



Minutes of the 2015 Annual General Meeting of the Australasian Association for Institutional Research (AAIR) held at the Intercontinental Hotel, Wellington, New Zealand, at 12.05 PM on Wednesday 11<sup>th</sup> November, 2015.

**1. Attendance**

**1.1. Present:**

Name	Surname	Institution
Zhivan	Alach	Unitec Institute of Technology
Joanna	Allwood	Deakin University
Arthur	Amon	Auckland University Of Technology
Trudi	Best	University of the Sunshine Coast
Elizabeth	Bird	University of Waikato
Alison	Byrne	The University of Sydney
Elisa	Cassin	Swinburne University of Technology
Barbara	Chmielewski	UNSW Australia
David	Collings	Edith Cowan University
Michael	Crocker	Deakin University
Robert	Daldy	Auckland University of Technology
Naomi	Doncaster	Southern Cross University
Manvir	Edwards	Massey University
Emma	Farley	Griffith University
Charlotte	Ferry-Parker	University of Waikato
Claire	Gibson	Wintec
Bruce	Guthrie	Graduate Careers Australia
Louise	Hargreaves	Bond University
Robyn	Harris	La Trobe University
Andrea	Jeffreys	La Trobe University
Don	Johnston	Southern Cross University
Angela	Kerry	RMIT University
Pallavi	Khanna	University of Canberra
Salah	Kutieleh	Flinders University
Mark	Lane	RMIT University
Sharon	Liddell	CQUniversity
Robert	Loughnane	NeoData Australia
Charlie	Manoria	NeoData Australia
Wendy	Marchment	Deakin University
Kerry	Martin	Uni of the Sunshine Coast
Peter	May	University of New England

Alberto	Mendez	University of Technology Sydney
Romain	Mirosa	University of Otago
Sian	Moon	The Australian National University
Judith	Naylor	Massey University
Chris1	Norton	Weltec NZ
Bradley	Patten	Auckland University of Technology
Le Hoa	Phan	The University of Queensland
Alex	Poor	University of Waikato
Sonia	Powell	UNSW Australia
Kathie	Rabel	Victoria University
Malcolm	Rees	Massey University
Sara	Rowley	The Australian National University
Kim	Rush	University of Auckland
Brett	Ryan	Griffith University
Pamela	Sarly	Australian Catholic University
Nina	Savolainen	The Australian National University
Eva	Seidel	Flinders University
Rob	Sheehan	Sharp Words Consulting, Editing & Writing
William	Shields	University of Waikato
Fiona	Sutherland	University of Canberra
Penny	Szybiak	Charles Darwin University
Stuart	Terry	Otago Polytechnic
Lyndal	Vick	Deakin University
Lorenzo	Vigentini	UNSW Australia
Dean	Ward	Edith Cowan University
Hiedi	Wilkinson	University of the Sunshine Coast
Ada	Wong	University of Technology Sydney
Lillian	Yee	Australian Catholic University

### 1.2. Apologies and Proxies:

Apologies were received from Dave Marr and no proxies had been received.

## 2. Confirmation of the Minutes of the 2014 Annual General Meeting

The Minutes of the 2014 AGM held at the Intercontinental Hotel, 495 Collins St, Melbourne, Victoria, at 10.00 AM on Thursday 20<sup>th</sup> November, 2014, were accepted as a true and accurate record of proceedings.

*Moved: Don Johnston*

*Seconded: Dean Ward*

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

## 3. President's Report

Kathie Rabel, AAIR Vice-President, spoke to Dave Marr's President's Report for 2015. The main points included:

- **Strategic Planning** – the Executive Committee met in early 2015 to map out a strategic plan for AAIR, considering the mission, vision and values they felt were appropriate to the membership of the organisation. Coming out of this was the consideration, and a later vote of members, of a change of name for the organisation and/or the addition of a new tag line to the make to better define the work of members.
  - Members did not favour a change of name but by popular vote selected “Supporting effective decision-making” as the new tag line to be adopted. This tag line was suggested by Rossana Couto-Mason from Massey University, New Zealand.
- Other projects arising from the **Strategic Planning** meeting included
  - Website redevelopment
  - Reviewing the membership model
  - Developing intermittent regional/state-based events – first one to be held in Melbourne in March 2016
  - Setting up an AAIR PayPal account to assist in collection of monies
  - Tender process to select a Professional Forum Organiser to manage both SIG and Annual Forums – contract to commence January 2016
- **AAIR SIG Forum** – very successfully held at the Kingfisher Bay Resort on Fraser Island, Queensland. The President and Committee thanked Togamau Te'o and his team from USQ.
- **2015 Annual Forum** – currently being held at the Intercontinental Hotel, Wellington, New Zealand with keynote speakers Stephen Few from Perceptual Edge and Professor Steve Maharey, Vice-Chancellor, Massey University. The President and Committee thanked Kathie Rabel and the LOC for putting together a tremendous program.
- **Travel Fellowships** – The Committee introduced two travel fellowships in 2013 and the Zimmer Travel Fellowship for 2014 had been awarded to David Carroll from GCA as an adjunct to his Best Paper Award from the 2014 Forum.
- In 2015, AAIR had co-marketed events with Criterion, Analytics 8, NCVER, EduTECH and Gartner.
- The full President's report will be made available on the AAIR website at <http://aaair.org.au/pages/annual-statements-and-reports>

The President's Report was accepted by the meeting.

*Moved: Bruce Guthrie*

*Seconded: All present*

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

David De Bellis presented the Treasurer's Report.

- AAIR continues to be in a strong position with approximately \$183K in net assets at 30 June 2015. This included approximately \$139K in AAIR's interest bearing investment account.
- The Association recorded a net current year surplus of approximately \$14K in the 2014/2015 financial year.
- AAIR's Auditors have completed an audit report for the Year ended 30<sup>th</sup> June, 2015 and essentially finds AAIR to be a sound ongoing concern.
- The Treasurer's report endorsed the Auditor's recommendation an annual self-assessment of the Association's not-for-profit income tax exempt status. The Treasurer requests the AGM's endorsement of AAIR as a self-assessed not-for-profit, income tax exempt, "Scientific organisation". That is a "not-for-profit society, association or club established for the encouragement of science."
- The Association is in the process of application for a PayPal account to provide a credit card payment option to debtors.

The Treasurer's and Auditor's Reports were accepted by the meeting.

*Moved: Mark Lane*

*Seconded: Robyn Harris*

#### **5. General Business**

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

- Wendy Marchment asked how many financial members AAIR currently had. Andrea Jeffreys reported that there were 191.
- Naomi Doncaster asked if the value of the two AAIR travelling fellowships would be increased as she felt the \$1,000.00 value was not attracting applicants. Kathie Rabel confirmed that the new value was \$2,500.00
- Wendy Marchment asked about the future of the AAIR Journal of Institutional Research. Kathie Rabel confirmed that the Executive Committee was exploring other publishing options, such as partnering with another journal.
- Dean Ward related that some at the forum wanted advice and instructions on how to use AAIR's online resources to be able to ask questions and seek advice from the relevant SIG communities on topical issues that arise from time to time. The Vice-President advised that this would be taken up and members provided relevant information.

## 6. Next Meeting

The next AGM is planned for the 2016 AAIR Forum to be held in Sydney, Australia.

The meeting concluded at 12.30 pm.

---

Bruce Guthrie  
Hon Secretary

---

Dave Marr  
President

DRAFT