



Minutes of the 2014 Annual General Meeting of the Australasian Association for Institutional Research (AAIR) held at the Intercontinental Hotel, 495 Collins St, Melbourne, Victoria, at 10.00 AM on Thursday 20<sup>th</sup> November, 2014.

**1. Attendance**

**1.1. Present:**

<b>Name</b>	<b>Surname</b>	<b>Institution</b>
Joanna	Allwood	Deakin
Ranjani	Atukorala	RMIT
Philip	Blakemore	La Trobe
Sara	Booth	U Tas
Deborah	Clarke	Deakin
Michael	Cudmore	La Trobe
David	DeBellis	Flinders
Wayne	Franklin	CDU
Janine	Gertz	Deakin
Azy	Ghazimoradi	Flinders
Sam	Guiney	Deakin
Bruce	Guthrie	GCA
Dennis	Ham	Curtin
Louise	Hargreaves	Bond
Julie	Herraman	Flinders
Jeff	Holmes	QUT
Yuli	Hou	ACU
Don	Johnston	Southern Cross University
Pallavi	Khanna	ANU
John	Kleeman	UNE
Isabelle	Li Ying	Monash
Edwina	Lindsay	GCA
Bo	Liu	ANU
Wendy	Marchment	Deakin
Roni	McDowell	CSU
Lachlan	Murdoch	Go8
Camilla	Nicoll	Deakin
Liesha	Northover	AAIR
Leone`	Nurbasari	ANU
Andy	Painter	Altis
Robert	Pastorelli	Navitas
Sonia	Powell	UNSW
Kathie	Rabel	Victoria Uni of Wellington
Malcolm	Rees	Massey
Leo	Roberts	Monash
Sara	Rowley	ANU
Mandy	Schultz	Deakin
Raj	Sharma	
Russell	Smith	U Melbourne
Ferriwaty	Tan	RMIT
Milly	Taylor	UNE
Stuart	Terry	Otago Polytechnic

Lyndal	Vick	Deakin
Lorenzo	Vigentini	UNSW
Dean	Ward	Edith Cowan University
Sonia	Whitely	SRC
Jenny	Yang	RMIT

### 1.2. Apologies and Proxies:

No apologies and no proxies had been received.

### 2. Confirmation of the Minutes of the 2013 Annual General Meeting

The Minutes of the 2013 AGM meeting held at the Rendezvous Grand Hotel, the Esplanade, Scarborough, WA, at 3.30 PM on Wednesday 13th November, 2013 were accepted as a true and accurate record of proceedings.

*Moved: Dean Ward, Seconded: Kathie Rabel*

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

### 3. President's Report

Dave Marr, President AAIR presented his Report for 2014 and flagged that it would be available on the AAIR website in the following week. The main points included:

- **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. Special thanks were offered to Dean Ward for his long service as AAIR Secretary.
- **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 Wendy Marchment and the 2014 Local Organising Committee, 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 In Brisbane was successful with over 60 attendees. Special thanks to the sponsors, Wayne McCullough and Jeff Holmes for their outstanding organisation.
- **AAIR Newsletter** – The newsletter is AAIR's premier communication channel and Emma Liversidge continued to prepare the newsletter with diligence and resourcefulness while hampered by family commitments. With the appointment of a new Newsletter Editor for 2015, Louise Hargreaves, it is hoped that the publication will again be distributed on a bi-monthly schedule.
- **Membership:** Current membership stands at 237 many of whom became members through the AAIR Forum in Perth. Around 100 of those were non-financial as at 30 June 2014.
- **Journal of Institutional Research** – Volume 19 Number 1 was published in July 2014 with many of the papers presented at the 2013 Annual Forum at Perth making up a large part of that edition. It was hoped to publish two issues of the Journal per year but there just hasn't been the supply of papers to justify another edition.
- **AAIR Fellowships** – For the first time in 2014, AAIR offered two annual Fellowships to the value to \$1,000 each. Unfortunately there were no successful applications for either fellowship in 2014. It is therefore intended that the amount on offer in 2015 will be \$2,000 each.

The President's Report was accepted by the meeting.

*Moved: David DeBellis, Seconded: All present*

#### **4. Treasurer's Report and Financial Statement**

David de Bellis presented the Treasurer's Report.

- AAIR was in a sound financial position with approximately \$168,000 in net assets and \$127,000 in interest bearing bank accounts, as at the 30<sup>th</sup> June 2014.
- For the last financial year a surplus of \$37,000 was recorded.
- AAIR's Auditors have completed an audit report for the Year ended 30<sup>th</sup> June, 2014 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**

The Returning Officer, Bruce Guthrie advised that no vote was required as there was only one Nominee for each Office of AAIR and four nominees for the four available Councillors.

The appointed Officers and Councillors for a two year term were –

- President: Dave Marr
- Vice-President: Kathie Rabel
- Treasurer: David DeBellis
- Secretary (seconded): Bruce Guthrie (12 months only)
- Councillors: Michael Cudmore, Jeff Holmes, Don Johnston, Andrea Jeffreys, Kerry Martin

The appointments were unanimously endorsed by the members.

Bruce Guthrie thanked Dean Ward for his assistance with the process.

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

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

- Wendy Marchment urged the Committee to embark on 2015 Forum planning as soon as possible.
- Dave Marr noted that the strategic planning process, commenced earlier in 2014, would continue into 2015.

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

The next AGM is planned for the 2015 Forum to be held in Wellington, New Zealand.

The meeting concluded at 10.20 am.

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Bruce Guthrie  
Hon Secretary

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Dave Marr  
President