

AGENDA

ASCILITE Annual General Meeting

Monday 9th December, 2002 at 5.15pm – 6.30pm

Venue: UNITEC - 'Whero' (RED) lecture theatre
Bldg 180- B001
Auckland, New Zealand

Meeting opened by President Helen Carter at 5.15pm.

Present: Helen Carter (President and Chair), Cathy Gunn (Vice president), Russ Pennell)Treasurer, Mike Fardon, Matthew Riddle, Mike Keppell, Meg O'Reilly, Gerry Lefoe, Simon Housego, Bob Corderoy, Margaret Mazzolini, Elissebeth Leigh, Beth Cavallari, Ainslie Ellis, Rob Phillips, Jane Kemelfield, Eileen Thompson, Jim Lester, Richard Elliott, David Kennedy, Mary Peat, Andy Williamson, Tony Visser, Ross Dewstow, Chris van der Craats, Enrico Canale, Graham Parslow, James Meek, Lyn Henderson, Carmel McNaught, Wanda Jackson, Bill Chia, Patrick James, Sandra Barker, Geoff Crisp, Dave Ritchie, Tina Geist(Secretariat).

1. Apologies

Allan Christie, Craig Zimitat

2. Minutes from 2001 AGM – refer web page

<http://www.ascilite.org.au/pdf/minutesAGM2001.pdf>

Motion: That the minutes be accepted as correct.

Moved by Matthew Riddle.

Seconded by Cathy Gunn.

All in favour.

3. Business Arising

No Business Arising.

4. Annual Report

The President, Helen Carter, circulated the Annual Report.

Helen highlighted the initiatives undertaken by the Executive this year:

- Collaborative visit from Association for Learning Technology (UK) and SURF (Netherlands); this was very successful and we are currently waiting on the publication from this study visit to be released.
- Memorandum of Understanding signed with Association for Learning Technology (UK).
- 20 Years of ASCILITE project initiated by Rod Sims and sponsored by ASCILITE; presentation of this is on Wednesday at the Conference.
- Redesign of the ASCILITE website. The new design was shown on an overhead with Mike Keppell speaking on the logo redesign and navigation enhancements. The website is still in draft form with fine-tuning currently underway.

- New awards categories this year with judging done by Griffith University. Griffith University will also be judging ASCILITE 2003 Awards.
- New direction for Regional Activities with the initiation of a mentoring programme. This is still in draft form and will be discussed further at the Executive face to face meeting in March 2003.

On behalf of the Society, Helen publicly thanked Roger Atkinson for his longstanding editorial contribution to the AJET journal.

No questions from the floor.

5. Treasurer's Report

The Treasurer, Russ Pennell, circulated the Treasurer's Report.

The following points were made regarding the Income and Expenditure.

- The year ended with a surplus of \$27,000 due to the success of the ASCILITE 2002 Conference with a nett profit of \$40,000. Membership fee income this year has also increased with membership now at 500.
- With regards to expenses, there are outstanding Secretariat invoices to be paid therefore the figure is below what's budgeted.
- The year has ended with accumulated funds of \$94,996.

For the proposed budget, Russ made special mention to the following:

- Increase in Executive meetings to allow for a telephone conference to be added to their meeting schedule this year.
- Increase in Secretariat expenses to allow for outstanding invoices and a salary increment.
- Increase in Awards expenditure to do advertising to promote the awards. This was a successful strategy in 2002 with an increase in number of entries.
- \$4,000 budgeted for redesign of website.
- Budgeted \$6,000 for the new mentoring initiative
- Budgeted \$3,500 for the 20 years of ASCILITE Conferences project
- Budgeted loss of \$9,525; however, on last year's experience the Conference surplus may be larger than \$20,000.

A query was put as to the use of the accumulated funds instead of sitting there. Russ responded that the budget still indicates that we may have a loss of \$9,000. The figures have benefited by the Conference surplus, which does have a cycle of loss and surplus. We are making a loss in the budget this year to allow for improvements to members services.

A request by Carmel McNaught that the naming of the new mentoring programme have no reference to Fellowships.

Catherine McLoughlin questioned the GST adjustment on Actuals for 00/01. This is no longer required on the budget as all figures have this included and not treated separately.

Motion: that the Treasurers report/Proposed Budget 02/03 be accepted.

Moved by Carmel McNaught.

Seconded by Catherine McLoughlin.

6. Election of Executive Committee Members

Tony Gilding has retired from the Executive Committee.

Helen Carter, Cathy Gunn, Mike Fardon and Gerry Lefoe indicated their willingness to restand for election.

Craig Zimitat, previously co-opted on the Executive nominated for the executive. Since the number of nominees met the positions vacant, no voting was required.

7. Current Years Conference report - ASCILITE 2002

Cathy Gunn reported on behalf of the ASCILITE 2002 Conference Committee. All things going very well with the Conference so far. Any hiccups have been addressed quickly and probably have not been seen by delegates. On target with the budget. Registrations are at 350.

A question regarding how were new members attending the Conference, being encouraged to stay on as members the following year. Carmel McNaught suggested that the new members be supported with the new mentoring initiative. The Executive will look at ways to encourage new members to stay members.

Thank You to Richard Elliott and Alison Young for their organisation of ASCILITE 2002.

8. Next Years Conference - ASCILITE 2003

Geoffrey Crisp, co-convenor of ASCILITE 2003 with Dianne Thiele, was in attendance.

ASCILITE 2003 will be at the University of Adelaide at the North Terrace Campus which is centrally located. It will be from Sunday 7th December to Wednesday 10th December 2003. The theme is "Interact:Integrate:Impact". The conference will be launched on Wednesday of this conference.

Proposed budget has been sent to the Executive.

The conference will be an involvement of three universities: University of Adelaide, University of South Australia and Flinders University.

Accommodation will be centrally located.

Thank You to the hosts.

9. Call for Proposals for ASCILITE 2004 and Beyond

A Call for ASCILITE 2004 was made. There was no immediate interest from the audience. A call will be issued to the list early in 2003. There is an ability for a host to have assistance from a Conference Organiser for all the surrounding areas of catering, registration administration etc.

10. Any Other Business

10.1. Mentoring Initiative replacing Regional Activities

Further discussion proceeded after the President had noted it as an initiative in the Annual Report. The Executive sees this as being proactive in servicing the members of ASCILITE.

10.2. ASCILITE new logo on website

A query from the audience regarding the logo design. Mike Keppell replied that the design is based on the original one, which started in 1996. The logo was to be redesigned a little more contemporary, keeping the square/diamond but using lower font and having the full name of the society displayed.

10.3. Campus Representatives

It was suggested from the audience that campus representatives are still not utilised. It was also suggested that there should be one person at each University to be the main contact to disseminate ASCILITE material and promote the society.

10.4. Surplus Funds use

It was questioned from the audience whether the surplus funds could be used as research grants. The Executive replied that this could be looked at.

11. Close of Meeting

Meeting closed at 6.04pm.