



Minutes

AAIR Annual General Meeting

**Thursday 01 December 2022
MGSM, Macquarie University, Sydney, and via Zoom Room**

10:00–10:30pm AEDT

A total of 34 AAIR members were present in person, 10 AAIR members were present online via Zoom (2 whom attended but had not previously registered to attend), 4 non-AAIR members were present in person, 1 non-AAIR member (the AAIR Executive Assistant) was present online via Zoom. Nine additional people registered to attend online, one of them attended in person and the other 8 didn't sign in on the day. This meant that 44 AAIR members and 5 non-AAIR members were present at the 2022 AGM either in person or online.

AAIR members present in person

Last Name	First Name	Organisation
Acharya	Chandrama	Macquarie University
Andreallo	Clare	The University of Notre Dame Australia
Andriolo-Haas	Zoe	University of South Australia
Apoutou	Poorani	Australian National University
Blaxland	Lloyd	The University of Newcastle
Bolton	Lisa	Senior Research Consultant
Bradshaw	Andrew	AAIR Executive Committee
Casal	Francesca	The University of Notre Dame Australia
Goeury	Alice	Charles Darwin University
Green	Rebecca	CQUniversity
Harrison	Gabrielle	University of Melbourne
Jakob	Greg	AAIR Executive Committee
Johnston	Don	Southern Cross University
Juneja	Rishi	University of Canberra
Kernich	Ben	University of South Australia
Khalid	Seemab	University of Canberra
Khanna	Pallavi	University of Canberra

Last Name	First Name	Organisation
Malig	Rowena	Charles Darwin University
Marshall	Stephen	Deakin University
Mazanov	Jason	Australian National University
Meng	Cathy	Australian National University
Miller	Florian	Charles Sturt University
Nurbasari	Leone	Australian National University (present but didn't sign in)
Ohno	Rintaro	Tohoku University
Rayner	Pam	Bond University
Seidel	Eva	Flinders University
Sieniarski	Alexandra	The University of Notre Dame Australia
Singh	Preet	University of Canberra
Suresh	Suju	The University of Notre Dame Australia
Terry	Stuart	Te Pūkenga – Otago Polytechnic
Thomas	Debra	Australian National University
Vick	Lyndal	Deakin University
Wells	Riley	The University of Newcastle
Yau	Russell	University of Canberra
Yu	Winnie	University of Canberra

AAIR members present online

Last Name	First Name	Organisation
Aakula	Harish	Bond University
Cudmore	Michael	LaTrobe University
DSouza	Lester	Australian Catholic University
Li	Lizzie	University of Queensland
Marchment	Wendy	AAIR Life Member
Phan	Thong	University of South Australia
Wallis	Corey	Flinders University
Wood	Robert	University of Southern Queensland
Miah	Bashir	Australian National University (unregistered)
Conradie	Karin	Edith Cowan University (unregistered)

Non-AAIR members present in person

Last Name	First Name	Organisation
Aliakbari	Mona	The University of Notre Dame Australia
McCarthy	Mia	University of Tasmania
Saunders	Cassandra	University of Tasmania
Tenney	Donna	University of New England

Non-AAIR members present online

Last Name	First Name	Organisation
Liesha	Northover	AAIR

Chair: *Stuart Terry, AAIR President*

Agenda:

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

Stuart welcomed everyone to the meeting. He acknowledged the traditional custodians of the country on which the AGM was held — the Wallumattagal clan of the Dharug Nation, and then acknowledged the *manuwhenua* (people of the land) of Aotearoa, New Zealand.

He invited those present in the MGSM room to please sign the attendance sheets.

2. Confirmation of proxies (Stuart Terry)

One proxy was noted, Dean Ward of Edith Cowan University, WA, nominating the Chairperson of AAIR as his proxy, i.e. AAIR President, Stuart Terry.

3. Confirmation of minutes of 2021 AGM (Stuart Terry)

The minutes of the AAIR annual general meeting held online via a Zoom room on Tuesday 07 December 2021 were moved and seconded. He advised that only those present at the 2021 AGM are eligible to move and second the documents.

Minutes moved by: Leone Nurbasari

Minutes seconded by: Rintaro Ohno

He asked all those in favour to accept the minutes. The minutes were passed.

4. President's report (Stuart Terry)

Stuart thanked Greg Jakob for his strong stewardship in guiding us through COVID and leaving the association in a strong position moving forward. The AAIR Executive Committee would like to award life membership to Greg.

One way of recognising outstanding service to AAIR is by granting life membership.

Under our current rules we can have up to 20 life members at any one time. Currently we have 8 living life members, and we have awarded 9 life memberships in all.

Until his recent retirement, Greg was the Director Student Experience at Federation University. Over a number of years, Greg has held key strategic positions where he supported the institution to redesign service delivery from on-campus to online as part of addressing delivery issues during COVID-19. He provided strategic leadership on the establishment of strategic business development priorities, oversaw the effective operation of the University's data reporting, analysis and student surveying systems and subsequent analysis implementation and evaluation of outcomes.

Greg was the Campus Director of the University's Berwick campus from 2017 until 2019 and provided leadership that resulted in an exponential growth of students and teaching staff at the campus.

Greg has not only been a well-respected and highly effective leader within his own institution, but also with AAIR. Over the challenging period of COVID, he ensured that our financial position remained strong, enhanced our auditing and banking systems, as well as moving our accounts from ANZ to the Bendigo Bank. Greg's stewardship of our finances, strategic thinking, and deep and genuine support and belief in AAIR, has placed us in the strong position we are in today. His contribution to AAIR and the executive committee has and will continue to be highly valued by all members of the committee.

Greg was co-opted as an Ordinary Member in 2015–2016 and elected as an Ordinary Member of the Committee from 2016–2018. He was elected Honorary Treasurer in 2018, and at the end of 2022 hands the reigns over to Dr Lizzie Li, Senior Manager, Student Surveys and Evaluation at the University of Queensland.

Stuart Terry proposed: That Greg Jakob be granted life membership in recognition of his service to the organisation and to institutional research in Australasia.

He asked for a show of hands to vote.

All were in favour. None were against. The vote showed that all were in favour and the motion was passed.

Greg was invited to return to the room, and Stuart awarded Greg life membership to AAIR for his contribution over the years.

Stuart then spoke to his President's report as it appears in the AAIR Annual Report 2021–2022 and gave a summary of the previous year, noting that we have 305 members following the introduction of institutional membership, which is the highest number of members we've ever had. He continued to thank our sponsors and event management team.

The current Committee, made up of volunteers, includes himself as President, and the following:

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

He also noted Lester DSouza who has been chairing our Business Intelligence and Analytics (BI&A) special interest group (SIG).

Stuart noted that we are farewelling Greg Jakob, Pam Rayner, and Kathie Rabel this year. We also farewelled Penny Szybiak last year. He handed certificates of appreciation to each of those outgoing member present.

Stuart invited Greg Jakob as Honorary Treasurer to present his final financial report.

5. Treasurer's report and financial statements

(Greg Jakob)

Greg thanked all those present for attending our first face to face forum in a couple of years (since 2019). He then presented his treasurer's report, noting that all the documents have been loaded onto our website.

Our operating loss this past year of \$18,800 compared to \$29,000 in the previous year. The reason we've sustained these losses is the impact of COVID-19 and our inability to have face-to-face forums, and 50% of our revenue comes from our forums. Over the past 2 years we've had to have a really good look at what we're doing, and our online activities have improved exponentially, but our forums are critical.

We've kept our expenditure straightforward. It has cost us about \$50,000 to run the Association, and that hasn't increased, in fact we've tightened that up so we're still in a good position. We are still in a really strong position, as before COVID, we put funds aside for eventualities like this, and we've used it to keep this Association going.

It's been a great privilege to be on this Committee. We've implemented some great things. If it wasn't for AAIR, my career in the sector would have been very limited.

He thanked Stuart as President, to Don for paying the bills on time. Great to see so many of you here and so many new faces. Thank you.

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

None were against accepting the Treasurer's Report and the report was passed.

6. Results of the election: acknowledge outgoing and introduce incoming Executive Committee
(Stuart Terry)

This was an election year, and the call for nominations for positions closed on 12 September 2022. The new AAIR Executive Committee consists of:

- Stuart Terry (Te Pūkenga – Otago Polytechnic), AAIR President
- Don Johnston (Southern Cross University), AAIR Vice President
- Ilse Hogendorf (Charles Darwin University), Honorary Secretary (Newly elected)
- Lizzie Li (The University of Queensland), Honorary Treasurer
- Lisa Bolton (The Social Research Centre)
- Andrew Bradshaw (formerly Macquarie University), Newsletter Editor
- David Cawthorne (Charles Darwin University)
- Pallavi Khanna (University of Canberra) (Newly elected)
- Leone Nurbasari (The Australian National University)
- Eva Seidel (Flinders University)

Lester DSouza (Australian Catholic University) has agreed to continue as Chair of the BI&A SIG in the short term, but AAIR invites other members to consider taking over the role.

Lisa Bolton added that Cassie Saunders (University of Tasmania) has volunteered to look after the Surveys and Evaluation SIG.

Andrew Bradshaw added that Juan Laverde Velasco (Macquarie University), and Alex Sieniarski (The University of Notre Dame Australia) have volunteered to be Co-SIG Chairs of the Load Management and Planning SIG.

7. Future AAIR forums
(Stuart Terry)

Stuart spoke to the hope that in 2023 AAIR will again host a face-to-face Annual Forum in November.

8. General business
(Stuart Terry)

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

9. Next meeting
(Stuart Terry)

10. Close of meeting
(Stuart Terry)

Stuart Terry thanked everyone for their attendance and participation.

The meeting was officially closed at approximately 10:25 pm AEDT.