

**Minutes of the
The Australasian Society for Computers in Learning in Tertiary Education (ascilite:
improving learning through technology)
2004 Annual General Meeting**

held on
Monday 6th December 2004 at 5.15pm

held at
Murdoch Lecture Theatre, The University of Western Australia

1. Opening of Meeting

The meeting opened at 5.20pm by the President, Helen Carter.

2. Attendance

Helen Carter, Cathy Gunn, Gerry Lefoe, Craig Zimitat, Robyn Debbes, Allan Christie, Meg O'Reilly, Matthew Riddle, Mike Fardon, Bob Corderoy, Mike Keppell, Linda Pannan, Peter Blakey, Bob Boyd, Halima Goss, Sue Sawkins, Rogbir Kaur, Dai Fei Yang, Koren Mitchell, Jeremy Williams, Wanda Jackson, Andrew Higgins, Sarah Lambert, Carmel McNaught, Marty Fletcher, James Meek, Mae McSporrán, Diana Jonas-Dwyer, Russell Pennell, Peter Goodyear, Rob Phillips, Iain McAlpine, Vicki Jones, Catherine McLoughlin, Barney Clarkson, Rod Sims, Mary Peat, John Clayton, Barney Dalgarno, Clare McBeath, Roger Atkinson, Joe Luca, Jon Pearce, Kate Lowe, Marilyn Humphrey, Reem Al-Mahmood, Margaret Kropman, Stanley Frielick, Russ Pennell, Rob Wright, Di Thiele

3. Apologies

Diane Collins

4. Minutes from 2003 Annual General Meeting

<http://www.ascilite.org.au/pdf/minutesAGM2003.pdf>

Helen Carter tabled the Minutes of the 2003 ascilite Annual General Meeting.
Motion: that the Minutes are a true and correct record of that meeting.

Moved by Carmel McNaught

Seconded by Rob Phillip

Vote: All in Favour

5. Business Arising from the previous Annual General Meeting

There was no further business.

6. 2004 Annual Report

The President, Helen Carter tabled the Annual Report. Helen discussed the following:

- the process for judging the annual ascilite Awards has changed and now includes an international panel
- guardianship of the Awards has gone to the Executive Committee
- The Community Mentoring Program has been a successful initiative
- 150 new members have joined since the 2003 Conference
- ascilite is investing more into the membership with new initiatives

Motion: that the 2004 Annual Report be adopted.

Moved by Mary Peat

Seconded by Rod Sims

Vote: All in Favour

7. Treasurer's Report

The Treasurer, Craig Zimitat tabled the Treasurer's Report. Craig reported on the 2003/2004 accounts:

- \$ 9,920 surplus
- \$ 79,062 income
- \$145,000 accumulated funds
- \$ 42,490 2003 Conference surplus
- Accountant fee higher than expected due to face to face Audit at office

Craig advised that the Secretariat expenses have increased due to a salary increment and inclusion of additional duties. Some 2002/2003 expenses also show in the 2003/2004 accounts. He advised that membership income is less than Secretariat expenses and we rely on conference returns to make a profit.

Motion: that the Treasurer's Report be accepted.

Moved by Rob Wright

Seconded by Carmel McNaught

Vote: All in Favour

7.1 Proposed 2004/2005 Income and Expenditure Budget

The Treasurer, Craig Zimitat tabled the Income and Expenditure report. Roger Atkinson requested that AJET income be shown separately and AJET expense should be increased. Russ Pennell requested that we investigate why Bank Fees on the budgeted 03/04 column shows 0.

Motion: that the Income and Expenditure Budget be accepted.

Moved by Craig Zimitat

Seconded by Russ Pennell

Vote: All in Favour/2 Abstained

7.2 *Membership fee increase*

Craig advised that membership fees would increase to support initiatives and to put fees in line with Secretariat expenses. The increase will be effective from 31st March 2005: individual \$88pp, Group discount (5-19) \$77pp (20+) \$66pp and Student \$33pp. General discussion occurred on the increase and the members were concerned that a) they are not getting the benefits from increased charges, and b) the impact of the increase is not shown on the 2005 budget. Craig confirmed the increase of fees was included.

Motion: that the membership fee increase be accepted.

Moved by Craig Zimitat

Seconded by Rod Sims

Vote: All in Favour/3 Against/2 Abstained

8. Changes to Constitution

On behalf of the Committee, Allan Christie proposed the following amendments:

Clause 6

6. Meetings

- (e) The General Meeting shall have the power to:
 - i. approve and alter the constitution. This power may only be exercised at an Annual General Meeting;
 - ii. make and amend By-Laws;
 - iii. elect the Executive of the Society. This power may only be exercised at an Annual General Meeting
 - iv. approve the budget;
 - v. direct and review the general affairs of the Society;
 - and
 - vi. review the legislative actions taken by the Executive between meetings

Proposed change is to change vi. and create vii:

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 - i. approve and alter the constitution. This power may only be exercised at an Annual General Meeting;
 - ii. make and amend By-Laws;
 - iii. elect the Executive of the Society. This power may only be exercised at an Annual General Meeting
 - iv. approve the budget;
 - v. direct and review the general affairs of the Society;
 - vi. elect the Society's auditor, who shall be a member of a professional accounting body or qualified accountant;

and

vii. review the legislative actions taken by the Executive between meetings

Reason for change:

There was no formal mechanism for appointing the Society's auditor. This is now covered by this clause.

Moved by Peter Blakey

Seconded by Russ Pennell

Vote: All in Favour

Clause 12

12. Dissolution of the Society

The Executive shall have no power to dissolve the Society except by a ballot of all financial members. Proposals for dissolution shall conform to the rules for constitutional amendments. A simple majority of all financial members shall be required for dissolution of the Society. In the event of dissolution, all funds and property shall be used as directed by a General Meeting.

Proposed change is to change Clause 12 to:

12. Powers of the Society

The Society shall have all powers conferred by Section 25 of the Act.

Reason for change:

Our Society being incorporated under the Associations Incorporation Act 1985 has all the powers conferred by section 25 of this Act. It needs to be stated in our Constitution, however, we may wish to exclude or modify any of the powers in the future.

Moved by Peter Blakey

Seconded by Carmel McNaught

Vote: All in Favour

Clause 13

13. Dissolution of the Society

The Society may, by a special resolution, resolve that it be wound up voluntarily. In the event of dissolution, all funds and property shall be used as directed by a General Meeting.

Proposed change is to add this as a new Clause.

Reason for change:

The Associations Incorporation Act 1985 is very clear regarding the dissolution or winding up of a Society/Association and this clause is now consistent with the Act.

Moved by Sandra Sawkins

Seconded by Di Thiele

Vote: All in Favour

Clause 6 - By Laws

6. Secretariat

- (a) The day to day administrative matters of the Society will be carried out by the Secretariat under the direction of the Officers of the Society. Duties shall include: recording and maintaining membership details, dealing with correspondence, sending notifications of meetings and other matters as required by the Constitution and By-Laws. Duties also include the taking and distribution of minutes and general office duties as required by the Executive. The Secretariat shall receive dues and other payments and keep accounts.
- (b) Normally, the Secretariat will be based in the same location as the President.

The proposed change is to remove (b).

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Reason for change:

Have removed the statement regarding the Secretariat normally being located with the President.

Moved by Carmel McNaught

Seconded by Barney Dalgarno

Vote: All in Favour

9. Election of Executive Committee Members

Helen Carter advised that she is retiring as President and that Cathy Gunn was the only nomination, the Executive has declared Cathy the new President. Gerry Lefoe was the only nomination for Vice President, so the Executive has declared Gerry as Vice President. Helen advised that Mike Fardon is retiring and that three two-year term positions were up for election. The nominees Matt Riddle (restanding), Joe Luca, Jeremy Williams and Bob Corderoy spoke about their interests in joining the Committee.

Peter Blakey was appointed as the Returning Officer for the elections, along with Rob Phillips and Mae McSparran. The votes were counted and Jeremy Williams, Joe Luca and Bob Corderoy were elected.

The Executive Committee to the 2005 Annual General Meeting is as follows:

President: Cathy Gunn
Vice President: Gerry Lefoe
Treasurer: Craig Zimitat

Allan Christie, Mike Keppell, Meg O'Reilly, Linda Pannan, Joe Luca, Jeremy Williams, Bob Corderoy, Robyn Debbes

The President, Helen Carter handed over the chair of the meeting to incoming President, Cathy Gunn.

10. Current Year's Conference Report - ascilite 2004

Rob Phillips advised that there should be approximately \$23,000 profit from the 2004 conference.

11. Next Year's Conference Report - ascilite 2005

Halima Goss reported the following:

- budget has been submitted to the ascilite Executive which is based on 300 delegates attending
- the Conference committee forecast is for approximately \$24,000 profit
- the Conference theme will be: balance, fidelity, mobility
- Keynote speakers have been invited

12. Call for Proposals for ascilite 2006 and Beyond

Cathy advised that no proposals have been submitted at this stage.

13. Report on Community Mentoring Program

Gerry Lefoe reported that the program started with five mentoring partnerships in the pilot and that the program has been now increased to seven. Mentee/mentor's reported on their projects that morning at the Community Mentor Program meeting. Gerry advised that a full report will be posted to website.

14. Report on ascilite Awards 2004

Bob Corderoy reported the following:

- 13 entries were short listed to 7 finalists which were sent to eight overseas judges
- useful comments were returned by each judge and within 2 weeks of the Conference a report will be sent to each finalist
- a video has been produced to showcase the finalists' software at ascilite Awards presentation
- the video will be disseminated to each ascilite campus representative

15. Any other business

The members requested that the proceedings of the 2005 Conference be available online before the Conference rather than hard copy being provided on arrival. The Committee advised they would discuss this at the face to face Post-Conference meeting.

15.1 *Appoint Auditor*

The meeting agreed that Dunn Kean & Staff continue as Auditor.

Moved by Carmel McNaught

Seconded by Wanda Jackson

Vote: All in Favour

16. Close of Meeting

The meeting closed at 6.35pm.

Signed as a true and correct record.

Cathy Gunn
Chair of the Meeting

Dated this:
5th day of December 2005