



Minutes

AAIR Annual General Meeting

Tuesday 07 December 2021
via the OnAIR event platform during the virtual 2021 AAIR Forum

12:00–12:30pm AEDT

A total of 35 people registered to attend the 2021 AAIR AGM. Of those 35 registered, there were 24 members and 11 non-members present.

AAIR members present

Last Name	First Name	Organisation
Bolton	Lisa	The Social Research Centre
Bradshaw	Andrew	AAIR
Cawthorne	David	Charles Darwin University
Collings	David	Edith Cowan University
Conradie	Karin	Edith Cowan University
Creagh	Tracy	Queensland University of Technology
Guthrie	Bruce	Graduate Careers Australia
Harrison	Gabrielle	The University of Melbourne
Hillbrick	Gordon	Deakin University
Hogan	Ann	Victoria University
Jakob	Greg	AAIR
Johnston	Don	Southern Cross University
Ma	Elvis	Bond University
Marr	David	AAIR (Life Member)
Martin	Kerry	University of the Sunshine Coast
Norton	Chris	Whitireia and WelTec
Nurbasari	Leone	The Australian National University
Ohno	Rintaro	Tohoku University
Potts	Simon	University of South Australia

Last Name	First Name	Organisation
Rabel	Kathie	AAIR (Life Member)
Terry	Stuart	Otago Polytechnic
Thomas	Adrian	The Australian National University
Wojnarowski	Steve	CAUDIT
Wood	Robert	University of Southern Queensland

Non-AAIR members present

Last Name	First Name	Organisation
Arasalingam	Prashad	Explorance
Dalitz	Robert	University of Canberra
Ellis	Marissa	University of Tasmania
Fischle	Mark	The University of Queensland
Hopwood	Peter	Altis Consulting
Maley	Kevin	University Of Otago
Northover	Liesha	AAIR
Rodriguez	Matias	The Australian National University
Tippett	Adam	CQUniversity
Whiteley	Sonia	Maven and Edge
Yang	Jenny	RMIT University

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.

Stuart asked that people identify themselves and their institution when they speak to ensure the appropriate attribution in the minutes. There were no apologies.

2. Confirmation of proxies (Stuart Terry)

One proxy was received from Dean Ward of Edith Cowan University, nominating Kathie Rabel to vote on his behalf if called to do so.

3. Confirmation of minutes of 2020 AGM (Stuart Terry)

The minutes of the AAIR annual general meeting held on Thursday 25 February 2020 in a Zoom room were moved and seconded.

Minutes moved by: Greg Jakob, AAIR

Minutes seconded by: Kerry Martin, University of the Sunshine Coast

4. President's report (Stuart Terry)

Stuart spoke to his President's report as it appears in the AAIR Annual Report 2020–2021. He mentioned that the current Committee includes Stuart Terry as President, and also the following:

- Don Johnston (Southern Cross University), AAIR Vice President
- Pam Rayner (Bond University), Honorary Secretary
- Greg Jakob, Honorary Treasurer
- Kathie Rabel, Immediate Past President, and acting honorary secretary in Pam's absence today
- Lisa Bolton (The Social Research Centre)
- Andrew Bradshaw (Macquarie University)
- Eva Seidel (Flinders University)
- Leone Nurbasari (The Australian National University)
- Lizzie Li (The University of Queensland), Newsletter Editor
- Penny Szybiak (Charles Darwin University), resigned from the Committee in July 2021
- David Cawthorne (Charles Darwin University), co-opted in July 2021

It is with sadness that we formally acknowledge the passing of a Life Member, Nick Booth, who died on 22 November 2021. Many of you will have worked with him in the past. He was a well-respected member of AAIR. He was also well-respected within the field of institutional research, spending most of his career at the University of Technology Sydney. Nick also contributed to AAIR as Treasurer for eight years, helped to develop our first website, and was webmaster from 2003 to 2008. He will be sadly missed by his family and all who knew of him and of his accomplishments.

Last year (2020) was surely a bit of an odd year out of the box. The pandemic stopped us from gathering face-to-face, which is also what we should be doing at this forum from a conference room somewhere enjoying each other's company, but once again we can't do that. Nevertheless, we are a nimble and fleet-footed organisation, and during the year we didn't let the pandemic stop our activities coming to you via a series of online webinars.

We also ended last year with an online AAIR Annual Forum (Theme: It's not all Zoom and Gloom), which was our first virtual forum. The forum was ably organised again by Don Johnson – his talents and skills in corralling pulled us all together. The Forum included some interesting and thought-provoking discussions. Rintaro Ohno, Senior Assistant Professor at Tohoku University in Japan, was awarded the best presenter prize, and he went on to use his prize to attend and present at the virtual AIR Forum hosted from USA in May 2021.

Stuart specially acknowledged the support from our valued partners, Explorance, Altis, and the Social Science Research Centre for their ongoing support, without which we would be unable to bring a wide variety of events directly to you.

Stuart acknowledged the support of Leishman Associates, who have been very adaptable in helping us to bring this forum to you online.

As an organisation we want to remain relevant to what is important to all of our members within the broad field of institutional research. AAIR wants to provide professional development opportunities that are relevant to its member, but we have to do so under constrained financial circumstances. Dues of \$130 per year, or about \$2.50 per week—less than the cost of a cup of coffee—is value for money, but we are only as strong as our members. AAIR now has about 140 members, having grown since the middle of the year, which is very pleasing.

We are always looking for ways to stay relevant to what the members want. We need to be adaptable to remain relevant. We are proposing to amend our rules in relation to membership and the categories of membership and will be voting on these proposals later.

Stuart acknowledge the work of Greg Jakob as Treasurer. Greg has maintained our position as a well-funded and financially viable organisation. This year he organised the transition of AAIR's banking from ANZ to the Bendigo Bank, which was not an easy task in COVID times.

Stuart also acknowledged the support of our Executive Officer, Liesha Northover. She is the glue that keeps us all together, and she works tirelessly behind the scenes to keep us on track, although it is probably a bit like herding cats at times.

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

5. Treasurer's report and financial statements (Greg Jakob)

Greg reported that 2021 was a difficult year for the organisation. AAIR has had to make some very conscious decisions to use the surpluses that have been built up over the years. He said that he is indebted to previous treasurers and executive committee members for building up such reserves to see us through this particularly difficult time due to COVID-19.

The association recorded a loss of \$29,809 for the last financial year, which compares to the loss of \$5,707 the previous financial year. The most significant reduction in revenue is in relation to membership fees being down by approximately \$1,700. AAIR has received significant membership fee income in the past from attendance at the AAIR Annual Forum and the AAIR SIG Forum. We have run no cost forums for our members over the last 12 months, meaning that we did not generate the approximate \$20,000 worth of revenue that would normally come from in person AAIR Annual Forum. AAIR SIG Forums on the other hand generate a deficit of approximately \$2,000.

Operating expenditure is generally fixed for the organisation. This includes administrative services and payments for services for forums and events. These usually fall within \$1,000 or \$2,000 of budget. There has been a recent increase in regulatory and audit requirements, seeing an increase in expenditure by approximately \$2,000 over the last 12 months. Greg gave assurances that the committee is keeping careful watch on spending and ensuring that spending supports the membership. It is hoped that 2022 will see significant improvements.

As of the end of June, the reserves on hand were \$108,000 putting the organisation in a very strong financial position. Changes to the membership structure of the organisation proposed today will help us engage with more institutions in a meaningful way to increase the membership, and this should bring benefits to both the individuals and the organisations. This should also assist with financial stability for AAIR going forward.

Greg gave thanks to the executive committee members in making sure activities were focussed on serving the membership, ensuring that members remain connected by using our reserves for activities such as webinars.

Greg acknowledged the support of Liesha Northover, our Executive Officer, particularly in the efforts to get the bank account changed during COVID. Without her assistance, the task wouldn't have been accomplished.

Greg recommended the Treasurer's Report to the members at the AGM.

Greg invited comments and discussion from the floor, and none were received.

The financial report was moved by: Leone Nurbasari, Australian National University

Financial report seconded by: Don Johnson, Southern Cross University

All were in favour of accepting the Treasurer's Report.

6. Proposed amendments to AAIR Rules

(Leone Nurbasari and Kathie Rabel)

Leone Nurbasari spoke to the review of the rules of the association. She noted that only financial members are eligible to vote on the proposed amendments to the rules. Those who signed up to the AAIR Annual Forum as part of a group registration, and those who joined as 2022 members, are *ineligible* to vote.

A review of the membership model was conducted over the year. The rationale in undertaking the review was to revise the membership rules to introduce an institutional membership category and to make it more flexible for institutions to have several staff join without the cost being prohibitive to the institution, and also to ensure the potential for a broader membership for AAIR.

The first of the two new membership categories is Institution Lite membership, which allows for up to five members throughout the calendar year at a cost of AUD\$450 per annum exclusive of GST. The second is Institutional membership of up to 10 concurrent members at any time during a calendar year at a cost of AUD\$900 per annum exclusive of GST. In both cases, members under these new categories are entitled to the same rights as Individual members of AAIR.

If an institution experiences staff turnover amongst its nominated members during the year, the membership may be transferred to another employee to maintain continuity of access to the network and services provided by AAIR for that institution.

It is intended that there be flexibility in the system so that, for example, an individual member can transfer to institutional or institutional lite membership, and vice versa. The operational details of how this process will work will be maintained on the AAIR website.

Leone opened the floor to questions, but none were received.

Kathie asked the membership to vote on each of the resolutions separately. In addition to the members that Leone mentioned previously as not being entitled to vote, retired and honorary members are also not entitled to vote on these resolutions as the rules do not give these classes of membership voting rights.

The first resolution was moved by Kathie Rabel and seconded by Greg Jakob. There were no questions from the floor.

Special resolution 1 was presented to the membership to vote on.

Special Resolution 1

That the members of AAIR approve the inclusion of Institutional membership as a new category of membership.

A poll of the members was taken to determine agreement or dissent for the proposal. The result of the poll was 100% in favour, none were against, and none abstained. Therefore, of the 35 people present at the AGM, 24 people were eligible to vote and 11 people were not eligible to vote. That 100% of recorded votes in favour of special resolution 1 in the online poll was made up of 26 votes, 3 of which were recorded as non-member votes so deducted from the tally, leaving 23 votes received in total.

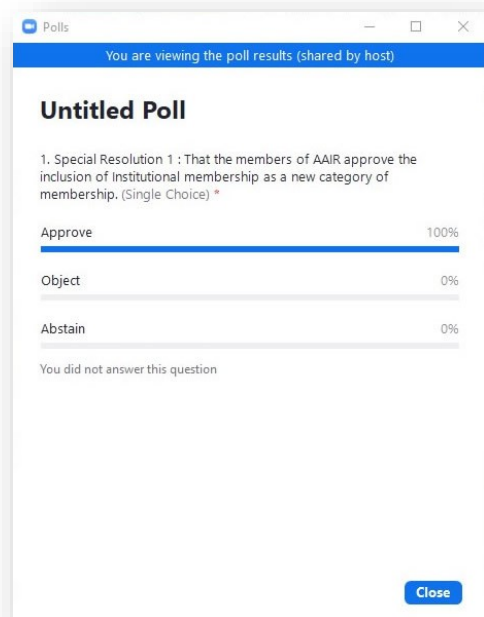


Figure 1: Special resolution 1 poll outcome

The second resolution was presented by Kathie Rabel.

A question was received from the floor in regard to the relationship between Individual membership and Institutional membership overriding each other. In response, it was made clear that there was no intention to make either class of membership any different. It is a convenient way for institutions to have one group of members, rather than individual members, and also allow for the transference of memberships should an employee leave the institution. Special resolution 2 was presented to the membership to vote on.

Special Resolution 2
That the members of AAIR approve the update of the rules to incorporate the inclusion of Institutional membership as a new category of membership.

A poll of the members was taken to determine agreement or dissent for the proposal. The result of the poll was 100% in favour, none were against, and none abstained. Therefore, of the 35 people present at the AGM, 24 people were eligible to vote and 11 people were not eligible to vote. That 100% of recorded votes in favour of special resolution 2 in the online poll was made up of 25 votes, 3 of which were recorded as non-member votes so deducted from the tally, leaving 22 votes received in total.

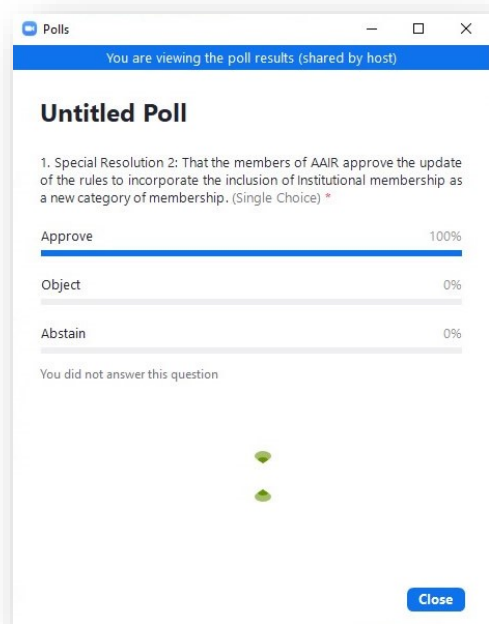


Figure 2: Special resolution 2 poll outcome

The changes to the rules were therefore accepted.

7. Future AAIR forums
(Stuart Terry)

Stuart spoke to the hope that in 2022 AAIR could host a face-to-face Annual Forum in November in Sydney. In the interim, we will continue with our online events and keep members informed of progress toward a face-to-face meeting in Sydney if circumstances allow.

8. General business
(Stuart Terry)

Stuart Terry invited Andrew Bradshaw to award Honorary membership to Maureen Wood. Andrew spoke to Maureen's long association with AAIR. She has worked at the Department of Education, Skills and Employment for 10–15 years and has been generous with her association with AAIR over that period. Maureen has participated in AAIR Annual Forums, AAIR SIG Forums, and webinars. Andrew moved that the membership approve the awarding of Honorary membership to Maureen Wood.

The proposal was seconded by Leone Nurbasari.

A vote showed that all were in favour and the motion was passed.

Andrew and Don Johnson will be in contact with Maureen about the award with the hope that there can be a more formal recognition of Maureen's contribution and presentation of the award at a future face-to-face meeting.

Stuart then invited any other business from the floor. There was no general business.

9. Next meeting
(Stuart Terry)

Stuart Terry said that the next AGM would hopefully be held in conjunction with a face-to-face AAIR Annual Forum in Sydney in 2022 towards the end of November. We will keep members up-to-date on developments regarding the next AAIR Annual Forum and AGM.

10. Close of meeting
(Stuart Terry)

Stuart Terry thanked everyone for their attendance and participation.

The meeting was officially closed at approximately 12:34 pm AEDT.