

**Minutes of the ASCILITE Annual General Meeting
held Tuesday 7th December 1999
at Queensland University of Technology, Brisbane**

Present: Rob Phillips (President and Chair); Helen Carter (Vice-President); Russell Pennell (Treasurer); Allan Christie; Carmel McNaught; Georgina Fyfe; Beth Cavallari; Jenny Winn; Bill Chia; Richard Alcott; Jim Lester; O.A. Kelly; S.V. Bright; Rory Ewins; Cathy Gunn; Claire Donald; Gerry Lefoe; Mike Keppell; Gregor Kennedy; Peter Harris; Carol Bowie; John Bain; David Kennedy; Barney Dalgarno; Matthew Riddle; Mike Fardon; Romana Pospisil; Sue Franklin; Alison Young; Mary Peat; Rod Sims; Allan Ellis; Ron Oliver; Jon Mason; Milena Dunn; James Meek; Phil Nanlohy; Peter Evans; Peter Albion; Lynn Zelmer; Carole Evans (Acting Secretariat and Minutes Taker).

1. **Apologies:** Martie Sanders.

2. **Minutes of the 1998 AGM:**

Motion: that the minutes be accepted as correct.

Moved Phil Nanlohy,

Seconded Matthew Riddle.

3. **Business Arising:**

There was no business arising.

4. **President's Report:**

The report had been circulated to the members previously as part of the Conference Proceedings and Rob Phillips highlighted the main issues.

He highlighted ASCILITE's involvement in the EIP and CUTSD projects.

Rob also informed members of the Marketing Plan, commissioned during 1999, the Executive Summary of which he had posted to the List.

4.1 **State-based activities**

Rob presented the proposal to encourage state-based 'mini-conferences' during the year and invited ideas and suggestions. Further input should be directed to Rob Phillips.

It was agreed that the proposal was a good idea and the Executive will carry forward the concept.

5. **Treasurer's Report:**

The general report was circulated and Russell Pennell highlighted issues and invited questions.

Q: Why is there no Conference expenditure line?

A: The Conference Committee receive a float of \$5000, which is refundable at the end of the conference. Conference finances are managed by the conference organising committee, outside of ASCILITE's financial structure.

The annual audit has been completed and the Profit and Loss papers and Balance Sheet were circulated.

Due to a misunderstanding, the incorrect draft budget for 2000 was circulated at the meeting. The correct version will be put up on the web.

Motion: That the audited accounts and the proposed budget for 1999/2000 be accepted.

Moved Rob Phillips

Seconded Allan Christie

Motion carried.

Note: At their post-conference meeting, the Executive decided to circulate the amended budget to those present at the Annual General Meeting, for approval.

Russell touched upon the GST issue.

ACTION Russell Pennell: Write a report, with recommendations, to the Executive, following attendance at a GST workshop he will be attending soon.

6. **Elections:**

Three positions were scheduled for re-election, as well as one 1-year position becoming vacant following the stepping-down of Georgina Fyfe. The vacancies were the position of Treasurer and four Executive members.

Rob Phillips gave a vote of thanks to Georgina for her contribution.

Rob Phillips chaired the elections, explaining that he had received late proxy votes. The Constitution was consulted and it was agreed that there was nothing expressly against these votes being counted.

It was recommended that the proxy votes received by Rob Phillips during the course of the conference, be included in the count.

Moved Rob Phillips

Seconded Lynn Zelmer

A show of hands confirmed all in favour.

One person nominated for the position of Treasurer, being Russell Pennell and he was elected unopposed.

It was motioned that the voting procedure for the remaining vacancies be accepted as explained by the Chair, with up to four votes being recorded on each voting slip.

Moved Rob Phillips

Seconded David Kennedy

A show of hands confirmed all in favour.

There being six candidates for the four Executive positions, it was necessary to conduct an election.

Nominees were: Allan Christie (current Executive member), Jenny Winn (current Executive member), Carmel McNaught (current Executive member), Rod Sims, Cathy Gunn and David Kennedy.

Georgina Fyfe acted as the Returning Officer, with Vote Counters being Barney Dalgarno and Lynn Zelmer.

Elected to the 2-year term positions were Carmel McNaught, Jenny Winn and Cathy Gunn.

Elected to the 1-year term was Rod Sims.

Rob congratulated the new Executive members and thanked all present.

Rob gave a vote of thanks to Allan Christie for his immense contribution during his years on the Executive.

ACTION Rob and Stacey: Ensure adequate orientation of new Executive members, Cathy Gunn and Rod Sims (eg: Conference Guidelines, meeting dates, processes, etc.).

7. **Membership Fees: proposed new schedule:**

Russell Pennell presented the proposal, explaining the current system had been in use since 1995. It was proposed to increase the individual membership fee from \$50 to \$70, in conjunction with a discount schedule:

Individual Membership		\$70.00
- group discount*	5 - 19	\$60.00 each
- group discount*	20+	\$50.00 each

(*single payment/single receipt)

This means that any group of between 5 and 19 colleagues who decide to join on the same date and who pay with a single cheque, will receive a discount of \$10.00 per membership. Similarly, any group of 20 or more will receive a discount of \$20 per membership. In return, a single receipt, which individually lists all members and the amount they paid, will be issued to the person who sent the cheque.

The Student Membership will remain the same.

Tax implications on the issue of single receipts were raised.

Rob Phillips advised that a working group would be investigating initiating an Institutional Membership during 2000.

Debate ensued on the proposal.

It was moved to accept the fee proposal as presented.

Moved Bill Chia
Seconded Gerry Lefoe

Objection to the motion raised by Rod Sims.

A show of hands, 17 against 12, voted to accept the proposal as it stands. Motion carried.

The Executive will examine and discuss the concerns raised.

ACTION Russell Pennell: Seek advice on the tax implications of issuing single receipts for groups, from which the individuals could claim tax relief.

8. **ASCILITE99:**
The Conference is going well and a profit is anticipated. Results will be circulated upon completion and audit of all accounts.

9. **ASCILITE2000:**
Rod Sims advised that the Conference will attract the GST on the registration fee, as well as the other services (accommodation, etc.).

- 9.1 **Awards judging:**
The Universities of Western Sydney and Wollongong have volunteered to judge the awards. Rod Sims suggested that the Executive consider the possibility of allocating one award category to each institution.

All proposals to judge the 2000 awards should be in writing to Rob Phillips.

10. **ASCILITE2001 and 2002:**
So far, three expressions of interest for ASC2001 have been received — from James Cook University, University of Western Sydney and University of Melbourne. Further proposals should be forwarded to the Executive.

Universities in Auckland intend to put in a bid for ASCILITE2002.

ACTION Stacey: Forward the relevant by-laws to the parties who have submitted expressions of interest for the 2001 and 2002 Conferences.

11. **Any Other Business:**
New member, Rory Ewins, introduced himself to the meeting. Rory is the Advisor on IT Policy to the AVCC. His contact address is r.ewins@avcc.edu.au

ACTION Stacey: Remind Rory Ewins <r.ewins@avcc.edu.au> to send an email to the List, introducing himself and outlining his activities.

There being no further business, the meeting closed at 6:06pm.

ACTION Stacey: Upon receipt of the ratified AGM minutes from Rob, put them up on the ASCILITE General area of the website.