

## CAULLT ANNUAL GENERAL MEETING 2018

The Annual General Meeting of the Council of Australasian University Leaders in Learning and Teaching held on Friday 23 March 2018, commencing at 10.15am at RMIT University, Building 10, level 6, Room 89 (10:06:89), Melbourne, Victoria.

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### MINUTES

**President and Chair: Prof Kevin Ashford-Rowe**

- 1. Present:** (see Appendix 1).
- 2. Apologies:** Liz Johnson (Deakin University), Alf Lizzio (Griffith University), Kim Blackmore (University of Canberra), Kylie Readman (University of the Sunshine Coast).

**3. Minutes of the previous meeting:**

**Motion:** That the minutes of the previous AGM held on 6 April 2017 be accepted:

Moved: Glen O'Grady,

Seconded: Liz Branigan.

CARRIED.

**4. Business arising not elsewhere on the agenda:** Nil.

**5. Executive Committee reports:**

**5.1 President's update** (Kevin Ashford-Rowe)

Kevin reported that the greatest change in the past year was the change from CADAD with the adoption of a new Constitution and name to the Council of Australasian University Leaders in Learning and Teaching (CAULLT). The change was first discussed at the 2016 AGM and thorough consultation had followed, with the new Constitution and name adopted at an extraordinary general meeting on 3 November 2017. Already members of the higher education sector were responding to the change with greater engagement from former New Zealand affiliates becoming full members (AUT and Massey) and interest from other potential affiliates such as Western Sydney University International College. An important change was to the words 'leaders in learning and teaching', not only 'directors' of L&T units. It was important for L&T leaders to relate upwards to the PVCs and DVCA in their institutions. For example, they could be encouraged to attend CAULLT conferences as guests.

During the year Kevin had attended a Universities Australia DVCA executive meeting and had a separate teleconference with the DVCA executive's chair, Kerri-Lee Krause, in an effort to broaden their knowledge about CAULLT and its changed Constitution. Each CAULLT delegate needed to

build their profile with their institution's executive. CAULLT also wanted to further develop relationships with other higher education organisations such as HERDSA, ACODE, ALTF and ASCILITE.

Kevin thanked the executive for their contribution during the year, particularly departing members Glen O'Grady, who had completed his final year as Treasurer, Angela Hill who had spent many years on the committee and as Vice President, and Kym Fraser whose contribution was invaluable. He also applauded Kylie Readman's efforts in driving the new website and Helene Mountford for Secretariat support. Kogi is remaining on the committee.

### **5.2. Secretary's report (Helene Mountford)**

In Kylie's absence, Helene delivered the Secretary's report. During 2017, there were 12 Bulletins published and sent to all principal and alternate members. There were 10 executive teleconferences and two face-to-face meetings the day before the CADAD conferences. As well, the two-day planning meeting in August was held at SCU, South Brisbane.

There were two conferences during the year. In April 2017 the conference and AGM were held at the University of Canberra and in November 2017 the meeting and EGM were held at the University of Newcastle, jointly with ACODE. Both conferences attracted about 30 delegates. She thanked those universities which had hosted events in the past and invited other members to host a conference. During the year Kylie had spent considerable time developing the new website with the web designer and it went live at the November 2017 CADAD conference. Since that time the committee has decided to continue the web page development so that delegates will see improvements and changes in the future.

### **5.3 Treasurer's report (Glen O'Grady)**

Glen said the Audit and Financial Report for CADAD/CAULLT has been prepared by Grant Thornton Audit Pty Ltd. CAULLT has been found to be compliant with all accounting policies and our financial records reflected a true and fair view of our financial position as of 31 December 2017.

CADAD's current total assets as of 31 December 2017 totalled \$219,984.68 in cash including:

Community Solutions Cheque Account 253-864	\$179,612.12
Community Solutions Account 545-269	\$234.99
Maxi Direct 253-872 **	\$40,137.57

\*\*This account holds cash reserves should **CAULLT** ever need to be wound up.

**Income:** In 2017 the sources of revenue for CAULLT comprised annual Membership fees and bank Interest. The total income from bank interest in 2017 was \$367.23.

## Memberships

Membership has increased by the following:

Year	Number of Members	Fees Collected
2016	34 full members and 2 affiliates	\$70,000
2017	34 full members and 3 affiliates	\$76,000
2018	36 full members and 2 affiliates	\$81,400

At the 2017 AGM, delegates approved an increase in membership fees of 10 per cent from \$2000 to \$2200 (full members) commencing in 2018. The rationale was to ensure CAULLT could continue to be generous in offering support to members and to account for the inflationary and increased costs of running CAULLT, noting that there had been no change in memberships fee for seven years.

**Expenditure:** In 2017 the key expenditure items related to:

- Secretariat (\$38,294.00) noting that a proportion of the salary expense in 2017 was paid in a one off advance payment in 2016 to Macquarie University. From May 2018 CAULLT assumed direct responsibility to pay the secretariat salary and expenses related to the Secretariat working from their home. The actual salary paid to the Secretariat in 2017 was \$54,614,
- CADAD Meetings (\$18,439.82),
- Website Development Voyager Studio (\$14,884), the Secretariat was required to work a number of extra days to assist web production,
- Grants and Sponsorship (\$7,000.00),
- Consultancies (\$5,000.00),
- Audit Fees (\$3,564.00).

Some points to note were:

- \$5000 was spent to review the the efficacy of the CADAD/CAULLT grant schemes. The final report is pending.
- While about \$15,000 was spent on the development of the new CAULLT website, in addition to \$11,000 in 2016, this was in keeping with the \$30,000 that was estimated and originally allocated in 2016. It is proposed that \$7000 be allocated in 2018 to service the new website and for possible further development.
- Unspent in 2017 were the Scholarships and grants for Directors' Development.

Total Expenditure in 2017 was (\$91,553.37) compared to (\$99,036.91) in 2016 and (\$66,878.21) in 2015. All of the expenditure items fell within the parameters of the approved 2017 CADAD budget.

Glen thanked members for their continued financial support of CAULLT and the members of the executive in executing their fiduciary responsibilities by carefully considering how these funds should best be used to benefit all the members of CAULLT. He also thanked the membership for entrusting him with this responsibility over the last four years and looked forward to supporting the newly elected treasurer.

**Motion:** To approve the treasurer's report:

Moved: Shelley Kinash,

Seconded: Jo McKenzie.

CARRIED.

#### **5.4 Budget for 2018** (Glen O'Grady)

Glen presented the draft budget for 2018 (circulated). He said the executive was mindful that for 2017 and 2018 the indicative budgets had planned expenditure that exceeded CAULLT's income. While this was deliberate as the intention was to use some of the accumulated funds for the benefit of the membership, the executive felt it was important that there was prudence in how funds were disbursed. Hence, the executive in planning the 2018 budget, sought to find ways to reduce expenditure while still retaining the intention to use the accumulated funds for the benefit of the members. In 2018 the executive had decided to save approximately \$5000 by not having a mid-year executive two-day planning meeting and instead adding an extra day for planning before the scheduled CAULLT meetings. It had also slightly reduced monies allocated to sponsorship and evaluation by \$3500. The 2018 budget made allowance for items that were traditionally budgeted for including Scholarships, support for Directors' Development, Sponsorships, Executive meetings, CAULLT general meetings, Coordination of Strategic Responses, Secretariat support and operating expenses and expenses related to the CAULLT website. One new budget item included in 2018 was \$1500 for the transition of CAULLT accounting processes from a paper-based to an online system. The executive was gathering quotes for doing this.

**Motion** to approve proposed 2018 Budget:

Moved: Carol Miles,

Seconded: Noel Frankham.

CARRIED.

#### **6. Presentation of financial statement for 2017** (Glen O'Grady)

As the auditors had failed to present their report in time for the AGM, it will be available on the CAULLT web page when it is received.

## **7. General business**

### 7.1. Election of members to the Executive.

Vacancies: President, Vice-President, Treasurer, Secretary, one Committee Member.

Helene reminded the meeting that each executive member was elected for a two-year term and could only serve two terms in the same position. She reported the following nominations were received in writing:

President: Kevin Ashford-Rowe (ACU)

Nominated by: Kylie Readman (USC)

Seconded by: Angela Carbone (Swinburne University of Technology).

Vice-President: Kylie Readman (USC)

Nominated by: Kevin Ashford-Rowe (ACU)

Seconded by: Angela Carbone (Swinburne University of Technology).

Treasurer: Elizabeth Branigan (Swinburne University of Technology)

Nominated by: Lisa Thomas (University of Wollongong)

Seconded by: Julie Fleming (Central Queensland University).

Secretary: Julie Fleming (CQU)

Nominated by: Elizabeth Branigan (Swinburne University of Technology)

Seconded by: Nina Fotinatos (Federation University).

Committee member: Lisa Thomas (University of Wollongong)

Nominated by: Julie Fleming (CQU)

Seconded by: Nina Fotinatos (Federation University).

There being the same number of nominees as vacancies, the nominees were declared elected.

Moved: Shelley Kinash,

Seconded: Jo McKenzie.

CARRIED.

### 7.2 No other business.

## **8. Discussions and resolutions**

8.1 Resolutions/actions (as required). Nil.

8.2 Membership fees for 2019. Glen proposed that the full membership fee for 2019 be the same as in 2018, i.e. \$2200 for full members and \$1100 for affiliates.

Moved: Glen O'Grady,

Seconded: Elizabeth Branigan.

CARRIED.

8.3. Next CAULLT meeting 8 and 9 November 2018, Bond University, Gold Coast, Qld.

**9. Next AGM:** April 2019.

**10. Close:** 11am.

DRAFT