with ASIC
- That ATEM pursues the matter of on-line registration and payment for PD with the Commonwealth Bank, but in the interim it continues to use Wild Apricot and PayPal.

*Action: Rex Jones and Peter Scardoni*

#### **5.4 Report from the ATEM Foundation**

Council received the Report from the ATEM Foundation on ATEM's investment and the Foundation's investments. It noted the combined loss of value for these investments as at 7 March was **-22.25%**. It also noted that as at 23 February 2009 the ASX All Ordinaries was down **-51.2%** since its peak on 1 November 2007, the Shanghai Composite was **-63.9%**, the Dow **-49.8%**, FTSE **-42.8%**, and NZSX **-42.6%** and that the Harvard Endowment was down by more than 25%

Council noted that the global economy is now well and truly in uncharted waters. However, ATEM is doing less than half as bad as the market, which indicates that we will be back in the black half way into the upturn when it comes. China and Australia look set to be the first countries to experience the upturn, however we don't expect it to occur soon.

Council noted that the total ATEM dividends since inception in 2007 are \$14,141 and the Foundation's are \$10,881. All our stocks return a dividend, but the quantum of returns will fall for the next few years.

Council resolved to appoint VP Linda McLain to the Foundation Board.

#### **5.5 PD Program for 2009**

Maree Conway reported on the following matters:

##### **5.5.1 PD Program**

- online registration/payment: it was noted that all regions except Bass were now using the interim Wild Apricot solution,
- online evaluation: it was agreed that all regions should use the new online evaluation system to evaluate programs, with a quarterly report prepared by the Secretariat to be made to Council,

- development of program – it was agreed that planning for 2010 would commence in July, with a draft program presented to the September meeting of Council, and all programs on the ATEM web-site before the end of December 2009,
- program publication – it was agreed that Bass should provide details of its PD program for the remainder of 2009 so that a consolidated program can be published,
- flyers for each program – it was noted that a consistent template would be developed for regions to use to promote individual programs,
- program fee model – there was general endorsement for a consistent fee model, with regions allowed to vary amounts depending on the income:cost ratio for particular events, further work is to be done on this for a report at the July meeting,
- Council also reminded regions that costing of PD programs needed to build in a 10% surplus to be transferred to ATEM to cover the cost of Secretariat support and salaries for PD.

### **5.5.2 LH Martin Institute collaboration**

Council noted the continuing collaboration with the LH Martin Institute, in particular, the cross-badging of programs, and the proposed hosting of a joint forum for tertiary education associations.

### **5.5.3 Joint Australian Learning and Teaching Council Proposal**

The invitation for ATEM to be involved in a joint ALTC Proposal: Getting the Context Right: Cross-institutional Planning to Promote Learning and Teaching, being developed by the University of Southern Queensland, was supported.

### **5.5.4 HOSA Conference Support**

Council resolved that it supports assisting organisations such as HOSA with web support and on-line registration and payment support for an agreed fee under the umbrella of ATEM and involving 'joint-badging'.

*Action: Maree Conway*

## **5.6 Awards and Grants Committee Report**

Council note that VP Chris Pepper's report on the implementation of the Early Career Manager of the Year project was not available. As a consequence it agreed that if a Region wished to give grant support to members to attend TEMC 2009, and if it was in the budget, then such grants would be approved.

*Action: VP Chris Pepper*

## **5.7 Risk Management Group Report**

Council noted that VP Chris Pepper's report on the proceedings of the Risk Management exercise were not available. The item was deferred to July

*Action: VP Chris Pepper*

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

Ian Dobson's report was received with approval

## 5.9 ATEM Census

The ATEM Census as at 31 December 2008 was noted. Council was pleased to see an increase in membership of 70.

## 6. International and Local Affiliations

Council noted the current approved overseas and local delegates.

<b>Affiliate</b>	<b>ATEM delegate</b>	<b>Affiliate's Delegate to TEMC</b>
ACCRAO 13-16 April 2009 Chicago	RC Judy Szekeres (Central)	
AAUA June 2009 Washington	RC Jo Miller (Tropical)	
AUA 6-8 Apr 2009 Exeter	Lucy Schulz (Central)	
ACHEA 8-11 July 2009 Trinidad	Any volunteers?	
AFR Conference 10-11 March, Sydney	Maree Conway (Bass)	
UA Conference 4-5 March Canberra	Stephen Weller (Bass)	

## 7. Conferences

### 7.1 TEMC Conferences

#### 7.1.1 2009 TEM Conference

Jo Miller's tabled a report on the 2009 TEMC. Council agreed to suspend standing orders so that the report could be discussed. Council then resolved as follows:

- That if a paper is to be rejected there must be an offer to the author of feedback if needed
- That the ATEM Secretariat report on the current length of duration of the Leishman Contract. There was a feeling that it extends to include 2011, but that could not be confirmed.
- That we should adopt a \$895 early bird registration fee for members only, and that all other fees be raised by 5% (it was noted that TEFMA wanted 7.5%), provided that the gap between the early bird member rate and all other rates should not be less than \$150.80, which is the ATEM member's fee.

*Action: Jo Miller*

#### 7.1.2 2010 TEM Conference

Council noted that Joanne Austin was absent as she was receiving a Vice-Chancellor's Award on the day of the meeting. Her written report was received with approval and Council resolved to adopt the proposed dates and the venue

#### 7.1.3 2011 TEM Conference

John Swinton reported as follows:

“Planning for the 2011 Tertiary Education Management Conference is under way with the confirmed dates being Sunday 14th to Wednesday 17th August 2011. The venue is confirmed as the Gold Coast Convention and Exhibition Centre (GCCEC) with the contracts being drawn up ready for signing by the current TEFMA and ATEM Presidents. An invoice for the deposit will follow shortly after.

“Possible dinner venues for the Conference Dinner include the following;

**SeaWorld**, Delegates would enjoy a private dolphin show during pre dinner drinks before they sit down to dinner overlooking the dolphin pool. The main area is under cover.

**Warner Brothers Movie World**, A great venue in terms of theming (Capone’s Little Sicily, Blazing Saddles, Hollywood, or Super Heroes), some rides can be open for guests to enjoy before dinner. Characters can meet and greet the guests in arrival. The main walk way where the dinner would be held is under cover.

**DreamWorld**, There are several locations throughout Dreamworld suitable for a large dinner, including, the Big Brother House, The Dream Room, Tiger Island, Dreamworld Studios, Gold Rush Country and Whitewater World and selected rides can be open for guests to enjoy before dinner

**Conrad Jupiter’s**, Located across from the Convention and Exhibition Centre, nice outlook, would need theming

“We are currently securing accommodation in the Broadbeach area, including a hotel and apartment style all within walking of the GCEC, with the main accommodation coming from Conrad Jupiter’s.

“Now the venue has been secured and we are looking at dinner options, the committee for 2011 can start to think about the theme of the conference, with a decision on this required early mid 2010. Then we will progress into logo design and keynote speaker options with the launch of the conference planned for the last day of the 2010 conference.”

Council resolved to endorse the report and asked members to give their ranked recommendations to John for the Annual Dinner (as per tabled list or otherwise)

*Action: John Swinton*

### **7.1.5 Future Conferences**

Council noted the following schedule of future conferences:

**Darwin** 12-16 September 2009, **Melbourne** 3-6 October 2010, **Gold Coast** 2011 and **Alice Springs** 2012, **Hobart** 2013, **Perth** 2014, **Sydney** 2015

## **8. Other Business**

### **8.1 2009 AGM**

Council approved a report from the Secretariat on the plan for the 2009 AGM and noted the results of the Council Elections as follows:

President-Elect	Stephen Weller (Bass)
Vice-President	Linda McLain (Aotearoa)
Treasurer	Rex Jones (Central)

In speaking to the resolution Stephen Weller outlined Tom Gregg’s immense contribution to ATEM over many years, beginning with the founding of the New Zealand Branch, serving as

NZ Vice-President and as the second NZ representative on Council, then being appointed by Jim McLauchlan in 1997 to work on the ATEM 2000 Writers Group which created the new ATEM, incorporated in 1999. He noted that Tom had served as President for seven years from 2003 to 2009, which is a record term of service in ATEM. The second longest terms were four years from Colin Plowman 1978-82 and four years from Vin Massaro 1989-92.

Council resolved to show its appreciation to Tom Gregg by giving him a “free” registration to TEMC 2009, paid for by ATEM. Giles Pickford, Convenor of Ghosts, also announced that Tom would be given a free ticket to the ATEM Ghosts' Lunch in Darwin.

*Action: Giles Pickford*

## 8.2 Replacement of Casual Vacancy

Council discussed a replacement for Linda McLain as ATEM Councillor. It was resolved to invite Tony Heywood, Registrar of Campion College, NSW/ACT Region, to accept this position.

*Action: Stephen Weller*

## 9. Next Meetings in 2009

Council agreed to the proposed meeting schedule below, subject to the reinstatement of the December meeting should it be needed and subject to budget constraints. This issue will be discussed next at the September meeting.

Council also resolved

(a) to return to the old method of the Secretariat making the room bookings for all members and paying for them, except in the case of people who wished to make their own arrangements (*as previously agreed, this arrangement is based on the one night's funded accommodation principle; additional bookings outside that period will need to be made by individual members direct with the hotel*) and

(b) that Peter Scardoni seeks quotes for the next Sydney meeting as the last quoting process was botched.

*Action: Peter Scardoni and Giles Pickford*

Date	Meeting	Time	Place
Thur 30 April 09	ATEM AGM	9.00 am to Midnight	By e-mail
Fri 24 July 09	FMAC	9.00 am	Melbourne
	Council	11.00 am	Melbourne
<b>13 to 16 September</b>	<b>TEMC</b>	<b>Darwin</b>	<b>Don't miss it!</b>
Sun 13 September 09	FMAC	9.00 am	Darwin
	Council	11.00 am	Darwin
Tue 15 September 08	Awards Breakfast & Members' Forum ATEM Ghosts' Lunch	8.00 am 8.15 am 12.30 pm	Darwin

GP 12/3/09