

# ANNUAL GENERAL MEETING

## MINUTES

Minutes of the Annual General Meeting of the Australasian Society for Computers in Learning in Tertiary Education (ascilite) held at 5:20 pm on Monday, 4 December 2006, in Music Workshop Room, Sydney Conservatorium of Music, The University of Sydney, Sydney, Australia.

### A PRELIMINARY BUSINESS

#### A1 Welcome and Apologies

The following members were in attendance: Cathy Gunn (President), Geraldine Lefoe (Vice-President), Reem Al-Mahmood, Roger Atkinson, Peter Blakey, Stephen Bright, Helen Carter, Allan Christie, Barry Clarkson, Robert Corderoy, Barney Dalgarno, Kristine Elliott, Ainslie Ellis, Allan Ellis, Michael Fardon, Anne Forster, Bob Fox, Peter Goodyear, Maree Gosper, Pauline Hagel, Julia Hallas, Andrew Higgins, Dale Holt, Chun Hu, Wanda Jackson, Oriel Kelly, Gregor Kennedy, Mike Keppell, Kar-Tin Lee, Joe Luca, Lina Markauskaite, Jacquelin McDonald, Catherine McGloughlin, Kim McShane, Mary Jane Mahony, James Meek, Koren Mitchell, Diane Newton, Amy Nisselle, Mark Northover, Meg O'Reilly, Linda Pannan, Russ Pennell, Rob Phillips, Diane Salter, Justin Scanlan, Dave Shell, Caroline Steel, Belinda Tynan.

Also in attendance were: Maureen Armer, Tina Booth, Linda Creanor, Robyn Debbes, Paula McGregor and Julie Sikora.

The meeting started at 5.35pm. Cathy thanked everyone for attending and advised of apologies from Jeremy Williams, who is retiring from the Executive Committee, and Craig Zimitat, who has held the position of ascilite Treasurer for a number of years. Craig recently resigned unexpectedly from this position and from the Executive Committee. Mike Keppell accepted an invitation to act in the role of Treasurer until the next elections at the 2007 AGM.

#### A2 Acceptance of the Minutes of the 2005 AGM

**Motion:** That the Minutes are a true and correct record of the meeting.

**Moved by:** Peter Blakey, Australian Catholic University

**Seconded by:** Helen Carter, La Trobe University

**Vote:** All in favour

#### A3 Starring of Items

All items were starred for discussion.

#### A4 Business Arising from the Minutes

No issues were raised under this agenda item.

### B EXECUTIVE BUSINESS

#### B1 Annual Report from the President

Due to technical difficulties, attendees were advised that hard copy documentation was unavailable for the meeting. Following the AGM, the Annual Report from the President will be made available on the ascilite web site in pdf format.

Cathy Gunn reported that two of the main Executive Committee challenges in 2006 were 1) defining a strategic direction for Ascilite and 2) the location and role of the Secretariat. Considerable progress was made on both fronts.

As of 1 July 2006, University of Wollongong assumed responsibility for running the Secretariat, and Robyn Debbes will end her contract with ascilite on 31 December 2006. On behalf of the members, Cathy Gunn thanked Robyn for her years of services to ascilite members and the Executive and wished her well for the future. Cathy then welcomed Julie Sikora and the CEDIR administration team who will provide support for ascilite members and the Executive Committee.

The report noted that income from membership fees does not cover current expenditure and that the Executive Committee is developing new initiatives to generate long-term income streams - including corporate sponsorship and institutional membership. Peter Blakey raised the concerns that when accepting money from sponsors we need to ensure that both parties understand the parameters of the arrangement and that integrity is maintained. Cathy Gunn confirmed the Executive Committee is aware of the risks and plan to take a conservative approach to sponsorship and details of the strategy will be circulated to members.

In response to a query about member services that was tabled at the 2005 AGM, Cathy confirmed continuation of the new researcher grant, software awards and the community mentor program. She acknowledged new initiatives as well as the need for a corresponding increase in Secretariat support for the expanding Executive Committee portfolio.

The Executive Committee thanked Peter Goodyear for his leadership role as the ascilite 2006 Conference Convenor.

**Motion:** That the 2006 President's Report be accepted by the members.

**Moved by:** Rob Phillips, Murdoch University

**Seconded by:** Helen Carter, La Trobe University

**Vote:** All in favour

## **B2 Annual Report from the Treasurer**

### **2.1 Financial Report – 2005/2006**

Mike Keppell presented the Treasurer's Report, which had been drafted and submitted by Craig Zimitat, and advised the following:

- from July 2005 to June 2006, ascilite operated with a loss of \$41,000 on income of \$47,412;
- most of the income was derived from membership fees and conference proceeds;
- the 2005 conference profit of approximately \$24,500 was not received in the 2005-2006 financial year;
- the projected income for the 2006 Conference is \$29,000.

Mike Keppell confirmed that the cost of running the Society exceeds membership subscriptions. The pre-conference Executive meeting confirmed an agreement made at the March 2006 meeting to increase membership fees to sustain the Society's expenditure. He advised that the Society is discontinuing group membership, but will offer a discounted rate for a three-year membership. The Society needs to examine other sustainable income streams to accommodate the Secretariat costs of

\$65,000 p.a. and other ongoing costs. He advised the Secretariat will provide full-time coverage from a multi-skilled team of 5 staff.

Mike advised the Auditor's Financial Statements are available for member viewing through the Secretariat.

**Motion:** That the audited accounts of the Australasian Society for Computers in Learning in Tertiary Education for the financial year ending on 30 June 2006 be accepted by the members.

**Moved by:** Helen Carter, La Trobe University

**Seconded by:** Peter Blakey, Australian Catholic University

**Vote:** All in favour (two against)

## 2.2 Budget – 2006/2007

Mike Keppell then presented the Profit and Loss Report. The following matters will be reviewed over the coming months:

- auditor fees of \$2,000, investigate finding another Auditor;
- awards promotion and advertising;
- consolidation of funds to reduce bank charges;
- Community Mentor Program – six pairs to be funded (reduced from seven in 2006);
- attracting corporate sponsorship to assist in enhancing programs and support secretariat expenses;
- Electronic Information System – need to further develop the web site;
- Executive Committee meeting expenses: it is expected that there will be a reduction in cost following the retirement of one international Committee member;
- possible legal costs eg insurance (ascilite is Incorporated in South Australia, so local requirements will be investigated);
- implementation of a three year budget planning process.

Mike reported the projected surplus of \$5,710 included the proposed membership fee increase and the surplus from the 2005 and 2006 Conferences. He also reported the major expenditure items are:

- Secretariat \$65,000
- Web site \$10,000
- Executive meeting \$10,000
- AJET \$14,000
- Community Mentor Program \$9,500
- New Researcher Grant of \$5,000.

One of the members, Rob Phillips asked about the copyright funds balance from previous years. Gerry Lefoe replied that these funds were received about three years ago and there was a delay in disbursing funds due to the difficulty in locating authors. ascilite has advised CAL that we do not wish them to collect copyright funds on our behalf, and that individual authors will make their own claims in future.

Rob Phillips then queried the budget, and Julie Sikora responded that the report is based on figures supplied by Craig Zimitat, and will be subject to final confirmation after the conference. Russ Pennell reminded the meeting that the budget is a draft and can be changed.

**Motion:** That the draft budget for the financial year commencing 1 July 2006 be accepted by the members.

**Moved by:** Russ Pennell, University of Wollongong

**Seconded by:** Helen Carter, LaTrobe University

**Vote:** All in favour

### 2.3 Fee increase

Mike Keppell advised that a March 2006 decision by the Executive Committee to increase membership fees from 1 January 2007 was ratified as follows.

	Within Australia	Outside Australia
Individual:	\$120+ GST	\$132
Student/Retiree:	\$60 + GST	\$66
Three year membership – individual:	\$110 + GST per year	\$121 per year
Three year membership – student/retiree:	\$50 + GST per year	\$55 per year

*(All figures quoted are in Australian dollars)*

There will no longer be a discount for group membership. However, an institutional membership scheme is under development.

One of the members asked Mike Keppell to clarify the concept of institutional membership. Mike advised, institutional membership is benchmarked against the Association of Learning Technology (UK) model, and provides a sustainable approach to income generation. Details will be circulated on the members' mailing list once a proposal has been finalised.

Linda Creanor, Chair of ALT, spoke about the ALT model and suggested direct debit as an option to increase income.

Questions were raised about how the Secretariat tasks are going to change to warrant the increased costs. Cathy Gunn confirmed that the work processes and workload are currently being monitored and that the Executive Committee will provide a breakdown at next 2007 Annual General Meeting. The intention is for Julie Sikora to be a proactive member of the Executive Committee. Julie has institutional knowledge and is able to take charge of all administration tasks associated with Executive portfolios.

**Motion:** That the proposed fee increase, effective 1 January 2007, be accepted.

**Moved by:** Barney Clarkson, Edith Cowan University

**Seconded by:** Mike Fardon, University of Western Australia

**Vote:** All in favour - except 2 against

## B3 Program Reports

### 3.1 Community Mentoring Program

Gerry Lefoe invited all mentee/mentor participants to come forward to receive their certificates. Gerry reported that twenty applications were received, and from these, seven pairs were selected to participate in the program in 2006. A breakfast meeting was held on 4/12/06 for the presentation of reports and a number of participants

presented at the Conference. Vincent Hung is interviewing some participants and their digital stories will be posted on the ascilite web site.

There was a vote of thanks for Gerry for her work on the Community Mentoring Program.

### **3.2 ascilite Awards 2006**

Bob Corderoy reported the following:

- the 2006 awards summary will be uploaded to the web site;
- international judges were pleased with the quality of applications;
- further publicity options will be explored for the 2007 Awards
- procedural documentation for the Awards portfolio has been completed;
- the judging panel remained constant except for Betty Collis who retired;
- Tom Reeves (overseas judge) hopes to attend the 2007 conference;
- corporate support will be sought with the aim of providing a monetary prize to accompany the President's Award.

There was a vote of thanks for Bob for his work on the Awards Program.

### **3.3 ascilite Research Grant**

Meg O'Reilly reported the following:

- research grant participants must be new to research and new to publication;
- a panel of 4 judge the applications;
- the guidelines propose that the successful applicant requires a mentor;
- campus representatives will promote the research grant at their institutions.

A member asked if methodology or product is more important. Meg replied that methodology is the main thing we are looking for. Meg advised that applicants submit a brief budget showing how they will use the grant to support their project. Meg confirmed the grant winner has to provide progress reports and a final report as signoff for the project. Recipients are encouraged to submit papers to the conference.

### **3.4 Campus Representatives**

Meg O'Reilly reported the following:

- we have 132 reps from campuses in 10 countries;
- 38 campus representatives are expected at the breakfast on Tuesday morning (5/12/06);
- A dynamic campus representative list is available on the web site (members were reminded that they should edit their profile in the ascilite website if their role changed);
- A WIKI has been established to facilitate communication between campus representatives.

There was a vote of thanks for Meg for her work on the Research Grant and Campus Reps Programs.

## **B4 ascilite Executive Committee Elections**

Cathy Gunn announced the 2006 Executive Committee nominees; Caroline Steel and Barney Dalgarno. The number of vacancies equalled the number of nominations as Jeremy Williams did not stand for re-election and Craig Zimitat resigned, Elections were not requires and Barney and Caroline were welcomed into the Executive Committee. Cathy

Gunn was automatically re-elected as President and Gerry Lefoe was automatically re-elected as Vice- President as there were no other nominations for these positions.

Alan Soong and Christopher Cheers, the ascilite 2007 Conference Conveners were co-opted to the Executive Committee for the year. Cathy Gunn confirmed that Kar-Tin Lee and Joe Luca will represent the ascilite Executive on the ascilite 2007 Conference Committee. Allan Christie of NetSpot Pty was also co-opted to Executive Committee for 2007.

The Executive Committee for the 2007 Annual General Meeting is as follows:

President: Cathy Gunn, University of Auckland

Vice President: Gerry Lefoe, University of Wollongong

Treasurer: Mike Keppell, Hong Kong Institute of Education

Members: Christopher Cheers, Allan Christie, Bob Corderoy, Barney Dalgarno, Kar-Tin Lee, Joe Luca, Meg O'Reilly Alan Soong and Caroline Steel.

## **C ascilite ANNUAL CONFERENCE**

### **C1 2006 Conference Report**

Peter Goodyear reported the following:

- the anticipated level of profit from the conference is as forecast;
- 360 delegates are in attendance, including 20 one day delegates;
- the idea of the Executive Committee and Secretariat securing sponsorship as well as the Conference Committee is attractive to organisers;
- conference costs were reduced by \$5,000 – 6,000 and many trees were saved by having CD only rather than hard copy proceedings. Hard copy is available at additional cost;
- the committee was keen to have the same conference delegate fee as in 2005;
- online management of the paper review process enabled high quality reviews to be turned around in less than 4 weeks;
- reviewers gave feedback to authors and feedback was checked off when authors resubmitted;
- one paper was withdrawn in response to feedback from the review process;
- arrangements for the conference dinner, which is being sponsored by Blackboard, have been finalised;
- the committee used 100 reviewers, 50 of who had reviewed before;

### **C2 2007 Conference Report**

Alan Soong thanked the Committee for giving Nanyang Technological Institute in Singapore the opportunity to host the 2007 ascilite Conference. The Conference theme is ICT: Providing Choices for Learners and Learning. Alan Soong and Ron Oliver will Co Chair the Conference.

### **C3 2008 Conference**

Cathy Gunn advised we have received one proposal from Deakin University. It was agreed at the pre-conference Executive Meeting that Deakin University will be the site of the 2008 ascilite Conference chaired by Alan Farley.

## **D OTHER BUSINESS**

### **D1 Research Agenda**

Mike reported the following research initiatives:

- newsletter article
- regular agenda item at AGM
- establishment of early career researcher grant
- publication workshop at conference (cancelled this year due to unforeseen circumstances and low registrations)
- regular discussion at annual conference ie keynotes
- collaboration with ALT- R (ALT research committee)
- call for applications for a new research sub committee that will report to the Executive Committee

Rob Phillips expressed the opinion that the research agenda it is a good initiative as ascilite is recognised for its research.

Meeting closed at 7.10pm.

Signed as a true and correct record.

Cathy Gunn  
Chair of the Meeting

Dated this:  
4th day of December 2006