



## Minutes

### *AAIR Annual General Meeting*

**Thursday 25 February 2021  
Zoom Room**

12.30–1.15pm AEDT

A total of 27 members registered to attend the 2020 AAIR AGM. Of those 27 registrations, 22 attended and remained for the duration of the AGM, with one member leaving midway through the AGM.

#### **AAIR members present**

<b>Last Name</b>	<b>First Name</b>	<b>Organisation</b>
Bolton	Lisa	The Social Research Centre
Carmody	Phoebe	The Australian National University
Cawthorne	David	Charles Darwin University
Fonacier	Elvira	University of Technology Sydney
Griffiths	Wayne	Murdoch University
Jakob	Greg	AAIR
Johnston	Don	Southern Cross University
Li	Lizzie	The University of Adelaide
Ma	Elvis	Bond University
Nurbasari	Leone	The Australian National University
Rabel	Kathie	AAIR
Ranganathan	Balaji	The Australian National University
Rayner	Pam	Bond University
Rouhi	Amir	RMIT University
Seidel	Eva	Flinders University
Szybiak	Penny	Charles Darwin University
Terry	Stuart	Otago Polytechnic
Thomas	Adrian	The Australian National University
Ward	Dean	Edith Cowan University

Last Name	First Name	Organisation
Wong	Helen	University of Technology Sydney
Wood	Robert	University of Southern Queensland
Zaheed	Aaqil	The Australian National University

### Non-AAIR members present

Last Name	First Name	Organisation
Northover	Liesha	AAIR

**Chair:** *Stuart Terry, AAIR President*

### Agenda:

#### 1. Welcome to members, attendance, and apologies (Stuart Terry)

Stuart welcomed everyone to the meeting, acknowledging the traditional custodians of country throughout Australia and the *tangata whenua* of New Zealand. He acknowledged the timing difference for this meeting, and the unusual nature of the meeting being hosted on Zoom due to COVID-19 restrictions and the inability of people to travel. He also noted that we had reached the necessary quorum to proceed.

Apologies were noted from Wendy Marchment, AAIR Life Member, and Andrew Bradshaw (AAIR Committee Member), Macquarie University.

#### 2. Confirmation of proxies (Stuart Terry)

No proxies were received.

#### 3. Confirmation of minutes of 2019 AGM (Stuart Terry)

The minutes of the AAIR annual general meeting held on Tuesday 12 November 2019 in Hobart were moved and seconded.

Minutes moved by: Greg Jakob, AAIR

Minutes seconded by: Penny Szybiak, Charles Darwin University

Stuart invited comments and discussion from the floor, and none were received. All were in favour of the minutes as a true and correct record.

#### 4. President's report (Stuart Terry)

Stuart spoke to his President's report as it appears in the AAIR Annual Report 2019–2020. He mentioned changes to the Executive Committee including:

- Kathie Rabel, who is the Immediate Past President, having served as President and Acting President until January 2020.
- Don Johnston (Southern Cross University), who is the AAIR Vice President and the leader of the Special Interest Groups portfolio. He also chairs the organising committees for the AAIR Annual Forum and AAIR SIG Forum.
- Pam Rayner (Bond University) who was co-opted to the AAIR committee during 2020 as Honorary Secretary as the position had been vacant for a period of time.
- Greg Jakob, who is the Honorary Treasurer and is responsible for the budget, finances, audits, and review of accounts.
- Lisa Bolton (The Social Research Centre), who is the leader of the Strategic Planning portfolio.
- Andrew Bradshaw (Macquarie University), who is the leader of Publications, Communications and Social Media portfolio.
- Lizzie Li (The University of Adelaide), who has continued in the role of Newsletter Editor during 2020 and has agreed to continue in this role in 2021.
- Leone Nurbasari (Australian National University), who is the leader of the Membership and Mailing Lists portfolio.
- Eva Seidel (Flinders University), who is the leader of the Sales, Marketing and Promotional Materials portfolio. Eva was co-opted onto the committee towards the end of 2019.
- Penny Szybiak (Charles Darwin University), who is the leader of the Professional Development portfolio.
- David Carroll (Monash University), who many of you will know from his long association with AAIR, reluctantly resigned from the Committee late in 2019.

The 2019 AAIR Annual Forum was held in Hobart at Wrest Point, and was ably organised by Don Johnston, Andrew Bradshaw, and Greg Jakob. The Forum was well attended and included participants from all over Australia, New Zealand, and overseas, including participants from Japan, the USA and UK. Presentations were well received and insightful. As part of the Forum, Kathie Rabel, was awarded Life Membership.

The year 2020 has been a trial for us all. COVID-19 has meant that we have had to change the way we do things both professionally and personally. We were saddened to have to cancel the AAIR SIG Forum due to the pandemic, but it opened up other opportunities for members to interact. Through the assistance of Penny Szybiak and Charles Darwin University we were able to run a series of online events under the broad heading of 'Conversations During COVID' as a substitute for the face-to-face event that had to be cancelled. The Conversations During COVID sessions were well attended, seemed to provide the type of support that people were looking for, and addressed topical issues.

Another COVID casualty was the AAIR Annual Forum, which had to be held virtually in an online space. Don Johnston organised a highly successful event with the help of Lieshman Associates

under the theme of, 'It's not all Zoom and Gloom: Let AAIR lift you up by sharing our experiences'. The 2 half-day event was sponsored by Explorance on day one and Altis Consulting on day two. The event was well attended, and speakers covered diverse and relevant issues. Rintaro Ohno of Tohoku University in Japan was awarded the best presentation during the Forum.

The AAIR Committee, and particularly Don Johnston and Penny Szybiak, will continue to look for ways for members to make connections and provide professional development opportunities in the future, subject to the restrictions we have had to and may continue to endure.

Stuart also acknowledged the support of our Executive Officer, Liesha Northover, without whose assistance and expertise we wouldn't be able to operate effectively. Liesha is the glue that holds us together and keeps us going.

Stuart invited Greg Jakob as Honorary Treasurer to present the Financial Report.

## **5. Treasurer's report and financial statements**

(Greg Jakob)

Greg reported that although we were in a good financial position, regional events did not attract as much funding as we are able to gain from events held in the main centres in previous years. This was as expected and anticipated as part of our desire to ensure that the regions are part of the networking and professional development opportunities for AAIR members.

After a comprehensive audit, we have returned a small loss of \$5,700. As mentioned, smaller forums meant less revenue. In addition, operating costs were slightly up – particularly the costs for our audit. Nevertheless, we remain in a strong financial position. This is in part due to Don Johnston's work in securing sponsorship from Altis and Explorance that greatly assisted us in hosting the AAIR Annual Forum held in December 2020 as a free for members only event. This is particularly important for our goals of running programmes that contribute to professional development and networking. The savings that we have been able to make in previous years through our face-to-face events has meant that we are able to weather the lean years we are having due to COVID.

The financial report was moved by: Greg Jakob, AAIR

Financial report seconded by: Pam Rayner, Bond University

The financial report was accepted.

## **6. Results of the election and introduction of new Executive Committee**

(Stuart Terry)

Elections for the AAIR Executive Committee were held in September 2020 with the result being no changes to the Committee. The Committee remains as outlined in the President's report above. The Committee has a term of 2 years, which will run until the 2022 annual general meeting.

## **7. Proposed amendments to AAIR Rules**

(Pam Rayner)

Pam Rayner spoke to the review of the rules of the association. The documents as submitted have had a minor amendment made at the request of Dennis Ham, Life Member. He advised that there was one minor typo and requested that AAIR delete the bolded 'to' in the following clause:

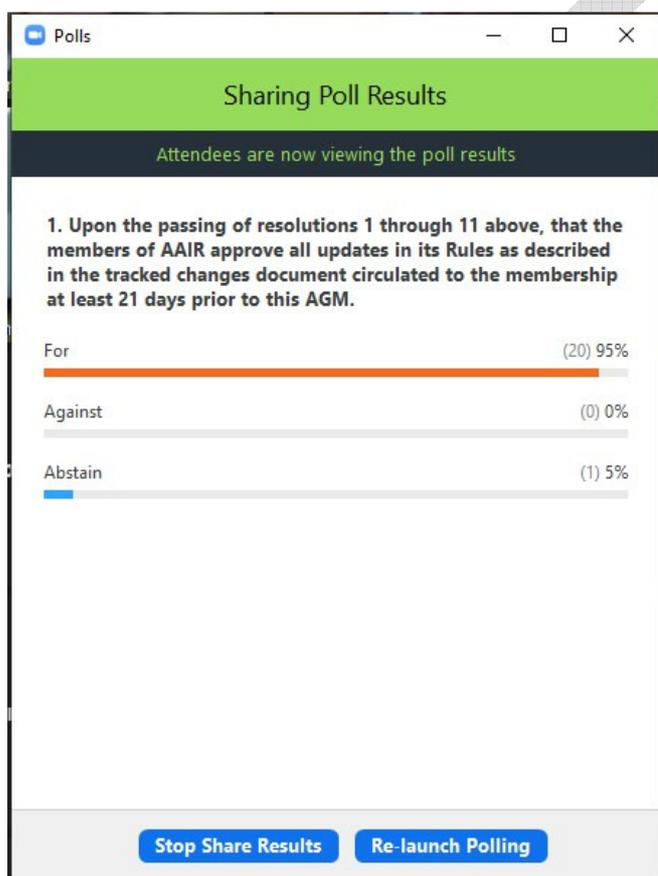
### 5.1 Classes of membership

*(5) Such further classes as the Committee may from time to time **to** establish following approval by a majority of members in a general meeting or through a postal or electronic ballot, or online poll.*

The rationale in undertaking the review was to align our rules with the model rules for an incorporated association provided by Consumer Affairs Victoria (CAV). AAIR reports to CAV as it is incorporated in the state of Victoria.

Pam thanked Liesha Northover, our Executive Officer, and Kathie Rabel, Immediate Past President, for their work on getting the rules revised and ready for consideration.

For the most part, the rules are aligned with the model rules and the changes are not substantial with the exception of those related to financial matters. Pam asked Greg Jakob to speak to the changes on the financial side.



Greg Jakob explained that depending on the size of an organisation, the mandatory audit of the accounts can be waived in favour of an annual review of the accounts. The model rules allow for a review incorporating checks and balances rather than an in-depth audit, which is both time consuming and expensive. Our auditors have recommended that we undertake a review of the accounts rather than the full audit currently required in the rules.

Pam asked the membership to vote on whether we deal with each of the resolutions separately, or to vote on them collectively. It was her recommendation that we move to treat all the resolutions as one, and a poll of the members was taken to determine agreement or dissent for the proposal. The result of the poll was 95% in favour, none against and 5% abstain. Therefore, it was agreed that the resolution to treat all as one be polled. The resolution was put to the members to accept all changes to the rules and the result was again 95% in favour, none against and 5% abstain.

The changes to the rules were therefore accepted.

## 8. Future AAIR forums

(Don Johnston and Penny Szybiak)

Stuart Terry opened the discussion on ways we are trying to connect with the membership. He thanked the Committee for acting as the organising committee for the recent online forum. He introduced Don Johnston and Penny Szybiak to continue the discussion on future events.

Penny thanked Stuart for all his hard work, and on behalf of the Committee thanked him for his leadership and support.

Don spoke about the uncertainty for 2021, including investigating an online SIG Forum in the first instance. However, they were optimistic that with the roll out of vaccinations we might be able to have face-to-face or hybrid face-to-face (for those able to travel)/online meetings (for those unable to travel). They will be investigating all options and will keep the membership informed of developments.

Penny will continue to work on online options such as the 'Conversations During COVID' series, until such time as we can meet again. Suggestions were welcome.

Stuart thanked Penny and Don for all their work in ensuring that the membership had opportunities for development and learning.

## **9. General business** (Stuart Terry)

Stuart Terry invited any other business. There was no general business.

## **10. Next meeting** (Stuart Terry)

Stuart Terry said that he hoped there would be an AAIR Annual Forum in 2021 towards the end of November; however, as there was uncertainty, there would be further developments and information communicated as it was known. Hopefully we will be able to meet somewhere in 2021.

## **11. Close of meeting** (Stuart Terry)

Stuart Terry thanked everyone for their attendance and participation. He asked all who could, to stay on for our 'Cool Conversations' led by Eva Seidel about the future directions of AAIR.

For the AGM lucky door prize, all attendees of the AGM (excluding committee members) were entered into <https://www.gigacalculator.com/randomizers/random-name-picker.php>, and the randomiser chose Elvis Ma from Bond University to receive the \$100 MasterCard prize.

The meeting was not officially closed as we moved straight into the Cool Conversation segment from AGM. The AGM ended at approximately 1.15pm AEDT.