

# ANNUAL GENERAL MEETING 2008

# MINUTES



**Monday December 1 2008; 5:20 pm (AEST)**

Minutes of the Annual General Meeting of the Australasian Society for Computers in Learning in Tertiary Education (ascilite) on Monday 1 December 2008, in the Main Auditorium – Lecture Theatre 13, Melbourne Campus, Deakin University, Victoria, Australia..

**In attendance:** *Executive Committee:* Cathy Gunn (President and Chair); Geraldine Lefoe (Vice-President), Mike Keppell (Treasurer), Allan Christie, Bob Corderoy, Barney Dalgarno, Gregor Kennedy, Joe Luca, John O'Donoghue, Diane Salter, Caroline Steel, Dominique Parrish (Secretariat and minutes).

*Members:* Anne Abraham (University of Wollongong), Trish Andrews (University of Queensland), Roger Atkinson (AJET), Trevor Billany (Charles Darwin University), Peter Blakey (Australian Catholic University), Stephen Bright (Bethlehem Tertiary Institute), Anthony Chan (Charles Sturt University), Philippa Gerbic (Auckland University of Technology), Wanda Jackson (University of Wollongong), Vanaja Karagiannidis, Oriel Kelly (Manukau Institute of Technology), Ben Kehrwald (Massey University), Catherine McLoughlin (Australian Catholic University), Graham Parslow (University of Melbourne), Linda Pannan (LaTrobe University), Rob Phillips (Murdoch University), Meg O'Reilly (Southern Cross University); Belinda Tynan (University of New England).

**Apologies:** Iain Doherty.

## A. PRELIMINARY BUSINESS

### A1. Welcome and Apologies.

### A2. Acceptance of the previous Minutes

The ascilite AGM 2007 Minutes were made available to the ascilite community prior to the meeting (Ref: AGM\_minutes\_2007.pdf)

**PROPOSED RESOLUTION (2008/01):** *That the minutes of the 2007 AGM be accepted as a true and accurate record.*

Moved: Oriel Kelly (MIT)

Seconded: Stephen Bright (Bethlehem Tertiary Institute)

Show of hands: Unanimous in favour.

### A3. Starring of Items.

Not undertaken as all items on agenda to be discussed.

### A4. Business Arising from the Minutes.

Rob P. queried the issue of ascilite membership and whether there were plans to raise ascilite membership dues in keeping with CPI. Mike K responded that it is still under consideration by the Executive.

## B. EXECUTIVE BUSINESS

### B1. Annual Report from the President (Cathy Gunn).

The annual report from the President was made available to the ascilite community prior to the meeting (Ref: Ascilite Annual Report 2008.pdf).

Cathy highlighted:

- The move earlier in the year of the Secretariat from CEDIR at the University of Wollongong to the current arrangement with Dominique Parrish.
- The Institutional Membership Scheme and the benefits of this scheme.

- The efforts and work of the Executive throughout the year to develop a strategic and operational plan for ascilite.
- The proposed amendments to the constitution (to be discussed in item B3)
- The significant change to the Executive with the retirement of 5 executive members during the 2008 AGM.

**PROPOSED RESOLUTION (2008/02):** *That the annual report from the President to the 2008 AGM be accepted.*

Moved: Peter Blakey (ACU)  
 Seconded: Roger Atkinson (AJET)  
 Show of hands: Unanimous in favour.

**B2. Annual Report from the Treasurer (Mike Keppell).**

The annual report from the Treasurer included the provision of 3 reports (Auditor's Report, Treasurer's Report, and Income and Expenditure Budget – 2007/2008 report) that were made available to the ascilite community prior to the meeting (Ref: ASCILITE\_Audited\_Financial\_Report\_2008.pdf; Treasurers Report 2007\_2008.doc and asc\_Budget\_Report\_to\_Members\_2008.xls).

However an issue in the currency of the provided reports was brought to the attention of the Executive prior to the AGM, as such the most current versions of these reports were disseminated to meeting attendees prior to the commencement of the AGM.

Mike K invited questions from the members in regard to the Treasurer's reports. Belinda T. queried the large increase in membership income. Mike K confirmed that this was largely due to the increase in memberships with approximately 100 new members joining ascilite in 2008 and an attrition of only approximately 40 members.

Roger A questioned the proposed rationalising of conference fees and the possible practice of increasing the registration fees of delegates to align with CPI and the cost for registration at other like conferences especially given the current economic climate and the substantial decrease in 2008 in the number of papers and presentations submitted to the conference.

Rob P. queried the discrepancy of \$20K in the conference expenses budget line. Mike K confirmed that this was due to the allocation and payment of 2 conference floats in the financial year 2007-2008 to Singapore and Melbourne organising committees.

**PROPOSED RESOLUTION (2007/03):**

*That the audited accounts of the Australasian Society for Computers in Learning in Tertiary Education for the financial year ending on 30 June 2007 be accepted by the members.*

Moved: Peter Blakey (ACU)  
 Seconded: Meg O'Reilly (SCU)  
 Show of hands: Majority in favour.

**PROPOSED RESOLUTION (2007/04):**

*That the Treasurer's Report be accepted by the members.*

Moved: Peter Blakey (ACU)  
 Seconded: Meg O'Reilly (SCU)  
 Show of hands: Majority in favour.

Linda P. queried the payment allocation of \$6K to a conference organiser. Mike K explained that the 2009 ascilite conference will trial an arrangement whereby the conference will be organised by a meta-convenor, in 2009 that role will be held by Richard Elliott. Rob P asked what the role of this person would be, Mike K explained that the meta-convenor would

assume the role of conference organiser having overall responsibility for the facilitation of the conference.

Meg O questioned the fact that no funds had been allocated to the Community Mentoring Programme, Mike K explained that the Executive had as recently as 2 days prior discussed the facilitation of the Community Mentoring Programme and that there would be an adjustment made to the budget to enable some funds to be allocated to this programme. Meg O asked whether sponsorship of this programme was still being sought, Mike K confirmed that it was; and commented that there would be a re-conceptualising of the Community Mentoring Programme and that funds would in fact be allocated to this programme but the level of funding and the exact design of the programme was yet to be finalised by the Executive. Details of the Community Mentoring Programme will be forwarded to the membership as soon as they have been finalised.

**PROPOSED RESOLUTION (2007/05):**

*That the Income and Expenditure Budget be accepted by the members.*

Moved: Belinda Tynan (UNE)  
Seconded: Anne Abraham (UOW)  
Show of hands: Majority in favour.

**B3. Proposed changes to the Constitution (Cathy Gunn).**

Cathy G read out the first of the proposed changes to the Constitution that the *Date of presentation of the accounts and budget to members* the actual wording of the changed clause (identified in blue) being:

(b) The Executive shall prepare a set of accounts each year, shall have these audited by the Society's auditor as appointed under Clause 6 (e) (vi) and shall present these accounts to members *with the notice of* the Annual General Meeting.

**PROPOSED RESOLUTION (2007/06):**

*That the proposed change to the Constitution of the Australasian Society for Computers in Learning in Tertiary Education; Section 8: Finances; Clause (b) be accepted by the members.*

Moved: Vanaja Karagiannidis  
Seconded: Linda Pannan (LaTrobe University)  
Show of hands: Unanimous in favour.

Cathy G read out the second of the proposed changes to the Constitution in the *Timing and location of executive committee elections* the actual wording of the changed clause (identified in blue) being:

**Section 6. Meetings**

(e) The General Meeting shall have the power to:  
iii elect the Executive of the Society.

**By-laws**

**Section 1. Nominations and Elections**

(a) Voting for elections shall be by *ballot. Results will be announced* at the Annual General Meeting (AGM).

**PROPOSED RESOLUTION (2007/07):**

*That the proposed change to the Constitution of the Australasian Society for Computers in Learning in Tertiary Education; Section 6:1: Nominations and Elections; Clause (a) be accepted by the members.*

Moved: Peter Blakey (ACU)  
Seconded: Vanaja Karagiannidis  
Show of hands: Unanimous in favour.

Cathy G read out the second part of this proposed change to the Constitution the actual wording of the changed clause (identified in blue) being:

(f) In the event that the number of nominations is less than or equal to the number of vacancies to be filled, **all Nominees for positions will be appointed and any further vacancies may be filled by co option.**

Peter B pointed out that there was a spelling error, **be** when it should be in fact **by** and it was also suggested that the Annual General Meeting should be added to the end of the clause so that the change read:

**all Nominees for positions will be appointed and any further vacancies may be filled by co option at the Annual General Meeting.**

**PROPOSED RESOLUTION (2007/08):**

*That the proposed change to the Constitution of the Australasian Society for Computers in Learning in Tertiary Education; Section 6:1: Nominations and Elections; Clause (f) be accepted by the members.*

Moved: Peter Blakey (ACU)  
Seconded: Wanda Jackson (UOW)  
Show of hands: Unanimous in favour.

Cathy G read out the last of the proposed changes to the Constitution in the *Total number of executive committee members* the actual wording of the changed clause (identified in blue) being:

**Section 4. Executive Committee**

(a) The Executive Committee of the Society shall comprise a President, Vice-President, Treasurer, and **up to** six ordinary Members all of whom shall be members with voting rights.

Linda P and Rob P expressed concern about the “up to” amendment and Meg O suggested that possibly the addition of the word “normally” before would address the concerns that were expressed. Further discussion of this Constitution change could not resolve the concerns of the chorom.

**PROPOSED RESOLUTION (2007/09):**

*That the proposed change to the Constitution of the Australasian Society for Computers in Learning in Tertiary Education; Section 4: Executive Committee; Clause (a) be accepted by the members.*

Moved not to accept change: Unanimous in favour.

**Action 1:** Dominique P to update the Constitution to incorporate the approved changes

**B4. Results from Members Survey and impact on ascilite strategic and operational plans (Caroline Steel).**

Caroline S provided a brief report on the survey that was sent to current and retired ascilite members. Caroline informed the meeting that the results of this survey have been used to inform the development of an operational plan for the Society. Caroline reported that:

- there were 245 responses to the survey
- 60% of responses were received from current members;
- 80% of responses were received from mid-mature career members;

- The general level of satisfaction in the Society and its offerings was high;
- There was an acknowledged appreciation across the respondents for the opportunity to give feedback;
- The main perceived benefits of ascilite membership were:
  - the conference;
  - the journal (AJET);
  - networking opportunities;
  - professional development opportunities and activities; and
  - the dissemination of information and research.
- Members perceive there is a need for more or additional activities and opportunities for sharing and networking between conferences, e.g. through webinars and regional events.
- Members would like to see more opportunities for research collaborations.

Caroline pointed out that she will be discussing the proposition of webinars and regional events with the Campus Reps at their lunch meeting during the conference as she is hoping they will take a leadership role in the facilitation and promotion of these activities.

Caroline also informed the meeting that there is to be a major upgrade and re-development carried out on the website to enable more use of Web 2.0 enhanced technologies for getting members connected and to better meet the needs of members in light of the survey findings.

Other survey findings suggest that generally members do not have a great awareness of some of the services that ascilite offer including Campus Reps and the Community Mentoring Programme. Cathy G informed the members that it was the intention of the Executive for a similar members survey to be facilitated bi-annually.

**Action 2:** A summary report of the survey findings will be available on the ascilite website.

Questions from members were invited. A query about the nature and details of the ALT MOU was presented. Cathy G gave a very brief overview of the MOU.

**Action 3:** The ALT MOU to be sent to the members.

**B5. Members questions to Executive regarding the current program portfolios** (Community Mentoring Programme- Gerry Lefoe; *ascilite* Awards – Bob Corderoy; Campus Reps – Di Salter; *ascilite* Research Grant – Barney Dalgarno; Website and Newsletter – Iain Doherty; Sponsorship – Caroline Steel).

Members expressed an interest in having the opportunity to provide feedback and inform the re-development of the ascilite website, not so much in relation to the actual design of the website but more in terms of the functions on offer and how they will operate. Mike K suggested that a feedback system was needed and Cathy G suggested that the inclusion of a comments feature on the website might be the most appropriate and inclusive mechanism to enable the feedback of members to be captured. Meg O confirmed that such a mechanism would enable members to make timely comment on issues encountered when they are actually using the website and encountering the frustrations.

Rob P expressed some concerns with the proposal, in Iain D's website report, to remove documents from the website that are older than 3 years and concerns about the possibility that these documents might then be lost and with them the history of the Society. Rob warned that there is a need for protocols for archiving documents in the new website so as not to lose history. Mike K confirmed that this would be addressed in the redesign of the website.

**B6. ascilite Executive Committee Elections.**

Cathy Gunn thanked the retiring Executive members – Gerry Lefoe, Joe Luca, Bob Corderoy and Barney Dalgarno and also the co-opted members – Gregor Kennedy and Di Salter who would not be standing for election.

**PROPOSED RESOLUTION (2008/10):** *That Mike Keppell, being the only nomination received for the position of President, be elected unopposed as President for a period of two years.*

Passed unopposed.

**PROPOSED RESOLUTION (2008/11):** *That Caroline Steel, being the only nomination received for the position of Vice President, be elected unopposed as Vice President for a period of two years.*

Passed unopposed.

**PROPOSED RESOLUTION (2008/12):** *That Anne Abraham, being the only nomination received for the position of Treasurer, be elected unopposed as Treasurer for a period of two years.*

Passed unopposed.

**PROPOSED RESOLUTION (2008/13):** *That Ben Kehrwald, Catherine McLoughlin, Oriel Kelly, and Philippa Gerbic being the only nominations received for vacant positions on the Executive Committee, be elected unopposed to the Executive Committee for a period of two years.*

Passed unopposed.

**PROPOSED RESOLUTION (2008/14):** *That the secondment of Allan Christie to the Executive Committee be extended for another two years.*

Passed unopposed.

Mike K as the new President thanked Cathy G for her contributions to the Society during her 9 years on the Executive. Mike reiterated that the new look Executive has lots of new ideas and enthusiasm and that he was looking forward to the next 2 years.

**C. ASCILITE ANNUAL CONFERENCE**

**C1. 2008 Conference Report.**

Mike K reported that the most number of delegates ever had registered for the ascilite 2008 conference. Mike acknowledged the efforts of the 2008 Conference Organising Committee and in particular thanked the leadership and direction of Alan Farley and Dale Holt of this Committee.

**C2. 2009 Conference Report.**

Mike K reported that the 2009 Conference Organising Committee were well ahead in terms of organisation for the 2009 conference and advertised the fact that there would be a presentation from the 2009 Conference Committee at the 2008 Conference Closing. Mike noted that Richard Elliot was the 2009 Conference Meta-Convenor and that Cathy G was also on this Committee.

**C3. 2010 Conference.**

Mike K reported that there have been expressions of interest received for the 2010/2011 Conferences to be held in Tasmania and Kuala Lumpur, Malaysia. A decision on these is pending.

**D. OTHER BUSINESS**

**MEETING CLOSED 6:40PM**