

# ANNUAL GENERAL MEETING 2011

# MINUTES



## Monday 5 December 2011; 1:00 pm (AEDT)

Minutes of the Annual General Meeting of the Australasian Society for Computers in Learning in Tertiary Education (ascilite) on Monday 5 December 2011, in Plenary Hall, Wrest Point Casino Conference Centre, Hobart, Tasmania, Australia.

**In attendance:** *Executive Committee:* Mike Keppell (President and Chair)[MK]; Caroline Steel (Vice-President), Mark Brown, Allan Christie, Iain Doherty, Elizabeth Greener, Oriel Kelly, Shirley Reushle, Philip Uys, Kathryn Roberts (Secretariat)

*Members:* Peter Albion (University of Southern Queensland), Belinda Allen (University of New South Wales) Alages Andre (Manukau Institute of Technology) Salem Alkhalaf (Griffith University) Trish Andrews (University of Queensland) Amy Antonio (University of Queensland) Leanne Cameron (Australian Catholic University) Valeri Chukhlomin (SUNY Empire State College) Liz Coulter (University of Auckland) Geoffrey Crisp (RMIT University) David Cummings (Victoria University) Peter Goodyear (University of Sydney) Barney Dalgarno (Charles Sturt University) Helen Farley (University of Southern Queensland) Michael Grant (Macquarie University) Cathy Gunn (The University of Auckland) Bronwyn Hegarty (Otago Polytechnic) Wanda Jackson (Open Polytechnic) Gregor Kennedy (Melbourne University) Sharon Kerr (Macquarie University) Geraldine Lefoe (University of Wollongong) Andrew Lovell-Simons (Macquarie University) Angela Murphy (University of Southern Queensland) Cameron Nichol (Monash University) Sheena O'Hare (Curtin University) Ian Olney (University of Western Sydney) Martin Parisio (University of Sydney) Rob Phillips (Murdoch University) Philip Paasuke (Open Universities Australia) Petrea Redmond (University of Southern Queensland) Michael Sankey (University of Southern Queensland) Mark Schier (Swinburne University) Frederick Stokes-Thompson (University of South Australia) Linda Weterman (Manukau Institute of Technology) Julie Willems (University of New England) Gary Williams (The University of Tasmania)

## A. PRELIMINARY BUSINESS

**A1. MK welcomed all members in attendance. No apologies.**

**A2. Acceptance of the previous Minutes**

The ascilite AGM 2010 Minutes were made available to the ascilite community prior to the meeting (Ref: AGM\_Dec\_2010\_Minutes.pdf)

### **PROPOSED RESOLUTION (2011/01):**

*That the minutes of the 2010 AGM be accepted as a true and accurate record.*

Moved: Oriel Kelly  
Seconded: Gary Williams  
Show of hands: unanimous in favour

**A3. Business arising from the Minutes.**  
No business arising from the minutes.

## B. EXECUTIVE BUSINESS

**B1. Annual Report from the President (Mike Keppell [MK])**

The Annual Report from the President was made available to the ascilite community prior to the meeting (Ref: 2011\_President\_Final.pdf)

Mike Keppell reviewed various items on the Report. MK stated that membership numbers had grown and were currently up to 514. Institutional memberships had increased and were of great benefit for ascilite in a variety of ways. MK proposed that the Annual Report from the President be called Executive Report to incorporate the Executive Portfolios.

No discussion arising from the Annual Report.

**PROPOSED RESOLUTION (2011/02):**

*That the annual report from the President to the 2011 AGM be accepted.*

Moved: Geraldine Lefoe  
Seconded: David Cummings  
Show of hands: unanimous in favour

**B2. Annual Financial Report (Presented by Mike Keppell)**

The annual financial report includes the provision of 3 reports:

Auditor's Report, (Auditors\_Report\_2010\_2011.pdf)  
Financial Report, (Financial\_Report\_2010\_2011.pdf) and  
Income and Expenditure Budget – 2011/2012 (2010\_11\_Budget\_Final.pdf)

MK stated that ascilite was in a good financial position. He confirmed that there was a need to have funds to fall back on in case a Conference did not make a profit.

**PROPOSED RESOLUTION (2011/03):**

*That the audited accounts of the Australasian Society for Computers in Learning in Tertiary Education for the financial year ending on 30 June 2011 be accepted by the members.*

Moved: Michael Sankey  
Seconded: Cathy Gunn  
Show of hands: unanimous in favour

MK looked at Financial Report for 2010/2011. The difference in figures was due to the profit from the 2009 conference – ascilite contracted Richard Elliot using profit sharing as an incentive and this proved very successful. The profit from ascilite 2009 enabled ascilite to be in the best financial situation so far. It may be worthwhile looking at adopting this model in the future. The following year (2010) the ascilite conference was conducted under a different model and the profit was in line with what was predicted. MK thanked Caroline Steel, Dominique Parrish and Simon Housego for their work for the 2010 Conference. In terms of budget expenditure a major expenditure was the Secretariat – this expenditure is enabling the organisation to become more streamline in supporting members and the Executive. Another major expense is the Executive face to face meeting.

**PROPOSED RESOLUTION (2011/04):**

*That the financial report from the ascilite executive to the 2010 AGM be accepted by the members.*

Moved: Shirley Reushle  
Seconded: Gary Williams  
Show of hands: unanimous in favour

MK went through Budget for 2010/2011 and asked if there were any questions.

A query was raised in regard to the fact that there was a zero balance next to the Community Mentoring Programme. Originally it covered the money spent supporting mentees attending the conference through registration fees. This amount now comes out of the conference budget so does not show in the general ascilite budget.

There was also a query regarding \$0 in Research Grant. While Blackboard has funded this grant in the past there is not a current sponsor for the research grant. Money has been allocated for such projects as the Community Mentoring Programme, AJET review and a research assistant for analysis on the membership survey and focus groups in 2012.

**PROPOSED RESOLUTION (2011/05):**

*That the Income and Expenditure Budget 2011-2012 be accepted by the members.*

Moved: Peter Goodyear  
Seconded: Elizabeth Greener  
Show of hands: unanimous in favour

**B3. Members questions to Executive regarding the ascilite strategic plan, initiatives and activities.**

There was a query as to where the strategic plan was located.

MK advised that the current strategic plan was available on the ascilite website and is due for review this year. Link to Strategic Plan: [http://www.ascilite.org.au/content/files/asc\\_strategic\\_plan.pdf](http://www.ascilite.org.au/content/files/asc_strategic_plan.pdf)

There was a query as to how we are supporting quality research?

MK responded that ascilite was supporting members through such avenues as the Community Mentoring programme, information in Bulletins, NNI Project, AJET journal, Webinars, and connection with PENS. This could be strengthened further.

**B4. Constitution (Mike Keppell & Caroline Steel [CS])**

The New Draft Constitution and Commentary was made available to the ascilite community prior to the meeting (Ref: Draft\_constitution\_AGM\_2011.pdf & Commentary\_on\_new\_draft\_Constitution.pdf)

MK noted that the current Constitution needed to be updated to make it legally viable. A new draft Constitution had been sent out to members for feedback and comment. MK introduced Caroline Steel for general discussion and feedback. CS thanked Philippa Gerbic for all her work on the new draft of the Constitution and working with the South Australian legal specialist in constitutional law. The current Constitution was non compliant with Rules and Regulations of South Australian Law where ascilite is incorporated. It was important to ensure that the new draft was legally viable. Philippa also created a commentary to overview the changes made to the Constitution. Philipp Gerbic will be stepping down as a full time Executive member but will remain in a co-opted role to do further work on the Constitution as necessary. CS asked if there were any feedback or concerns with the new draft Constitution or if there were any specific areas that may need more work.

Rob Phillips had two issues with the draft.

1. Institutional members were not defined clearly as to whether each member had a vote or only one vote per institution.

CS responded that the intent is that institutional members have a vote for each person who is associated with that membership. The wording needs refining.

2. He also queried whether it was clear that the new position of Executive Officer role is being rolled into the Vice President's role. This means that it is not clear whether there is 9 or 10 members of the Executive.

CS responded that most contemporary societies do not have a Vice President, they have an Executive Officer. This role looks after the records of the society. It was decided to put the Vice President role together with the Executive Officer role and make it a single role so that the Executive does not need to be extended. Previously the Vice President role was not clearly defined in the constitution. The Executive Officer shall be responsible for ensuring that the ascilite Secretariat is acting as custodian for all records and documents of the association but the responsibility for ensuring this is maintained accordingly lies with the Executive Officer. The Executive Officer is not a paid position but a still volunteer. The President is the public face of the society - the Executive Officer is responsible for overseeing the record keeping and administration which is carried out by the Executive Manager/Secretariat.

Rob Phillips would like to see these two issues revised and reported at the next AGM at the 2012 Conference. CS advised that ascilite will be reviewing the Constitution with a legal practitioner every three years to maintain compliance and currency.

**PROPOSED RESOLUTION (2011/06):**

*That the revised Constitution be accepted and adopted by the members.*

Moved:                   Iain Doherty  
Seconded:               Cathy Gunn  
Show of hands:         unanimous in favour

**B5. ascilite Executive Committee Elections.**

**PROPOSED RESOLUTION (2011/7):**

*That Iain Doherty and Dominique Parrish, being the only nominations for vacant positions on the Executive Committee, be elected unopposed to the Executive Committee for a period of two years.*

Moved: Geraldine Lefoe  
Seconded: Oriel Kelly  
Show of hands: unanimous in favour  
Passed unopposed.

**PROPOSED RESOLUTION (2011/7):**

*That Caroline Steel, being the only nomination received for the position of President, be elected unopposed as President for a period of two years.*

Moved: Gregor Kennedy  
Seconded: Rob Philips  
Show of hands: unanimous  
Passed unopposed.

Mike Keppell congratulated Caroline Steel and handed over to her the role of ascilite President.

CS outlined a future election process to ensure that the two groups within the Executive are elected as stipulated in the Constitution.

In terms of the Constitution elections occur in alternate years for two groups in the ascilite Executive. One group is made up of the President, Vice President and 3 ordinary Executive members. The second group is made up of the Treasurer and 3 ordinary Executive members. We have been out of sync for a couple of years.

CS outlined a plan to get back in alignment with the Constitution.

CS has been elected to the Presidential role for a period of two years; Philippa Gerbic has resigned due to personal matters. We now have the roles for Vice President (VP) & Treasurer vacant. We were unable to call for nominations due to short timeframe leading up to the AGM. These positions will now be elected within the ranks of the Executive at the post conference meeting. Subsequently those roles will be elected at the AGM in 2012. At that election the VP role will be elected for one year to bring it into alignment with the election of President in 2013. The Treasurer will be elected for two years. Ordinary members will be brought into alignment by allocating those with the most votes up for a two year term and those with lesser votes for a one year term. They will still be eligible to be re-elected even after a one year term.

Rob Philips questioned whether there is another vacancy for another co-opted role for this year? CS responded that we will be looking into this at the post conference meeting – if there is anyone interested in this role to please let the Executive know.

Another question was raised in relation to the risk of having the President, VP and Treasurer roles aligned and not having the votes all at the same time. CS had outlined the plan to keep these to alternate years.

CS then acknowledged and thanked Mike Keppell for his input as ascilite President. He has been on the Executive since the year 2000, President for three years and Treasurer for three years during a very transformative time. He has been formative in enabling the society to handle its finances in a more professional way through more contemporary financial models and we have seen the society and its services to members grow considerably during the period he served on the Executive. He has been involved in many of these portfolios and services.

## **C. ASCILITE ANNUAL CONFERENCE**

### **C1. 2011 Conference Report.**

CS updated on current conference - 380 registrations. Budget was in line with the projection. It had been a tough year with sponsors. CS thanked Gary Williams and the conference team for doing a wonderful job.

### **C2. 2012 Conference Update.**

Mark Brown confirmed that the 2012 conference will be held in Wellington, New Zealand at the 'Te Papa Tongarewa' – the National Museum of New Zealand. Conference date has been moved one week back to the last week of November (25 – 28 November 2012)

Massey University will be hosting the conference. The conference website is:

<http://www.ascilite.org.au/conferences/wellington12>

**(MEETING CLOSED 2PM)**