

Minutes for the Supplementary AGM of Australian Collaborative Education Network Inc. held via teleconference on Wednesday November 23, 2011 at 3.00 pm AEDT

1 Welcome

Judie Kay, National Director, welcomed people to the meeting and outlined the procedures to be followed. She said that at the 2010 AGM ACEN changed its financial reporting year from 'January to December' to 'July to June'. An initial 2011 AGM was conducted in June 2011 in accordance with the financial reporting rules for the period ending December 2010. The Supplementary Annual General Meeting is for the financial reporting period to June 2011. This brings ACEN into line with common July to June financial year reporting requirements.

2 Present

Judie Kay, Victoria University; David Jorgensen, Central Queensland University; Sonia Ferns, Curtin University of Technology; Deborah Peach, Queensland University of Technology; Lisa Westcott, James Cook University; Michelle Maes, University of Melbourne; Julia Perryman, University of New England; Theresa Winchester-Seeto, Macquarie University; Jody Hannah, Flinders University; Melinda Bufton, Victoria University; Leoni Russell, Victoria University; Clare Duffy, Victoria University; Derek Kosbab, Victoria University; Calvin Smith, Griffith University; Prue Howard, Central Queensland University; Cait Ryan, Monash University; Jane Black, Victoria University; Carol-Joy Patrick, Griffith University; Pamela Struthers, Murdoch University; Verity Kingsmill, Flinders University; Nina Tabor, Flinders University; Julia Stott, Flinders University; Heather Smigiel, Flinders University; Keri Moore, University of New South Wales.

3 Apologies

Robyn Parry, James Cook University; Freny Tayebjee, University of Western Sydney; Karen Robinson, Griffith University; Sue Bandaranaike, James Cook University; Natalie Klein, Macquarie University; Jane Emery, University of Tasmania, Sally Ruston, James Cook University, Sandra Woodbridge Griffith University, Matthew Campbell, Australian Catholic University; Kenneth C. Bennett, Griffith University.

4 Confirmation of minutes

It was moved that the minutes of the previous 2011 AGM held by teleconference on Wednesday 15 June 2011 be confirmed
Moved David Jorgensen, Seconded Sonia Ferns.
Carried

5 Report from the National Director, ACEN for January 2011 to June 2011

Judie Kay spoke to her report which had been circulated prior to the meeting. She referred, among other things, to the Strategic Plan, Governance review, contracted services, review of membership categories, the success of the 20110 ACEN conference in Perth, the forthcoming 2012 conference in Geelong, the associated Research Symposium, the launch of the National WIL Portal, the activity of the State chapters, the Service Learning SIG and links to other national associations. Judie thanked Matthew Campbell and David Jorgensen, other Executive members and state chairs for their for the contribution. Judie particularly acknowledged the work by retiring National Treasurer, Matthew Campbell.
It was moved that the report be accepted
Moved Leonie Russell, Seconded Calvin Smith
Carried

6 Financial Report from the Treasurer, ACEN for January 2011 to June 2011

The report had been circulated prior to the meeting. In the absence of the Treasurer, David Jorgensen spoke to the report highlighting the main items of income and expenditure as well as the plans to set aside some funds to ensure long-term viability and some proposed expenditure on new developments.
It was moved that the financial report be accepted.
Moved David Jorgensen, Seconded Judie Kay
Carried

7 Appointment of Auditor

It was moved that Jan Collyer of J L Collyer and Partners, Glen Waverley, VIC be appointed auditor for 2011-2012.

Moved David Jorgensen, Seconded Calvin Smith

Carried

8 Motion to set 2012 membership fees

After a brief outline and some questions, it was moved that the membership fees for 2012 be

| Membership category | Fee (inc GST) |
|-------------------------|---------------|
| Institutional – Full | \$2,200 p.a. |
| Institutional – Limited | \$1,100 p.a. |
| Individuals | \$275 p.a. |
| Affiliate | No fee |
| Honorary | No fee |

Moved Leonie Russell

Seconded Sonia Ferns

Carried

9 Motion to change constitution

Judie pointed out that this motion required 75% of those present to approve the motion.

It was moved that we replace

Section 5 Classes of membership

(1) The membership of the association consists of:

- Institutional Member – An institution is considered to be a post secondary institution
- Ordinary Member
- Student

in the current Constitution, with

5. Classes of membership

Institutional (Full) - is open to post secondary institutions. All staff are eligible to apply for membership and as members have full voting rights and may nominate for the committee.

Institutional (Limited) - is open to post secondary institutions. Up to five named staff are eligible to apply for membership and as members have full voting rights and may nominate for the committee.

Individuals – have full voting rights and may nominate for the committee

Affiliate – have no voting rights and may not nominate for the committee.

Honorary – are determined from time to time at the discretion of the Board for outstanding leadership in the field. They have no voting rights and are not eligible to nominate for the committee.

Moved Calvin Smith, Seconded David Jorgensen

The motion was carried unanimously

10 Election of National Treasurer

Judie announced that as there had been one nomination for the position of National Treasurer, Pamela Struthers from Murdoch University was duly elected.

Judie welcomed Pamela.

11 The meeting closed at 3.30 pm.