



Minutes of the 2017 Annual General Meeting of the Australasian Association for Institutional Research (AAIR) held at Alice Springs Convention Centre, 93 Barret Drive, Alice Springs, Australia at 11.45pm on Thursday 2 November.

**1. Attendance**

**1.1. Present:**

Surname	Name	Institution
<b>Members present</b>		
Asha	Frances	Murdoch University
Chen	Monica	Australian Catholic University
Conradie	Karin	Edith Cowan University
Creagh	Tracy	Queensland University of Technology
Cronin	Sharleena	Flinders University
Fernando	Rohitha	RMIT University
Frain	Andrew	Australian National University
Franklin	Wayne	Charles Darwin University
Guo	Zhibo	The University of Western Australia
Hamer	Jason	The University of Western Australia
Harker	Rhianna	Charles Darwin University
Harrison	Gabrielle	The University of Melbourne
Jeffreys	Andrea	La Trobe University
Johnston	Don	Southern Cross University
Le	John	RMIT University
Li	Lizzie	The University of Auckland
Liu	Bo	Australian National University
Marchment	Wendy	Deakin University
Martin	Kerry	University of the Sunshine Coast
Ohno	Rintaro	Tohoku University
Otaki	Natsumi	Ritsumeikan Asia Pacific University
Parker	Luke	University of Southern Queensland
Petrou	Julia	La Trobe University
Rabel	Kathleen	Victoria University of Wellington
Seidel	Eva	Flinders University
Smedley	Annie Rose	Australian National University
Szybiak	Penny	Charles Darwin University
Te'o	Togamau	University of Southern Queensland
Ward	Dean	Edith Cowan University
Yee	Lillian	Australian Catholic University
<b>Non-members present</b>		
Childs	Kristin	University of Queensland
Northover	Liesha	AAIR
Sudirjo	Lifen	RMIT University

## **2. Apologies and Proxies**

The Secretary received apologies from Veronica McDowell and David De Bellis in advance of the meeting and a proxy nomination from Veronica McDowell appointing Wendy Marchment as proxy.

Wendy Marchment provided apologies on behalf of Bruce Zimmer and Dennis Ham as the nominated proxy of both and tabled a completed proxy nomination form from Dennis Ham.

## **3. Confirmation of the Minutes of the 2016 Annual General Meeting**

The Minutes of the 2016 AGM held at the Crowne Plaza Coogee, 242 Arden Street, Australia, at 12.50 PM on Wednesday 16<sup>th</sup> November 2016 were accepted as a true and accurate record of proceedings.

*Moved: Wendy Marchment*

*Seconded: Don Johnston*

## **4. President's Report**

Kathie Rabel presented the President's report for 2017. The main points included:

- The President confirmed the current Executive Committee membership for 2017 being:
  - Kathie Rabel, President
  - Don Johnston, Vice President
  - Dave Marr, immediate past President
  - David De Bellis, Treasurer
  - Andrea Jeffreys, Secretary
  - Greg Jacob, committee member
  - Alison Byrne, committee member
  - Stuart Terry, committee member
  - Malcolm Rees, committee member
  - Louise Hargreaves, co-opted member
  - Kerry Martin, co-opted member
- The Executive Committee have established a number of portfolios this year to manage workload more effectively. These include a strategic planning portfolio to progress the planning commenced a couple of years ago and a portfolio to manage the website which has been redeveloped and launched this year.
- AAIR hosted three events in the last financial year:
  - A student survey and evaluations workshop in NZ
  - The Annual Forum in Coogee
  - A regional dinner meeting in Sydney
- As at 30 June 2017 AAIR has 194 members.

The President's report was accepted by the meeting.

*Moved: Rhianna Harker*

*Seconded: Kerry Martin*

## 5. Treasurer's Report and Financial Statement

Don Johnston presented the Treasurer's Report on behalf of David De Bellis.

- AAIR has net assets of \$153K as at June 2017.
- The loss of \$11K is due to investment in the new website. The committee supported this strategic investment into the future of AAIR, otherwise AAIR would have returned a profit of \$13K.
- The relationship between AAIR and ANUP remains strong and AAIR has provided Executive Officer support to ANUP this year.
- AAIR's Auditors have completed an audit report for the Year ended 30<sup>th</sup> June 2017 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 thanked members of the Executive Committee for their ongoing support.

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

*Moved: Dean Ward*

*Seconded: Penny Szybiak*

## 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:

- Merging of the categories of membership of honorary life member and life member so that AAIR only has one life member category. All current honorary life members will thereby become life members and the number of life members increased from ten to twenty.
- Change to the requirements of becoming a retired member of AAIR, reducing the number of years of membership required prior to applying for retired membership and allowing the Committee to approve applications for retired membership at its discretion.
- Other editorial changes as deemed necessary or appropriate.

There was discussion following concerns raised by Wendy Marchment and on behalf of Veronica McDowell and Dennis Ham pertaining to the proposed changes, specifically:

- The category of life membership was established in recognition of the significant work done by members of AAIR at the time and merging the two categories as proposed and increasing the number of life members may dilute the significance of life members.
- The financial implications to AAIR of increasing the number of life members given the exemptions provided to such members.
- Some confusion around the proposed changes as reflected on the proxy form.

The President explained that the changes proposed have been discussed at length by the Executive Committee and had been established with a view to future proofing AAIR.

Following further discussion, members present voted in favour of the amendments to the rules noting the objections raised by Dennis Ham and Veronica McDowell to increasing the number of life members to twenty.

*Carried: Kathie Rabel, President*

## 7. Life Membership Nominations

The president informed the meeting that the committee received two nominations for life membership.

- **Dave Marr** is nominated for life membership for his long service to AAIR including as President, and his many contributions to the advancement of IR.
- Don Johnston acknowledged the contribution Dave made as Head of the Planning Unit at the University of Newcastle and his role mentoring and encouraging new members.
- Togamau Te'o reflected on Dave's support to those organising Forum's.
- Kerry Martin acknowledged the heavy workload that Dave carried as AAIR president, including a large proportion of the responsibilities that have been integrated into portfolios now being managed by committee members.
- Wendy Marchment echoed the sentiments expressed by others and noted that Dave is a quiet achiever.

Members voted in favour of conferring Dave Marr with life membership.

*Carried: Kathie Rabel, President*

- **Dean Ward** is nominated for life membership for his long service to AAIR as Secretary for almost a decade and his many contributions to the advancement of IR.
- Don Johnston acknowledged the expertise that Dean showed as AAIR secretary, in particular his knowledge and thoroughness which extended beyond his secretary role and his work in establishing a national database.

Members voted in favour of conferring Dean Ward with life membership.

*Carried: Kathie Rabel, President*

## 8. AAIR Website launch

Liesha Northover gave an overview of the new AAIR website in particular noting:

- Enhancements to the membership and payments functionality.
- Addition of a database of expertise.
- A jobs board for members to advertise vacancies in IR.

## 9. General Business

There was no other business.

## 10. Next Meeting

The next AGM is planned for the 2018 AAIR Forum to be held in Melbourne, Australia.

The meeting concluded at 12.25 pm.



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Andrea Jeffrey  
Hon Secretary



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Kathie Rabel  
President