



Minutes of the 2016 Annual General Meeting of the Australasian Association for Institutional Research (AAIR) held at the Crowne Plaza Coogee, 242 Arden Street, Australia at 12.50pm.

## 1. Attendance

### 1.1. Present:

Name	Surname	Institution
Chandrama	Acharya	Macquarie University
Arthur	Amon	Auckland University of Technology
Dick	Audley	Retired/previously UTS
Emily	Birch	Auckland University of Technology
Andrew	Bradshaw	Macquarie University
Alison	Byrne	The University Of Sydney
David	Carroll	Monash University
David	DeBellis	Flinders University
Soheila	Fattahi	Australian National University
Wayne	Franklin	Charles Darwin University
Bruce	Guthrie	Graduate Careers Australia
Dennis	Ham	Curtin University
Martin	Hanlon	University Of Technology Sydney
Louise	Hargreaves	Bond University
Rhianna	Harker	Charles Darwin University
Andrea	Jeffreys	La Trobe University
Don	Johnston	Southern Cross University
Gihan	Khalil	Western Sydney University
Wendy	Marchment	Deakin University
David	Marr	AAIR
Veronica	Mcdowell	Retired
Alberto	Mendez	University Of Technology Sydney
Liesha	Northover	AAIR
Kathleen	Rabel	Victoria University of Wellington
Malcolm	Rees	Massey University
Sonam	Shelly	University Of Canberra
Alexandra	Sieniarski	Macquarie University
Penny	Szybiak	Charles Darwin University
Stuart	Terry	Otago Polytechnic
Lyndal	Vick	Deakin University
Dean	Ward	Edith Cowan University
Ada	Wong	University Of Technology Sydney
Justin	Wood	Australian National University

## 1.2. Apologies and Proxies:

Apologies were received from Kerry Martin and no proxies had been received.

## 2. Confirmation of the Minutes of the 2015 Annual General Meeting

The Minutes of the 2015 AGM held at the Intercontinental Hotel, Wellington, New Zealand, at 12.05 PM on Wednesday 11<sup>th</sup> November, 2015, were accepted as a true and accurate record of proceedings.

*Moved: Don Johnston*

*Seconded: Bruce Guthrie*

## 3. Election of Committee Members

The Returning Officer reported to the meeting that the nominations received for each of the committee positions equalled the vacancies and as such an election was not required. The AAIR committee from November 2016 until November 2018 will comprise:

- Kathie Rabel (President)
- Dave Marr (Immediate Past President)
- Don Johnston (Vice-President)
- Andrea Jeffreys (Secretary)
- David de Bellis (Treasurer)
- Malcolm Rees (Ordinary Member)
- Alison Byrne (Ordinary Member)
- Greg Jakob (Ordinary Member)
- Stuart Terry (Ordinary Member)
- Kerry Martin (Co-opted Member)
- Louise Hargreaves (Co-opted Member)

## 4. President's Report

Dave Marr presented the President's Report for 2016. The main points included:

- The President thanked the committee for their support over the past year and advised the meeting that this will be his last report as President.
- The President acknowledged the excellent support provided by the Executive Officer Liesha Northover and thanked her for her contribution throughout the year.
- The President thanked the outgoing newsletter editor Louise Hargreaves and informed the meeting that Monica Chen and Tracy Creagh will share the role of newsletter editor in 2017.
- **AAIR SIG Forum and Annual Forum**– Both Forums have been very successful, extremely well organised and well attended once again.
- **Regional Dinner Event**– Melbourne was host to the first regional dinner meeting in February this year with guest speaker Hamish Coates. A similar event is being planned to be held in Sydney in early 2017.
- **Membership**- as at 30 June 2016 AAIR has 217 members, an increase of 26 from 2015.
- **AAIR website**- The website continues to be an important medium for sharing information and is planned to be redeveloped early next year to improve the functionality.
- **AAIR address**- A permanent Melbourne CBD address has been established for AAIR through National Postal Services who provide a range of services for a minimal cost. This new

arrangement will streamline the collection of all non-electronic mail and remove the need to change the registered address for AAIR when the secretary changes as has been the case in the past.

- **Travel Fellowships** – Two fellowships each to the value of \$2500 were again offered in 2016. The Zimmer Travel Fellowship was awarded to Naomi Doncaster to attend the Higher Education Institutional Research (HEIR) conference in the United Kingdom. The Raj Sharma Fellowship was not awarded.
- **Co-marketing**- In 2016 AAIR continued to participate in selected co-marketed events with Liquid Learning, Analytics 8, NCVET, 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.

## 5. Treasurer's Report and Financial Statement

David De Bellis presented the Treasurer's Report.

- AAIR continues to be in a strong position with approximately \$164K in net assets at 30 June 2016.
- The single largest expense for AAIR as noted in the expenditure of the P&L is for subcontractor services which have increased by around \$20K compared to the previous financial year. This is considered to be responsible expenditure and necessary to support the increasing and important back end functions provided by the Executive Officer as AAIR matures as an organisation.
- The extra-ordinary item on the P&L represents sundry debtors accrued over the previous year.
- The strategic planning consultancy fees (for 2014) have not been billed and are now assumed to be written off.
- Anticipated profit of around \$10K from the SIG Forum has not been reflected in the statements.
- AAIR's Auditors have completed an audit report for the Year ended 30<sup>th</sup> June, 2016 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."
- Financial transactions have been streamlined through the establishment of a PayPal account to provide a credit card payment option to debtors and credit card accounts for the Treasurer and Executive Officer for small purchases.
- The Treasurer recommended that AAIR invest some future funds strategically, for example in a membership management system.

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

*Moved: Louise Hargreaves*

*Seconded: Dean Ward*

## 6. Amendments to AAIR rules

The President moved to pass a resolution to amend the rules of AAIR, a summary of the key changes being:

- Removing references to Public Officer (as per legislative changes).
- Adding a Grievance Procedure (as per Consumer Affairs requirement).
- Constituency of the Executive Committee from 4 to 6 ordinary members.
- Adding Conflict of Interest and Minutes of Meeting (pertaining to meeting procedures).
- Removing reference to the Common Seal.
- Other editorial changes as deemed necessary or appropriate.

All members present voted in favour of the amendments to the rules.

*Carried: Dave Marr, President*

## 7. General Business

The President reported the following items of other business:

- AAIR is currently in discussion with ANUP (who represent the Directors of Planning of all Table A and B Australian Universities) to provide support for ANUP events. While no arrangement has been agreed to, AAIR considers this opportunity to be mutually beneficial to both AAIR and ANUP and will continue to discuss options.
- As reported under the Presidents report, a regional dinner meeting is planned to be held in Sydney in early 2017 following the successful Melbourne dinner meeting this year.
- The AAIR SIG Forum for 2017 will be hosted by the University of Sydney in June or July (dates to be confirmed).

## 8. Next Meeting

The next AGM is planned for the 2017 AAIR Forum to be held in Alice Springs, Australia.

The meeting concluded at 1.13 pm.



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Andrea Jeffreys  
Hon Secretary



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Kathie Rabel  
President