

Minutes of the ascilite Annual General Meeting

Monday 8th December 2003 at 5.45pm to 7.15pm

Venue: Union Hall, The University of Adelaide, Adelaide

Meeting opened by Helen Carter, President at 5.45pm.

Present: Helen Carter (President and Chair), Cathy Gunn (Vice President), Craig Zimitat (Treasurer), Mike Keppell, Meg O'Reilly, Gerry Lefoe, Allan Christie, Roger Atkinson, Sandra Barker, Robert Boyd, Charlotte Brack, Enrico Canale, Carol Cooper, Bob Corderoy, Geoffrey Crisp, Barney Dalgarno, Peter Donnan, Richard Elliott, Halima Goss, Michelle Honey, Oriel Kelly, Gregor Kennedy, Jim Lester, Andrew Litchfield, Joe Luca, Margaret Mazzolini, Clare McBeath, James Meek, Linda Pannan, James Quealy, Johanna Ryan, Dianne Thiele, Kate Patrick, Robyn Debbes (Secretariat)

1. Apologies

Russ Pennell, Matthew Riddle, Mike Fardon

2. Minutes from 2002 AGM - refer web page

<http://www.ascilite.org.au/annreport/minutesagm2002.pdf>

Motion: That the minutes be accepted as correct.

Moved by Rob Phillips

Seconded by Craig Zimitat

All in favour.

3. Business Arising

The President, Helen Carter, commended Allan Christie for his dedication to the Society since joining in 1987, and joining the Executive in 1994. To recognise his service, the Society has made him an ascilite fellow and life member. Allan Christie was presented an ascilite fellow certificate and gift from the Society.

4. Annual Report

The President, Helen Carter, circulated the Annual Report.

Helen highlighted initiatives undertaken by the Executive this year:

- Guidelines completed for ascilite Conference Publications (soon to be published)
- Community Mentoring Program (CMP) initiated

- submission made to Australian Government regarding the proposed National Institute of Learning and Teaching in Higher Education
- new ascilite website and logo launched

5. Treasurer's Report

Craig Zimitat circulated the Treasurer's Report on behalf of the Treasurer, Russ Pennell who was not able to attend the meeting (Attachment A. 2003 Treasurer's Report).

The following points were made regarding Income:

- main income is from membership fees and;
- major income of \$60,000 is from the ascilite 2002 conference

The following points were made regarding Expenditure:

- major expenses are the Secretariat wages, AJET journal, Electronic Information System and Campus Representative honorarium.

Craig Zimitat advised that the Community Mentoring Program budget of \$6,000 for July 2002 to June 2003 will be debited in the 2003/2004 financial year.

Craig Zimitat advised that fixed term deposits total \$130,000.

For the proposed 2003-2004 budget, Craig Zimitat made special mention to the following:

- projected income is \$46,000
- main expenses will be Secretariat wages, Executive meeting, Electronic Information System and Campus Representative Mentorship's
- total expenses is \$66,000
- total net loss is \$20,000

A query was put forward from Rod Sims as to how we are going to use excess funds to support society. Craig Zimitat advised that we are making provisions for expenses going up and provisions for losses for a three year period and that the Executive is continuing to develop programs, such as the CMP. A member asked that the meeting visit 10.4, Surplus Funds, in the 2002 AGM Minutes. Craig Zimitat advised that we do have proposals in the pipeline and hope to have future proposals from members.

Helen Carter advised that surplus funds have come in since the 2002 conference and that the Society would welcome ideas from members on usage of these funds. The Members asked that the surplus funds benefit the members by research grants and events.

Mike Keppell suggested it would be a good opportunity to appoint a Research Student to update the handbook. Helen Carter advised that the Mentee's from the

Community Mentoring Program were unable to attend due to finances and that the Society would like to offer free registration to the Mentee's at the ascilite Conference.

Motion: that the Treasurer's report and proposed budget for 2003/2004 be accepted.

Moved by Helen Carter.

Seconded by Rod Sims.

6. Changes to Constitution

Cathy Gunn advised the members of the proposed Constitution amendment:

10. Membership

(b) Members are classified as one of the following types:

- i. Ordinary member – any person who pays the prescribed ordinary membership fee:
- ii. member organisation – any organisation or institution (excluding libraries) which pays the prescribed organisational membership fee. A member organisation may appoint a representative who may speak and vote on its behalf;

be amended to remove ii.

Motion: that ii. be removed.

Moved by Rob Phillips.

Seconded by Di Thiele.

7. Election of Executive Committee Members

Helen Carter reported that Russ Pennell is not re-nominating for Treasurer and that as Craig Zimitat was the only nomination that the Executive has declared Craig Zimitat to be Treasurer. Helen Carter advised that there are three two-year term positions and one one-year term position vacant (since Craig Zimitat moved from his Executive position to that of Treasurer) and that there are five nominees and that one of the nominees, Matt Riddle, is absent. The members were advised that the nominee with the least votes would take over the one-year term. Each nominee spoke to the members giving a quick overview of their profile, including Ric Canale in Matthew Riddle's absence.

Rob Phillips was appointed as the Returning Officer, along with James Meek and Andrew Litchfield they comprised the Tellers Committee. Rob Phillips handed out the nomination ballot forms to the members and the attendance sheet was passed around for signing. The nomination ballot forms were counted and the nominated Executive Committee members were announced:

Meg O'Reilly
Mike Keppell
Linda Pannan
Matt Riddle (one-year term)

8. Community Mentoring Program

Gerry Lefoe handed out a report on the program. Gerry Lefoe reported that the pilot Community Mentoring Program was due to commence in July 2003 but ended up running a late due to teething problems. This later start has meant that the program finish has been extended to February 2004 (instead of December 2003). Gerry Lefoe advised that only one Mentee is attending the ascilite 2003 conference due to the other Mentee's not having sufficient funds to attend. Gerry Lefoe suggested that the next lot of Mentee's be given \$500 honorarium and free registration to encourage them to attend the annual conference. Feedback on the program from Mentor's and Mentee's to date is positive.

9. Current Years Conference Report – ascilite 2003

Geoffrey Crisp advised that there were approximately 200 delegates, although he was still waiting on final confirmation of attendance. There are 59 full papers and 38 concise papers which were double-blind refereed. 11 workshops were proposed and seven workshops went ahead. Dianne Thiele advised the members that there were nine conference committee members. Helen Carter thanked the committee for a job well done.

10. Next Years Conference – ascilite 2004

Rob Phillips, 2004 Conference Convenor, reported that the planning of the 2004 conference is going ahead really well and is supported by 11 conference committee members. Rob Phillips advised that the 2004 conference website will be ready to go public on 10th December 2003 and that the DVD, brochures and flyers are ready. The proposed rate for early bird registration is significantly reduced to \$440 due to having generous support from sponsors. With generous sponsors and the support of the University for the major keynote, the conference profit is budgeted at \$9,000.

11. Call for Proposals for ascilite 2005 and Beyond

Helen Carter advised that Halima Goss, Queensland University of Technology has submitted a proposal for 2005. Halima Goss spoke to the members about conference themes.

12. Call for judging Awards 2004

Helen Carter advised that ascilite is looking for 2004/2005 judging and asked for volunteers. An email will be sent out to the general members list calling for judging awards.

13. Any Other Business

Rod Sims reported that there are concerns about the methodology of papers and presentations. Craig Zimitat suggested that we should have a pre-conference workshop on research methods and preparation of papers for new members. Craig also advised that we should look at list of reviewers for next year's conference.

Meeting closed at 7.15pm.