

**Minutes of the ASCILITE Annual General Meeting
held Monday 10th December, 2001
At University of Melbourne, Melbourne**

Present: Helen Carter (President and Chair), Cathy Gunn (Vice-President), Russ Pennell (Treasurer), Shirley Alexander, John Bain, Bill Chia, Allan Christie, Barney Dalgarno, Milena Dunn, Michael Fardon, Sue Franklin, Tony Gilding, Terence Gutheridge, Peter Harris, Deborah Ingram, Gregor Kennedy, Mike Keppell, Gerry Lefoe, Alison Lewis, Andrew Lovell-Simons, Mae McSporrán, Meg O'Reilly, Graham Parslow, Mary Peat, Rob Phillips, Peter Poteralski, Jeni Paay, Matthew Riddle, David Ritchie, Rod Sims, Roy Tasker, Eileen Thompson, Dianne Thiele, Juhani Tuovinen, Alison Young, Craig Zimitat, Tina Geist (Minutes Secretary)

The meeting commenced at 6.10pm.

1. **Apologies:** Richard Elliot, UNITEC.

2. **Minutes from 2000 AGM**

Motion: that the minutes be accepted as correct.

Moved Mike Keppell,
Seconded Gerry Lefoe.
All in favour.

3. **Business Arising**

No business arising.

4. **Annual Report**

The President Helen Carter circulated the Annual Report.

Helen went on to discuss the report briefly. She said that there was a major change to the Executive last year with the number of new members. The Executive however has worked well together this year, completing many tasks from our work plan, which was published on the ASCILITE website. The Newsletter is back on track providing a good communication mechanism.

Regional Activities were low this year with only 1, however we have already a visit from SURF/ALT planned for early next year. We have made moves to re-energise the role of campus representatives and this will continue next year.

Motion: that the Annual report be accepted.

Moved Russ Pennell.
Seconded Carmel McNaught
All in favour.

5. Treasurers Report

The Treasurer Russ Pennell circulated the Treasurers Report (Attachment A). Russ

read the opening paragraph of the Treasurers Report. For Profit/Loss statement

Russ said in summary that we spent \$12,000 less than was budgeted, however we

did not receive the income expected from ASCILITE 2000 Conference.

Membership fees received were more than expected. Some expenses are complicated by invoices being received for overlapping years, as in the case of journals.

Russ answered a query as to the reason behind the Conference loss last year. Russ

replied that the reason was due to an over expenditure on proceedings and a blow

out in expenditure at the Conference dinner. The loss was accepted 50/50 between

ASCILITE and Norsesearch. Russ went on to say that it has been 6 years since a

loss, with regularly a profit of at least \$10,000 each year. The loss at ASC2000

was the \$3,000 float plus \$6,600 extra.

When budgeting for ASCILITE, there is an aim to maintain 2 years operating costs

in accumulated funds, to cover our society. We aim to be able to bear a loss and

continue operating.

A query was made as to the budgeted money for regional workshops was not

spent. Russ answered by saying that this money is available for request to sponsor regional workshops. Last year only 1 was requested.

On the proposed budget for July 2001-June 2002 the income is self explanatory.

Russ answered a query, that the Conference budget is separate to ASCILITE

budget. The two do link as we do receive income as listed.

Russ answered a query regarding memberships that do not renew after the Conference and therefore membership numbers are not increasing. An incentive

opportunity to encourage renewal can be discussed further at an Executive Meeting with automatic renewals a possibility. The ASCILITE Secretariat will

follow up with members who are not renewing as to their reasons.

Motion: that the Treasurers Report/proposed Budget 01-02 be accepted.

Moved Rob Phillips.

Seconded Barney Dalgarno.
All in favour.

6. Constitution By Laws Amendments

Craig Zimitat presented the changes to the By Laws on behalf of the Executive Committee. Discussion and voting followed for each amendment.

Clause 4b

FROM: The Executive shall have the responsibility of appointing a Conference Committee for each Annual Conference. Each Conference Committee shall be announced at the AGM in the year before the Annual Conference for which it shall have responsibility. A Conference Committee need not be one of the Proposed Conference Committees although normally this shall be the case.

*TO: The Executive shall have the responsibility of appointing a Conference Committee for each Annual Conference, **that shall also include the ASCILITE President, Treasurer and Secretary as ex officio members.** Each etc as above ..*

The change is to strengthen the relationship and communication channels between the Executive and the Conference organisers. This allows for previous experience and expertise to be drawn upon, free discussion and feedback channels. Helen Carter spoke on the benefits that had been received this year with communication happening between the Executive and Mike Keppell. This was especially beneficial in the financial area where discussions of previous conferences had been worked out but not necessarily written down.

Motion: that the change in Clause 4b. of the By Laws be accepted.

Moved Carmel McNaught.

Seconded Gerry Lefoe.

All in favour.

Clause 4c

FROM: A Conference Committee shall consist of a convenor and such other members as the Executive may appoint.

*TO: A Conference Committee shall consist of a convenor and such other members as the Executive may appoint, **and shall include additional members solely responsible for management of finance, proceedings editing and program coordination.***

The changes to this clause will ensure that the Convenor is able to spread the load and has other members responsible in specialised fields.

Motion: that the wording is amended.

Moved Milena Dunn.

Seconded Bill Chia.

All in favour.

Wording discussed and changed as follows.

*TO: A Conference Committee shall include a Convenor and **additional members responsible for management of finance, proceedings editing and program coordination.***

Motion: that the change in Clause 4c. of the by Laws be accepted.

Moved Craig Zimitat

Seconded Helen Carter

All in favour.

Clause 4(e)... powers and obligations shall be:

Clause 4(e): Item (xi)

FROM: to assemble material associated with the Conference which shall include the conference program, list of participants, a collection of conference papers, and reports. A copy of this material shall be provided to the Secretariat for archiving purposes;

*TO: to assemble material associated with the Conference which shall include the conference program, list of participants, a collection of conference papers, and reports. A copy of this material, **in its entirety, shall be provided in paper and electronic formats to the Secretariat for archiving purposes;***

This clause has been extended to include electronic copies.

Motion: That the amendment to Clause 4e Item (xi) of the By Laws be accepted.

Moved Craig Zimitat.

Seconded Shirley Alexander.

All in favour.

Clause 4(e): Item (xii)

FROM: publish a Conference proceedings;

*TO: to publish a Conference proceedings **in paper and online/electronic format for distribution and access at the Annual Conference;***

This clause has been extended to include electronic copies.

Motion: That the amendment to Clause 4e Item (xii) of the By Laws be accepted.

Moved Craig Zimitat.

Seconded Shirley Alexander.

All in favour.

New Clause about ASCILITE Awards

Clause 4(g)

The Society may provide awards for exemplary use of electronic technologies on teaching and learning in tertiary education. An awards committee shall:

(i) be appointed to manage the process of the Annual ASCILITE Awards;

(ii) prepare an online record of contestants and winners; and

(iii) provide a copy of all documentation in electronic and paper formats to the Secretariat for archiving purposes.

Motion: That the new Clause 4(g) of the By Laws be accepted.

Moved Milena Dunn

Seconded Craig Zimitat.

All in favour.

7. Election of Executive Committee Members

The executive had earlier appointed Carmel McNaught as Returning Officer.

Scrutineers were recruited – David Kennedy, Gregor Kennedy.

The members up for election that were present were given an opportunity to speak to the AGM. Members present were Mike Keppell, Craig Zimitat, Terence Gutheridge, Matt Riddle and Meg O'Reilly.

For those members up for election that were not present, their entered profiles were read by Helen Carter. They were Stephen Atherton and Christine Spratt.

There being only one nominee for the position of Treasurer, Russ Pennell was elected unopposed.

Carmel McNaught, as Returning Officer, announced a very close vote for the other 3 positions, each for a 2 year term. The three nominees receiving the highest number of votes were elected: Mike Keppell, Matt Riddle and Meg O'Reilly.

Helen Carter gave a vote of thanks to Carmel McNaught as she retires from the Executive, thanking her for her valuable contribution.

8. Current Years Conference: ASCILITE 2001

Mike Keppell, as this years convenor spoke. There were 340 delegates, 30 helpers, 139 papers submitted.

All submissions accepted were double-blind refereed.

The conference has been a success in all areas; IT Support, Website, Dinner Dance and the Proceedings. The Interactive Sessions were new this year and have been well attended and proved valuable.

It was suggested that papers may need to be in earlier, to ensure the quality of editing.

9. Next Years Conference: ASCILITE 2002

The ASCILITE 2002 conference committee has been appointed and a draft budget done. The website, www.unitec.ac.nz/ascilite is up with the venue and accommodation booked.

9. Call for Proposals for ASCILITE 2003 and Beyond

The call for proposals for ASCILITE 2003 and Beyond will be put to the list shortly.

10. Any Other Business

10.1 AJET

Current ASCILITE Representatives on the Editorial Board were formally thanked for their contribution. There will be a call for new representatives shortly.

The Agreement between ASET and ASCILITE is due for renewal.

The Executive will follow this up.

11. Close of Meeting

There being no further business the meeting closed at 7.26pm.