

CAULLT ANNUAL GENERAL MEETING 2019

The Annual General Meeting of the Council of Australasian University Leaders in Learning and Teaching held on Friday 12 April 2019, commencing at 9.15am, Room 532.12.25AB, 8-20 Napier Street (building 532, Tenison Woods House), North Sydney, NSW.

MINUTES

President and Chair: Prof Kevin Ashford-Rowe

- 1. Present:** (see Appendix 1).
- 2. Apologies:** Sarah Long (Bond), Paula Baron (La Trobe), Dominique Parrish (Macquarie), Jonathan Powles (UNE), Kathie Ardzejewska (UND).

3. Minutes of the previous meeting:

Motion: That the minutes of the previous AGM held on 23 March 2018 be accepted:

Moved: Glen O'Grady,

Seconded: Kogi Naidoo.

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 2018 was a busy and successful year. CAULLT had established itself as an organisation for university leaders in learning and teaching, following its change of name and constitution in late 2017. CAULLT was launched to the higher education sector at the successful Learning Leaders' Conference in June 2018, which was attended by more than 80 delegates. The feedback was such that he believed it gave CAULLT greater recognition than it had previously. CAULLT will sponsor another Learning Leaders' Conference on 3 June 2019.

In late 2018, the Deputy Vice Chancellor (Academic)'s committee of University Australia approached CAULLT to undertake research into professional learning across the country. The first time Kevin had presented to the DVCA's group the year before, some members had not been aware of CADAD/CAULLT. But subsequently they approached CAULLT to undertake an important survey to establish data not previously known and to be shared with our members. It was an important reflection of CAULLT's growing status in the community.

Unfortunately, during 2018 CAULLT lost three executive committee members - Julie Fleming (CQU), Lisa Thomas (Wollongong) and Liz Branigan (Swinburne) - for a variety of reasons. Losing three members of the executive (half) placed a strain on an organisation as well as a loss of continuity. A robust executive was important to CAULLT's future. Kevin encouraged attendees to consider their role in CAULLT as it relied on its members. The organisation was fortunate to welcome Simon Bedford (Western Sydney University) and Gayle Morris (Auckland University of Technology) to replace the lost committee members until this AGM. They are both standing for election. Gayle's membership of the committee was an important recognition of CAULLT's expansion to Australasia, she being the first New Zealand representative.

CAULLT spent a record \$30,000 in 2018 on grants and sponsorships. The demise of the OLT has made it one of the few organisations awarding grant monies. And the committee would like to continue, and possibly expand this. It was important to put money back into the community. While it was important for the organisation to maintain a financial buffer, it was also important to spend funds to achieve the mandates of the community.

Kevin thanked and acknowledged the executive committee members for their contribution during the year, particularly Kylie for her organisation of the Learning Leaders' Conference and Professional Learning Survey, Kogi for taking the Secretary's position when it became vacant in November, and Glen and Helene for temporarily taking up the Treasurer's duties. Kevin also thanked Helene for her work at the Secretariat.

5.2. Secretary's report (Kogi Naidoo)

Kogi reported that the Secretary's duties were performed by Assoc Prof Julie Fleming until her resignation in November 2018. The Executive thanked Julie for her work. After this time the committee had appointed Kogi.

During 2018, there were 12 Activity Reports and two supplementary reports published and sent to all principal and alternate nominees. There were 10 executive video conferences and two face-to-face meetings the day before the CAULLT conferences. There was no two-day planning meeting held in 2018.

There were two conferences during the year. In March 2018, the conference and AGM were held at RMIT Melbourne and in November 2018 the conference was held at Bond University, Gold Coast. CAULLT conferences usually attracted about 30 delegates, but in November the numbers were boosted to more than 40 with the addition of academic developer finalists from the Advancing Academic Development project event the day before. The committee thanked RMIT and Bond for their hospitality and assistance with the conferences.

In June 2018, the first Learning Leaders Conference was held in Melbourne to launch CAULLT as a rebranded entity. The conference was held in collaboration with Higher Ed Services and was aligned with the Higher Education Quality Network (HEQN) Conference. It was very successful with more than 80 delegates attending. The Executive Committee had decided to sponsor a second Learning Leaders Conference this year. It will be held in Melbourne on 3 June.

The CAULLT website developed during the year. The new website went live in November 2017 and its pages have been modified and updated since.

5.3 Treasurer’s report (Helene Mountford)

Helene reported that Liz Branigan was elected Treasurer of CAULLT at last year’s AGM, but unfortunately, she resigned from Swinburne and the Treasurership on March 8 this year. Consequently, Helene was presenting this report, following Glen’s AGM guidelines for the previous four years.

The audit and financial report (circulated) were prepared by our new auditor, Luke Salmon of Auditing and Accounting Solutions Pty Ltd. CAULLT was found to be compliant with all accounting policies and its financial records reflected a true and fair view of its financial position as of 31 December 2018.

CAULLT’s current total assets as of 31 December 2018 amounted to \$186,654.60 in cash.

Community Solutions Cheque Account 253-864	\$145,523.50
Community Solutions Account 545-269	\$920.98
Maxi Direct 253-872 ++	\$40,210.12

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

Income

As could be seen from the distributed document titled *Financial Report for the Year ended December 2018* CAULLT’s income comprised \$79,200 in full membership fees, \$2200 in affiliate fees and \$417 in meeting attendance and bank interest – a total of \$81,817. This compared with \$75,367 the previous year.

Expenditure

CAULLT’s expenses for the year were laid out on page 3 of the auditor’s report. The cost of maintaining the Secretariat was the largest single expenditure, followed by the cost of projects and sponsorships - which were a record \$30,000 in 2018 – and the cost of CAULLT conferences. 2018 was the first year that CAULLT employed a bookkeeper using MYOB software. The 2018 indicative budget allowed \$1500 for the transition from a paper system to software. The bookkeeper is Maria Radcliff and she had been a great help in reducing the load of the Treasurer’s

job. The new system had also given the organisation the advantage of being able to better particularise line items within the budget. It had also reduced the cost of auditing. Our previous auditor charged \$3850 in 2018 for the 2017 audit. This compared with the bookkeeper and new auditor charging a total of \$2210 this year.

Total expenditure in 2018 was \$115,549 compared with \$104,856 in 2017. This had led to a 2018 loss of \$33,732, compared with \$29,489 the previous year, but there were retained members funds of \$110,130 at the end of the year.

Items budgeted for in 2018 but were unspent included CAULLT Scholarships and Grants for Director's Development. A review was commissioned to evaluate these programs and the executive is evaluating its recommendations and plans to adjust grant offerings in the near future.

Motion to approve the Treasurer's Report:

Proposed: Carol Miles,

Seconded: Trish McCluskey.

CARRIED.

Glen O'Grady pointed out that while auditors prefer the term 'operating loss' when expenditure was greater than income, in CAULLT's case it was instead a 'spend down' to reduce accumulated funds.

5.4 Budget for 2018 (Helene Mountford)

The executive was always mindful of the way in which members' funds should best be spent. Last year the committee had decided not to hold a two-day planning meeting to save the cost of that event. In hindsight, this caused some efficiency problems as there were a number of new committee members, and it was difficult for them to make decisions at the monthly video conferences when there was insufficient time to give them the background on various issues. As a consequence, a planning meeting for the committee was held last month (and will be in the 2019 accounts). The committee also decided that planning meetings should be reinstated and be held in the middle of each year from 2020. Meanwhile, the committee will meet for a full day the day before each CAULLT conference instead of for two hours.

The layout of the 2019 Indicative Budget showed members the separate expenditures under operating costs and strategic expenses. 2018 was an exceptional year in that CAULLT distributed \$30,000 in grant and sponsorship monies. In some years there had been no applicants for CAULLT grants. So the budget allowed for these but they may not be expended.

What was likely to increase was the cost of consultancy charges for the production of the professional recognition report developed by CAULLT for the DVCA's group. The committee

believed this expenditure to be crucial to CAULLT's recognition in the higher education sector. CAULLT had already incurred almost \$4000 for the analysis of the data, which will appear in the 2019 accounts.

Motion to approve the 2019 Indicative Budget:

Proposed: Simon Bedford,

Seconded: Gayle Morris.

CARRIED.

6. Presentation of financial statement for 2018 (Helene Mountford)

The Financial Statement for 2018 was circulated and presented to the meeting under 5.3.

7. General business

7.1. Election of members to the Executive.

Vacancies: Treasurer, Secretary, two Committee Members.

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. Kevin has one year to serve of his second term as president, Kylie is in the second year of her first term at vice president.

Helene reported the following nominations were received in writing:

Treasurer: Simon Bedford (Western Sydney University)

Nominated by: Gayle Morris (AUT)

Seconded by: Kogi Naidoo (CSU)

Secretary: Kogi Naidoo (CSU)

Nominated by: Simon Bedford (WSU)

Seconded by: Gayle Morris (AUT)

Committee member: Gayle Morris (AUT)

Nominated by: Simon Bedford (WSU)

Seconded by: Kevin Ashford-Rowe (QUT)

Committee member: Marina Harvey (UNSW)

Nominated by: Kathie Ardzejewska (UND)

Seconded by: Jillian Hamilton (QUT)

Committee members: Andrea Adam (UTas)

Nominated by: Sarah Long (Bond)

Seconded by: Marina Harvey (UNSW)

There being the same number of nominees as vacancies for Treasurer and Secretary, the nominees were declared elected.

Kevin said that as there were three committee nominees for two vacancies, the Constitution was checked, and it provided for 'at least two' committee members. He proposed that all three nominees be elected to the committee.

Motion that the nominees for three committee members be elected:

Moved: Mark Northover (AUT),

Seconded: Ann Luzeckjy (Flinders).

CARRIED by an overwhelming show of hands.

7.2 No other business.

8. Discussions and resolutions

8.1 Resolutions/actions (as required). Nil.

8.2 Membership fees for 2020. Kevin proposed that the full membership fee for 2020 should be \$2500 per institution. CAULLT had not raised its fees for some time and was now undertaking significant research, putting money back into the sector and supporting activities members wanted. Jo-Anne Ferreira (SCU) asked whether it was intended that there be annual increases. Kevin replied that this was not planned and that it was about four years since the last increase, and about 10 years since the one before that. Glen commented that CAULLT's income was driven by the number of members it had and that the committee was actively pursuing non-members to join. As well, CAULLT was promoting itself in New Zealand to encourage membership from there.

Motion that the annual fee for full members be increased to \$2500 from 2020:

Moved: Kylie Readman,

Seconded: Carol Miles.

CARRIED.

8.3. Next CAULLT meeting 7 and 8 November 2019, Queensland University of Technology, Brisbane.

9. Next AGM: 3 April 2020, Deakin Downtown, Melbourne.

10. Close: 10am.