



Minutes of the 2013 Annual General Meeting of the Australasian Association for Institutional Research (AAIR) held at the Rendezvous Grand hotel, the Esplanade, Scarborough, WA, at 3.30 PM on Wednesday 13<sup>th</sup> November, 2013

**1. Attendance**

**1.1. Present:**

<b>Name</b>	<b>Surname</b>	<b>Institution</b>
Anbu	Anbulagan	ANU
Michael	Cudmore	La Trobe
Glenys	Harding	La Trobe
John	Pike	Murdoch
Anh	Nguyen	Griffiths
Bo	Liu	ANU
Justin	Wood	ANU
Michael	Hanus	VUW
Lyndal	Horne	Deakin
Gerrie	Jacobs	UJ RSA
Robert	McCormack	UWA
Joanne	Davey	USC
Pheng	Schooling	ACU
Pamela	Sarly	ACU
Lester	D'Souza	ACU
Ravi	Ravindiran	AGDOE
Paul	Gladigau	Deakin
Mark	Lane	RMIT
Julie	Arthur	SCU
Naomi	Doncaster	SCU
Chris	Kearns	Altis
Luke	Parker	USQ
David	Collings	ECU
Sunil	Chand	Uni of South Pacific
Sereana	Kubuabola	Uni of South Pacific
Alison	Byrne	Uni of Sydney
Kerry	Martin	USC
Wendy	Marchment	Deakin
Debby	Gairns	ANU
Lachlan	Murdoch	Uni of Canberra
Dennis	Ham	Curtin
Roni	McDowell	CSU
Nicola	Powell	Monash
Ewa	Seidal	Flinders
Peter	May	UNE
Don	Johnston	Southern Cross University
Kathie	Rabel	Victoria Uni of Wellington
Bruce	Guthrie	GCA
David	De Bellis	Flinders
Dean	Ward	Edith Cowan University

## 1.2. Chairperson

The Vice-President was appointed Chair as provided by Clause 15.4 of AAIR Rule.

## 1.3. Apologies and Proxies:

Bruce Zimmer, Dave Marr and Jeff Holmes submitted apologies. Dave Marr provided a proxy in favour of the Chairperson.

## 2. Confirmation of the Minutes of the 2012 Annual General Meeting

The Minutes of the meeting held on held at the Crowne Plaza, Terrigal, NSW, at 10.45 AM on Wednesday, 14th November, 2012 were accepted as a true and accurate record of proceedings.

*Moved: Bruce Guthrie, Seconded: Lachlan Murdoch*

The Minutes of the previous meeting were accepted by the Annual General Meeting.

## 3. President's Report

Kathie Rabel, Acting President AAIR presented the President's Report for 2013 on behalf of Dave Marr and highlighted the following points from the report:

- **AAIR Executive Committee** – Met on six occasions during the year to consider a range of issues relating to the management of AAIR. The administrative support of Liesha Northover was extremely important and AAIR thanks Liesha for work during the year.
- **AAIR Annual Forum** – Considerable effort and resource are applied to make the Forum successful and the organising committee and Leishman Associates are congratulated on their efforts. Special thanks to Robert McCormack and UWA, together with sponsors eXplorance, ALTIS and Graduate Careers Australia.
- **AAIR SIG Forum** – The SIG's continue to retain strong support and the SIG Forum in August at the Fairmont Resort, Blue Mountains was successful with over 80 attendees. Special thanks to the sponsors and Kerrin Paterson and Lisa Parsons of UWS for their outstanding organisation.
- **AAIR Newsletter** – The newsletter is AAIR's premier communication channel and Emma Liversidge has continued to prepare the newsletter with diligence and resourcefulness. With over 550 subscribers, the newsletter is valued by members of AAIR and others. Emma, who is on maternity leave will continue the newsletter and member contributions are always welcome. The results of a recent survey on the Newsletter will be released soon.
- **Membership:** Current membership stands at 231 and reflect an increase on last year's number of 176. The increase reflects the closer integration of the SIG membership and a follow up with recent members that had not renewed.
- **Journal of Institutional Research** – Volume 18, Number 1 was published in August and is available on the AAIR Website. Sharon Kitt, University of Ballarat has taken over the role of Editor. It is anticipated that members will be surveyed on the future directions of the journal.
- **Australian Learning and Teaching Council Grant** – AAIR in conjunction with Deakin University was successful in obtaining \$110,000 to conduct a 12 month study into "Tracking Student Cohorts: who is falling through the cracks?" This project is now complete with the results published in the Journal of Higher Education Studies "Improving Student Preparedness and Retention – Perceptions of Staff at Two universities."
- **New AAIR Fellowships** – Two new fellowships for AAIR members have been created –
  - o Raj Sharma Fellowship – to assist with career or academic advancement in pursuit of IR knowledge
  - o Zimmer Travel Fellowship – to assist a member to attend an event held by an AAIR affiliate by covering associated travel costs

Further details are on AAIR's website.

The Presidents Report was accepted by the meeting.

*Moved: Robert McCormack, Seconded: All present*

#### **4. Treasurers Report and Financial Statement**

David De Bellis presented the Treasurer's Report on behalf of Jeff Holmes.

- AAIR was in a sound financial position with \$149,000 in net assets with \$109,000 in interest bearing bank accounts, as at the 30<sup>th</sup> June 2013.
- For the last financial year a surplus of \$22,552 was recorded.
- AAIR's Auditors have completed an audit report for the Year ended 30<sup>th</sup> June, 2013 and essentially finds AAIR to be a sound ongoing concern. A standard audit qualification has been provided given the nature of AAIR as being a not-for-profit organisation.

The Treasurers Report was accepted by the meeting.

*Moved: Don Johnston, Seconded: All present*

#### **5. Election of Office Holders and Committee**

2013 is a non-election year.

#### **6. General Business**

The Vice-President asked for any items of General Business from the members present.

No items were forthcoming.

The Vice-President provided an outline of future items that the AAIR Committee will be considering –

- Review and development of AAIR's Strategic Plan
- Succession Planning for the Officers of AAIR

It was also stated that co-opted Executive members positions available were currently vacant and for interested persons to let the Committee members know.

#### **7. Next Meeting**

The next AGM is planned for the 2014 Forum to be held in Victoria.

The meeting concluded at 3.50PM.

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Dean Ward  
Hon Secretary

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Kathie Rabel  
Vice-President