

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

**Council Minutes**

Minutes of a meeting of the ATEM Council held on Friday 19 March 2010 at 9.30 am in the Presentation Room, Clock Tower Building, University of Auckland.

**PRESENT**

Stephen Weller	President
Linda McLain	Vice-President
Tony Heywood	Vice-President
Toni Hodge	Association Secretary
Maddy McMaster	ATEM Councillor
Heather Davis	ATEM Councillor
Kate Rawlings	Chair, Aotearoa Region
Joanne Austin	Chair, Bass Region
Judy Szekeres	Chair, Central Region
Jenny Martin	Chair, NSW/ACT Region
John Swinton	Chair, South-east Queensland/Northern Rivers Region
Ken McCluskey	Chair, Western Region

**In Attendance**

Maree Conway	Executive Director, ATEM Secretariat
Giles Pickford	Assistant Secretary, ATEM Secretariat
Peter Scardoni	Assistant Treasurer, ATEM Secretariat

**1. Welcome and Apologies**

Apologies were received from Rex Jones and Jo Miller.

The President welcomed the members and made the following announcements:

- Congratulations to Linda McLain on her re-election as Vice-President
- Congratulations to Heather Davis on her election as Association Secretary
- Thanks to Toni Hodge for her seven years of service to ATEM as a Councillor and as Association Secretary
- Welcome to Kate Rawlings, the newly elected Regional Chair for Aotearoa
- Thanks to John Swinton and Jo Miller for their service to ATEM as regional Chairs for SEQ/NR and Tropical Regions respectively, who have announced that they will not renominate for election in the current round.

**2. Starring of Items**

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

**3 Minutes**

The Minutes of the meeting held on 11 December at the Crowne Plaza Hotel, Sydney, were confirmed.

There was a discussion about ATEM's practice of posting the Minutes of meetings on the web site prior to their confirmation. It was agreed that, as the draft minutes are circulated first to the President and Secretary and then to all Councillors, it is preferable for the membership of ATEM to be able to see the Minutes without having to wait three months to do so. It was also agreed that as the time for making amendments to the Minutes is within the fortnight following the meeting, therefore there was no need to make the Minutes a starred item on the next Agenda.

#### **4 Business Arising from the Minutes**

##### **4.1 ATEM Action Sheet**

The newly formatted ATEM Action Sheet was discussed and amended as attached to the Minutes. It was agreed that the membership targets should be placed on the open website together with the membership table from the CMS so that the members of ATEM could monitor progress with the membership campaign.

#### **5. Future Directions**

##### **5.1 The ATEM Identity**

Maree Conway made a presentation on the "Proof of Concept" discussions with Fuji Xerox. The report was noted. Council requested further advice on the amount of ongoing investment required to maintain the Campaign Connect system after the pilot project was completed.

##### **5.2 The Future TEMC Conference**

A report from the ATEM/TEFMA Joint Steering Committee was discussed. Council agreed to the directions that the Committee was taking and approved the Terms of Reference.

##### **5.3 The Future ATEM Web Site**

Maree Conway spoke to a paper from Evolution 7 which had been circulated outside the Agenda.

Council approved of the proposed plan and the estimated development cost of \$74,500, plus the additional fee of \$5500 to include online forums, and up to \$2400 for the development of newsletter templates. Specific deadlines against payment milestones were requested, with a deadline for completion of the new site one month before the TEMC in October 2010. It was agreed to launch the new site at the Conference.

#### **6. Reports**

##### **6.1 Quarterly Report of the ATEM President**

The President's report was discussed and it was resolved that it be received. The following resolutions were carried:

- That Barb Stubbs be formally welcomed as the new ATEM Administrative Officer
- That Dr Terry Fulljames, Director Academic of the Bay of Plenty Polytechnic, be appointed to the position of ATEM Councillor vacated by Heather Davis on her election as Association

Secretary. Dr Fulljames's term would run from the 2010 AGM to the 2012 AGM. Dr McMaster's term as Councillor was confirmed as running to the 2011 AGM.

- That Regional Chairs be urged to complete the 2010 plans for PD Programs as soon as possible; and that in future years this must be done and completed by the end of November of the previous year allowing for a December release. The only details that are needed in December are Title, Abstract, Location, Fee, and if possible the name of the Speaker.

## **6.2 Quarterly Report of the Executive Director**

The Executive Director's report was discussed and it was resolved that it be received. The following resolutions were carried:

- That all Councillors and members of the ATEM Secretariat will use the [atem.org.au](http://atem.org.au) address, and monitor the correspondence daily at the following web site:  
<https://www.google.com/a/atem.org.au>
- That ATEM begin to test Google docs for document development
- That further investigation of collaborative work with Customer Service Benchmarking Australia is approved.

It was also agreed that discussions should be held with Freehills to explore the expansion of their sponsorship of the Western Region across ATEM.

Council also supported the development of a number of ATEM 'protocols', such as Terminology, Communication, Action when an Office Bearer Resigns, which would be published on the ATEM wiki.

It was agreed that the deadline for finalising copy for the 2011 PD Program booklet would be 1 December 2010.

## **6.3 Quarterly Report of the ATEM Treasurer**

The Treasurers Financial Report for Dec 2009 was received and the consolidated statements noted.

It was noted that there was a turnaround from a loss of \$119,000 in 2008 to a surplus of approximately \$75,000 in 2009

The Net assets reported on the Balance Sheet would increase by approximately \$50,000 when the Queensland bank accounts were included and the transactions to write off the old Victorian Branch were completed. These transactions will be done once the necessary bank statements were received.

The audit for 2009 could also not be completed until these statements and the necessary records from the Imprest Accounts were received. Action was in hand to complete these tasks.

To be certain that audited financial accounts could be presented at the AGM it was agreed to defer the AGM for this year to 30 May 2010.

The 2010 Budget was noted. The President highlighted that two regions were projected to operate in deficit for a second year and were requested to ensure that these would not remain in the 2011 Budget year or Council would need to consider the operations of the region. It was highlighted that there were Council expenses included in the Aotearoa budget which needed to be clarified by the Executive Director.

It was agreed that the Web-development could be financed in 2010. This could result in a small deficit in 2010 which could be funded from 2009 surpluses.

It was agreed that all ATEM investments should be transferred to and reported in The Foundation Accounts. This would result in a reduction in assets in the ATEM accounts but a corresponding increase in assets in the Foundation.

Council noted the large improvement in corporate membership renewals and it was agreed that Regional Chairs would assist with the remaining outstanding renewals

The Treasurer's report was discussed and resolved that it be received. The following resolutions were carried:

- That the Accounts be received and the forward budget be approved
- That the Column Heading "Council" ought to be replaced by "Association".
- That the AGM be moved forward to 30 May to allow for deadlines associated with Audit
- That the positive results in the Corporate Members' renewal campaign be noted and that the President's role in achieving these results is appreciated
- That the Regional Chairs and their Committees and the Institutional Coordinators be brought closer in to the campaign as they can often overcome difficulties at the local level
- That the Executive Director create a protocol for inclusion in the Wiki on the transfer arrangements from an old Regional Treasurer to a new Regional Treasurer.

#### **6.4 Report on the Review of the ATEM Foundation**

VP Tony Heywood's Report was discussed and it was resolved that it be received. The following resolutions were considered;

- Recommendation 1: That the ATEM Council clarify which five of its members that it has appointed as Directors of the Foundation Board.
- Recommendation 2: That the ATEM Council establish a policy for appointing Directors to the ATEM Foundation.

The Council considered both recommendations together. A policy was **carried** that the ATEM appointees on the Foundation Board be *ex officio* appointments in future. Those officers are to be: The Treasurer, the two Vice-Presidents, a Regional Chair (Ken McCluskey of the Western Region was chosen) and the Convenor of Ghosts. It was noted that the President would relinquish his membership of the Foundation Board at the next meeting when the Board considered appointments of non *ex officio* Directors.

- Recommendation 3: That the status quo continues with New Zealand Foundation at this stage. Further to this, a meeting with representatives from the NZ Foundation, the Aotearoa Regional Committee and the ATEM Council be held on an annual basis to review this position.

#### **Carried**

- Recommendation 4 That if a future decision is made for action regarding the New Zealand Foundation, the Trust Deed be reviewed to ensure consistency with the Constitution of the Australian Foundation as well as ensuring compliance with the requirements of the NZ Charities Act 2005.

#### **Carried**

- Recommendation 10: That ATEM Inc no longer participates in investing activities in conjunction with the ATEM Foundation.

#### **Carried**

- Recommendation 11: That existing funds invested with the ATEM Foundation either be given to the Foundation or liquidated and returned to an ATEM Inc bank account.

After discussion, a resolution was made to transfer these assets to the Foundation.

#### **Carried**

- Recommendation 12: That the ATEM Council establish amounts to provide guidance for the treatment of its surplus funds (beyond \$20,000 held in each impress account).

**Defeated.** Council preferred to discuss surpluses each time they occurred rather than be constrained by such a policy.

Council also received a report from Giles Pickford on the progress being made with the total endowment. It was noted that the three-year yield from dividends was 11.02% and the three-year capital gain was 19.52% giving a **three-year Annual Return of 30.54%**. This result puts the ATEM Foundation in the top ranking fund managers in Australia and is an especially gratifying result given the global financial crisis of 2008-2009.

## **6.5 Review of the Strategic Directions Statement**

VP Linda McLain's report was discussed and the revised Strategic Directions Statement was approved. It was agreed that once finalised with minor amendments made at the meeting, all members should be advised of the link on the ATEM website where they could download a copy.

## **6.6 Leadership Framework**

VP Linda McLain's report on a proposed Leadership Framework was discussed. It was agreed that the idea needed more work, including a greater emphasis on leadership and less on management. VP Linda McLain was asked to head a working group comprising Maddy McMaster, Heather Davis and Kate Rawlings, and collaborate further with Professor Geoff Scott of the University of Western Sydney.

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

Ian Dobson's report on the *Journal of Higher Education Policy and Management* was noted with approval.

## **6.8 Report of the Returning Officer**

Council noted that Linda McLain was re-elected as Vice-President of ATEM, and Heather Davis was elected as Association Secretary taking over from Toni Hodge who has served ATEM faithfully and well for seven years. Linda and Heather's terms start after the 2010 AGM this year and continue until after the 2012 AGM. The Returning Officer's Report was adopted.

## **6.9 Report from Susan Hudson**

Susan Hudson's report on her research project on Staff Nomenclature was noted with approval.

## **7. TEM Conference Reports**

### **7.0 Report from TEMC Steering Committee**

VP Tony Heywood's report from the Joint Steering Committee was adopted.

### **7.1 TEMC 2010 Melbourne**

RC Joanne Austin's on the 2010 TEMC in Melbourne was discussed and approved. Council noted that the TEMC program would be virtually paperless because each delegate will be given an ipod containing all they needed to know. Serious consideration is being given to doing away with the Conference Satchel, or having an optional satchel for those who want them. Council noted that there

were already 110 registrations, and this has been achieved even before the formal launch of the TEMC 2010 web site on 31 March.

## 7.2 TEMC 2011 Gold Coast

RC John Swinton's report was received and adopted.

## 7.3 TEMC 2012 Alice or Adelaide

RC Judy Szekeres's report was discussed and Council debated the two options of Alice Springs or Adelaide. In the end Council adopted the Adelaide option, subject to TEFMA agreement, because of the following issues with Alice Springs:

- The TEMC is too large for the Alice Springs Convention Centre
- The venue for the trade fair is too small which would impact negatively on sponsorship
- The costs of importing the Audio-Visual components was high
- The distance and cost of travel is high
- The profit may be lower if the TEMC registrations fall as a result.

## 7.4 TEMC 2015

A submission from the Wollongong Bid Team was considered. It was noted that there was strong support for the bid by the University of Wollongong, Wollongong City Council, Tourism Wollongong and Bluescope Steel. Council was impressed by the concept and welcomed the return to a campus-based TEMC. It noted that costs would be lower than for recent conferences as the venue and audio-visual components were being supported by the University. The President noted that the bid was comprehensive and attractive and it was agreed to refer the bid to the NSW/ACT Region for a subsequent recommendation to the June Council meeting.

It was noted that the venues for 2013 and 2014 would be Hobart and Perth respectively.

## 7.5 International & Other Conference Reports

Council noted a paper from the Secretariat on the strategic value of existing affiliate partnerships and the potential for new affiliations. It was resolved that ATEM cease to nominate members to AAUA conferences from 2011.

It was agreed that ATEM needed to look at the way it hosts international visitors and report back on a better plan.

The current list of overseas and local conferences for 2010 is below.

Affiliate	ATEM delegate	Affiliate's Delegate to TEMC
Association of Collegiate Registrars and Admissions Officers 21-24 April 2010 New Orleans	Ken McCluskey (Western)	
Association of American University Administrators 5-7 November Arlington Virginia	Linda McLain (Aotearoa)	
Association of University Administrators 29-31 March 2010 Warwick	Stephen Weller (Bass)	
Association of Caribbean Heads of Educational Administration early July 2010	?	
Australian Financial Review Conference 8-9 June 2010	Judy Szekeres (Central) Giles Pickford (self-funded)	
Universities Australia Conference 3-5 March 2010	Stephen Weller (Bass)	

## **8. Other Business**

### **8.1 Update of ATEM Policy Documents**

At the request of the Executive Director this item was deferred for further work.

### **8.2 Analysis of the Governance Survey of Councillors**

Tony Heywood's report was discussed and the following resolutions carried:

- The Executive Director and Secretary were asked to review and clarify the Policy Document on Organisational Responsibilities
- The Secretary was asked to prepare an induction package for new Council Members
- The Treasurer and Assistant Treasurer were asked to prepare a list of compliance and reporting requirements with deadlines for each.
- That Regional Chairs take the report of the Governance Survey back to their Regional Committees and consider running the survey for their own operations.

## **9. Next Meeting**

The agreed meeting schedule for 2010 is below.

Date	Meeting	Time	Place
19 March 2010	Council	9.30 am to 3.30 pm	Auckland
30 April 2010	ATEM AGM	All Day and night	Cyberspace
25 June 2010	Council	9.30 am to 3.30 pm	Griffith University
3 October 2010	Council	9.30 am to 3.30 pm	Melbourne
5 October 2010	ATEM Awards Breakfast & Members Forum	6.30 am to 8.30 am	Melbourne
5 October 2010	ATEM Ghosts Lunch	12 noon – Ferry leaves	MCG
10 December 2010	Council	9.30 am to 3.30 pm	Sydney

GP 29/3/10