2025 AGM Minutes

Date: Monday 1 December 2025, 12:40 – 1:30pm

Chairperson: Dr. Michael Cowling, ASCILITE President

Venue: Adeliade Conference Centre.

Present:

Name	Affiliation
Mark Schier	University of New England
Sandy Barker	University of South Australia
Elaine Huber	University of Sydney
Audrea Warner	University of Auckland
Amanda White	University Technology Sydney
Saher Ali	Torrens University
Gitte Galea	CQU
Lynn Gribble	UNSW
Michael Cowling	CQU
Karin Baroc	Griffith University
Karine Cosgrove	Griffith University
David Ratliff	University of Auckland
Michelle Pedlow	Edith Cowan University
Justine Maldon	Edith Cowan University
Janine Harman	UNSW
Vickel Narayan	Massey University

Thomas Cochrane	University of Melbourne
Kashmira Dave	UNE
Leanne Ngo	La Trobe University
Manisha Thabbon	Torrens University
Kranthi Addanki	JCU
Jo-Anne Clark	JCU
Diana Saragi Turnip	UNSW
Sandra Rout	QUT
Lisa-Angelique Lim	UTS
Annesha Bakkania	UQ
Lisa Bugden	UNE
Bopelo Boitshwaselo	UniSA
Petrea Redmond	USQ
Linda Corrin	Deakin University
Michael Henderson	Monash University
Shayani Kimbaharan	Monash University
Charmaine Herfkens-Fernandez	ECU
Rebecca Scriven	ECU
Lisa Jacka	USQ
Stoo Sepp	UNE
Sue Gregory	UNE
Jonanne Blannin	Monash
George Joukhadar	UNSW
Dale Hansen	University of Queensland
Zoe Zhang	Victoria University

Chris Deneen	Adelaide University
Henk Huijser	QUT
Nicholas Fewster-Young	UniSA
Ee Hui Lim	Monash
Keith Heggart	UTS
Scott Bradley	JCU
Mehrasa Alizadeh	Otemon Gakuim University
Petre Czarniak	Curtin University
Homa Babai	UoM
Pennie White	Deakin University

1. Acknowledgements, Welcome, and preliminary business

- ASCILITE President, **Michael Cowling**, opens the AGM at 12:51pm.
- Requests that attendees complete the attendance register and checks for a quorum.
- Notes that the meeting is being recorded for minuting purposes

2. Acceptance of the 2024 AGM minutes

Michael Cowling draws attendees' attention to the AGM documents that were circulated via the Bulletin and emailed to all members were emailed on 26November 2024

Michael asks if there are any questions or corrections relating to the supplied AGM documents. And asks for a member to move a motion to accept last year's AGM minutes.

Motion for the meeting minutes from the 2024 AGM be accepted as a true and accurate record of the meeting.

a. Move to accept: **Petra Redmond**

b. Seconded: **Elaine Huber**

c. Show of hands passed the motion

NO SUBSTANTIVE BUSINESS WAS ARISING FROM THE 2024 MINUTES – Name corrections for some attendees to be done

3. 2025 President's Report

- Michael Cowling draws attendees' attention to the President's Report
- Briefly runs through the some of the highlights
  - 2025 was a year "strong growth and consolidation"
  - The society is 42 years old
  - The SIG are doing amazing work
  - The Webinar schedule was full
  - APUBS was moved to the OAPA platform, with proceedings from ASCILITE conference from the early 2000s.
  - The 2024 ASCILITE conference was a massive success with over 500 attendees.
  - Thanks **Roger Brown** for his efforts as the secretariat
  - Membership is around the 2100 members
  - Thanks the members present in the room
  - Asks attendees if there are any questions relating to the report: **There are no questions asked.**

Motion for the 2024 President's Report be accepted

a. Move to accept: **Lynn Gribble**

b. Seconded: **Amanda White**

c. Show of hands passed the motion

4. 2025 Treasurers Report

- **Sandy Barker** draws attendees' attention to the financial section of the report and in summary mentions
  - ASCILITE's income was more than 2024 but so were expenses
  - Notes that that is a good thing as ASCILITE is an NFP.
  - Notes that ASCILITE is showing a loss of $82,000 in the financial year 2024 – 2025.
    - Notes that there was a single payment of "around $74,000" for back superannuation.

        - Explains why there was a superannuation claim against the society
        - Notes that the claimant did not get the entire $74,000 some was ATO fines and taxes.
        - Proposes that losses don't look so bad if the superannuation payment is ignored.
    - Notes ASCILITE still has in excess of $500,000 in the bank and this may impact on the societies NFP status.
    - Notes that the executive approved the move to financial year budgeting – to simplify the reporting and budgeting. Explains how the current budget is drawn up and notes that the forecast for the 1st 5 months of the 2025-26 FY loss was $70,000 but we are sitting at about $35,000.

Asks if there are any questions about the current financial position – no questions tabled

Sandy Barker moves onto the new model (of Financial Year reporting and budgetting) for 2026 – 2027. Notes

- There is a projected loss of $61,000 in the FY
- Income and operating expenses are expected to be lower. ASCILITE has been conservative in budgeting
- The ASCILITE executive is hosting the 2026 conference she is expecting "all the income and expenses will be going in and out of our accounts."

Asks if there are any questions about the forecast budget.

Amanda White introduces herself and asks for clarification about forecasting losses (to bring ASCILITE financial position down to not affect NFP status or to a certain level?) and are ASCILITE, in the future, expecting to break even.

Sandy Barker responds noting that ASCILITE are looking to maintain a financial position of between $400,000 and $500,000. This would enable ASCILITE to continue to operate for a number of years should income stream reduce (conference losses and/or downturn in institutional membership). Notes the current position is largely thanks to **Alan Christie** but ASCILITE can not continue to "make money"

Elaine Huber asks for clarification about Card fees, Stripe surcharges and fees. **Sandy** passes the question onto **Roger Brown,** who notes that each online transaction can result in 3 transactions that are reconciled into those line items.

Petra Redmond asks about the budget for getting past conference proceedings into APUBS, and wonders when that expense ceases what are ASCILITE going to do to ensure they remain within the financial position. Sandy Barker replies that that will have to be determined in the future by the executive.

Lynn Gribble asks about the CMALT line item. Michael Cowling talks to the relationship between ASCILITE and ALT (in the UK) and that ASCILITE has agreed to pay 50% of a ASCILITE members CMALT accreditation fee. Notes that the budgeted figure is higher than previous years and the ASCILITE executive would like to reinvigorate CMALT accreditation during the upcoming year.

Sue Gregory wonders if the $2000 allocated to the WiAL pre-conference workshop is sufficient. Sandy Barker notes that that was the amount suggested by the portfolio co-lead (**Elaine Huber**), but is happy to re-look at the amount with further input from Elaine.

Motion for the acceptance of the financial report as published and the 2026-27 budget forecast be accepted.

Move to accept: **Justine Maldon**

Seconded: **Amanda White**

Show of hands passed the motion

5. Executive Elections

Michael Cowling thanks the outgoing members of the committee; **Kwong Nui Sim**, **Hazel Jones**, and **Sue Gregory**.

Michael welcomes the 3 new committee members; **Amanda White**, **Justine Maldon**, and **Thom Cochrane** (who returns from being a co-opted member to a full member of the executive).

6. ASCILITE Annual Conferences

2025 Conference update

Sandy Barker gives the final update for the current conference

- Acknowledges that the conference is "compact" (330 attendees – 30 short of the 360 that she was trying for) but thinks that is indicative of the current financial climate in the Tertiary sector
- Thanks the CoC, the ASCILITE executive, and the PCO (Events Studio)
- Pleads with the attendees to complete the conference survey – particularly the one relating to the South Australian government (otherwise the SA Gov grant might not be paid out)

2026 Conference Announcement and discussion

Elaine Huber is introduced, and it's noted that this is the 1st time that this is not an announcement about the city and university that is hosting. Elaine confirms that the 2026 conference will be organised by the executive and a committee. Elaine thanks the members that expressed interest in being on the committee and notes that the various roles and teams have been assigned. Elaine directs attendees to the padlet where the theme of the conference is being crowd sourced.

7. Other Business

NO FURTHER BUSINESS IS NOTED

MEETING CLOSED: 1:35pm