



2024 AGM Minutes

Date: Monday 2 December 2024, 12:30 – 1:30pm

Chairperson: Dr. Michael Cowling, ASCILITE President

Venue: Kathleen Fitzpatrick Lecture Theatre B101, Arts West, UniMelb.

Present:

Name	Affiliation
Mark Schier	University of New England
Sandy Barker	University of South Australia
Elaine Huber	University of Sydney
Audrea Warner	University of Auckland
Amanda White	University Technology Sydney
Steve Leichtweis	University of Auckland
Ali Ogilvie	University of Western Australia
Chris Campbell	UNSW
Lynne Gribble	UNSW
Michael Cowling	CQU
Jacqui Thornley	Uni of Auckland
Karine Cosgrove	Griffith University
Jay Cohan	University of Auckland
Michelle Pedlow	Edith Cowan University
Justine Maldon	Edith Cowan University
Cheryl Brown	University of Canterbury

Vickel Narayan	Massey University
Thomas Cochrane	University of Melbourne
Robert Vanderburg	CQU
Jimmy Tseng	University of Melbourne
Leanne Ngo	La Trobe University
Danielle Logan-Fleming	Torren University
Sarah Derrett	University of Otago
Bettine Schwenger	University of Auckland
Puva Arumugam	Deakin University
Andrew Bentine	University of Melbourne
Trev Wood	Monash University
Hazel Jones	Unaffiliated
Sherzia Naseruddin	University of Melbourne
Lisa Bugden	UNE
Alice Shihua Yu	Monash University
Petrea Redmond	USQ
Linda Corrin	Deakin University
Michael Henderson	Monash University
Karalee Dwyer	University of Melbourne
Nina Fotinatos	Federation University
Adelle Ryall	Keypath Education

1. Acknowledgements and Welcome

- ASCILITE President, **Michael Cowling**, opens the AGM at 12:51pm.
- Notes at Executive Member Kwong Nui Sim is an apology.
- Welcomes attendees and acknowledges and thanks the traditional owners of the land.

2. Acceptance of the 2023 AGM minutes

- **Michael Cowling** draws attendees' attention to the AGM documents that were emailed to all members were emailed on 27 November 2024
- **Michael** asks if there are any questions or corrections relating to the supplied AGM documents. And asks for a member to move a motion to accept last year's AGM minutes.

Motion for the meeting minutes from the 2023 AGM be accepted as a true and accurate record of the meeting.

- a. Move to accept: **Amanda White**
- b. Seconded: **Leanne Ngo**
- c. Show of hands passed the motion

NO BUSINESS WAS ARISING FROM THE 2023 MINUTES.

3. 2024 President's Report

- Michael Cowling draws attendees' attention to the President's Report
- Briefly runs through the some of the highlights
 - ASCILITE in a really strong place
 - 2300 + members
 - Lots of institutional members
 - More partnerships then even
 - The number 1 Education Technology Journal in Australia
 - SIGs very busy
 - Webinars very popular
 - ASCILITE2025 conference is the biggest yet
 - Draws attention to some of the sections of the report and encourages people to read the report
 - Asks attendees if there are any questions relating to the report: **There are no questions asked.**

Micheal Cowling then notes that Mark Schier is the outgoing Treasurer (which is met with applause) and hands over for the 2024 Treasurers Report

4. 2024 Treasurers Report

- **Mark Schier** draws attendees' attention to the financial section of the report and in summary mentions
 - The ongoing difficulty with reporting in calendar and/or financial years – notes that the Treasurers report is for the calendar year to the date of the conference.
 - Notes that in the last financial year ASCILITE had a \$20,000 loss

Asks for a member to move a motion to accept the 2023 Financial year's report

Motion for the 2023 financial report to be accepted as a true and accurate.

Move to accept: **Petrea Redmond**

Seconded: **Elaine Hubber**

Show of hands passed the motion

- **Mark Schier** asks if there are any questions relating to last year's financial report
 - **Amanda White** notes that there is considerable TELAS expenditure and questions if that expenditure is/was a once off or will it be an on-going expense
 - **Mark Schier** hands over to **Elaine Hubber** (TELAS lead) to respond
 - **Elaine** emphasises that TELAS should be cost neutral and then outlines the Learning Package review process and notes that ASCILITE pays the reviewers before the money comes in from the institution seeking the review. And notes that there are a considerable number of Learning Packages in review at the moment, hence the current high expenditure. So the current costs will be covered by the eventual income. Hands back to **Mark Schier**.
- **Mark Schier** presents the upcoming budget for the December 2024 to December 2025 calendar year. Draws attention to
 - The limited number of income streams (picks up on institutional and individual subscriptions; and Research School and TELAS being cost neutral)

- Notes the “bottom line” of \$370,000 of expenditure versus \$230,000 of income. Hence showing a \$140,000 difference between income and expenditure.
- Mark then works through the line items highlighting where ASCILITE are planning to spend more, and where there is significant expenditure forecast for 2025. Mark notes that the majority of the expenses are generally for ongoing initiatives to support members.
- Opens to the floor for questions: **No Questions asked.**

Motion for the 2025 financial forecast to be accepted.

Move to accept: **Sandra Barker**

Seconded: **Sue Gregory**

Show of hands passed the motion

- **Mark Schier** then notes that these are his last moments as Treasurer and introduces **Sandra Barker** as the **Treasurer for 2025 – 2027**. **Mark** thanks the attendees for their support over his tenure as Treasurer. **Micheal Cowling** responds thanking Mark for his service to the ASCILITE committee and the community.

5. Executive Elections

- **Michael Cowling** thanks the outgoing members of the committee; **Mark Schier**, **Petrea Redmond** and **Robert Vanderburg**.
- **Michael** welcomes the incoming Treasurer; **Sandra Barker**. And the 4 new committee members; **Lisa Budgen**, **Karine Cosgrove**, **Pennie White** and **Vickel Narayan**.
- **Michael** notes that Thomas Cochrane has been co-opted onto the committee to ensure the continued operation of the APUBS service.
- **Michael** notes the member institutions – it is pointed out the list of institutions is incomplete (*the Secretariat to correct*)

6. New Strategic Plan

- **Michael Cowling** provides a “sneak peek” of the new strategic plan highlight the new pillars of the plan. He corrects the presentation slide that has the plan being from 2025 – 2029 when it is 2025 – 2028. **Michael** then notes that the plan will be available for comment in the new future and reiterates that the plan is

underpinned by the ideas of “giving back” to members and increasing ASCILITE’s reach.

7. ASCILITE Annual Conference

- 2024 Conference Committee update
 - **Thomas Cochrane** briefly highlights some of the events that are going to occur in the next few days and notes the high conference registration numbers. Encourages attendees to post on BlueSky.
- 2025 Conference Committee update
 - **Sandy Barker announces that 2025 Conference will be held in Adelaide from 30 November - 3 December 2025.**

8. Other Business

NO FURTHER BUSINESS IS NOTED

MEETING CLOSED: 1:35pm