

## **ANNUAL GENERAL MEETING AGENDA**

The Annual General Meeting will be held 2.30pm, Thursday 24 September, Jeffrey Smart Building, University of South Australia, Adelaide

*Paper circulated to list attendees and institutions represented*

### **1. Minutes of 2014 AGM**

Attached

Motion: The Minutes be received without amendment as an accurate record of proceedings

Moved:

Seconded:

### **2. Chair's Report**

### **3. Independent Audit Report and Certificate by Member of Committee**

Independent Audit Report – *to be signed by the Executive and the Auditor and then presented at the AGM*

Certificate by Member of Committee Attached

Motion: The auditor's report be accepted by the membership and the Certificate by Member of the Committee be signed

Moved:

Seconded:

*Sign Attachment 3: Certificate by Member of Committee*

### **4. State/Territory/International representation**

The Chair has raised the possibility of encouraging state-based representation.

2015 Conference Convenor, Simon Biggs has asked, in the interests of sustainability, should ACUADS be positioning ourselves as a leader in our region, inviting representation and conference delegates from our international neighbours?

### **5. Annual Subscription**

In 2014, members at the AGM decided to maintain, rather than increase by 3% CPI, ACUADS membership fees. The Executive additionally decided to readjust the smallest membership category from <250 to <600 EFTSL.

The three factors that governed these decisions, namely the effect of the DDCA, uncertainty of university funding and inconsistent membership, are still in effect, therefore we propose that membership fees stay the same, rather than increase by 3% CPI, for 2015/2016 membership.

- Under 600 EFTSL: \$938
- Under 1000 EFTSL: \$1,327
- Over 1000 EFTSL: \$1,565
- Two memberships: \$3,130
- Affiliate (non-voting) (30% of the "Under 600 EFTSL" rate): \$281
- Individual membership: \$100

Motion: The Membership fees be maintained as presented

Moved:

Seconded:

#### **6. Appointment of the Auditor**

Motion: The current Auditor, Rod Hutton of McLean Delmo Bentleys (formerly UHY Haines) be re-appointed

Moved:

Seconded:

#### **7. Election of Executive**

Nomination List Attached

Ballot Paper Attached

**7.1 Roll-call as per Membership/Attendance List**

**7.2 Appointment of Returning Officer**

#### **9. 2016 Conference Venue: Queensland University of Technology**

Co-option of Conference Convenor

#### **8. Any Other business**

Executive convene immediately to elect Office Bearers

**Draft Minutes  
2014 Annual General Meeting**

The Annual General Meeting was held at 4.45pm Thursday, October 2, 2014 in  
The RMIT Design Hub Multipurpose Room, RMIT University, Melbourne

**Present - Heads of School/Delegates:**

Denise Ferris, Australian National University  
Julian Goddard, Curtin University  
Marie Sierra, UNSW  
Shane Hulbert, RMIT  
Clive Barstow, ECU  
Kit Wise, University of Tasmania

**In Attendance:**

Kay Morrissey, Outgoing Executive Officer, ACUADS  
Louise Mayhew, Incoming Executive Officer, ACUADS

**Welcome:**

The Chair, Marie Sierra, welcomed those attending the meeting.

**1. Minutes of 2013 AGM**

The Chair invited comment on the Minutes which were accepted without alteration

**Motion:** The Minutes be received as an accurate record of proceedings

**Moved:** Julian Goddard

**Seconded:** Kit Wise

**Motion carried**

**2. Chair's Report**

The Chair, Marie Sierra, reported on major activities of the Executive over the past year:

As part of the annual ACUADS Conference, **Three ACUADS Awards** are to be awarded to staff from 3 different institutions: Curtin; Whitehouse Institute & VCA, at the Official Function this evening. The Awards are given in three categories to people who have made an outstanding contribution: Fellowship; Teaching and Research

Three **ACUADS Post Graduate Scholarships** X \$500 each were award to assist students to attend the Conference – fifth year for this program: 2014 Winners are: Phillip Black – UTAS; Georgia Banks VCA and Tony Curran CSU

Retiring this year from the Executive are **Paul Cleveland** of Griffith University and **Colin Rhodes**, Sydney University and the Chair requested that a vote of thanks for their contribution be recorded in the Minutes.

This year marks another transition as the Executive Officer **Kay Morrissey** has resigned after nine years and the Chair welcomed the new Executive Officer, **Louise Mayhew**.

**3. Independent Audit Report & Certificate of Attendance**

The Chair advised the meeting that the Independent Audit Report and Statement of Financial Performance 2014, which had been handled by Auditor, Rod Hutton of UHY Haines, was unqualified and that we had ended the year with a credit balance of \$13,930 compared to a credit balance of \$11,417 in the previous year.

The Chair invited questions and comment, then asked that the report be accepted and the Certificate of Attendance be signed

**Motion that the auditor's report be accepted by the membership and the Certificate of Attendance be signed by the Chair**

**Moved:** Shane Hulbert

**Seconded:** Julian Goddard

**Motion carried**

**4. Annual Subscription**

The Chair asked the meeting to endorse the CPI increase of 3% in membership fees for next year, as agreed at the previous Executive meeting.

After discussing the current uncertainty of university funding given the proposed government changes, the affect of DDCA and falling ACUADS membership, the meeting agreed to leave fees unchanged from last year.

Under 250 EFTSL	(\$916)	= \$938 (rounded)
Under 1000 EFTSL	(\$1,296)	= \$1,327 (rounded)
Over 1000 EFTSL	(\$1,528)	= \$1,565 (rounded)
Two Memberships	(\$3,056)	= \$3,130 (rounded)
Affiliate (non-voting) 30% 'Under 250 EFTSL' rate		= \$281 (rounded)

**Motion that the Membership fees not be increased as presented**

**Moved:** Shane Hulbert

**Seconded:** Julian Goddard

**Motion carried**

**5. Appointment of the Auditor**

The meeting agreed to re-appoint the Auditor, Rod Hutton of UHY Haines.

**Motion that the current Auditor be re-appointed**

**Moved:** Denise Ferris

**Seconded:** Clive Barstow

**Motion carried**

## **6. Election of Executive**

- 6.1 Roll-call – as per Membership/Attendance List  
A list was circulated against which delegates recorded their name and institution as being in attendance.
- 6.2 Appointment of Returning Officer  
As the three nominations equalled the three vacancies, there was no need for the appointment of a Returning Officer as no election was necessary.

**Motion that the three nominations: Julian Goddard, Kit Wise, Scott Thompson-Whiteside be accepted and duly elected to the Executive as the number of vacancies equals the number of nominations**

**Moved:** Clive Barstow  
**Seconded:** Shane Hulbert  
**Motion carried**

## **7. ACUADS Annual Conference 2015**

The meeting noted that next year's conference will be held in Adelaide with the University of South Australia scheduled to host the event, noting that the Chair would need to discuss this with the new staff.

The Chair also advised that it is proposed that the conference be held during the same week as DDCA (possibly September 23) and DASSH, which is being hosted by Flinders University in Glenelg on Thursday/Friday September 24/25.

The Chair also advised that Professor Richard Maltby of Flinders University had offered to host the conference if required and had provisionally reserved a space at their city campus, Victoria Square.

## **8. Any Other Business**

### **8.1 Website**

The Chair advised the meeting that the Executive, held earlier in the day, had approved a quote because of the necessity to move the website to a new platform as discussed in previous meetings.

### **8.2 Future**

The meeting noted that there are now multiple organisations and the inter-relationships of the organisations and fees need to be discussed and asked that an addendum be added to the Minutes of the Executive held earlier that day so that the matter may be discussed.

**AUSTRALIAN COUNCIL OF UNIVERSITY ART AND DESIGN  
SCHOOLS INCORPORATED**

**ABN 68 551 409 321**

**CERTIFICATE BY MEMBER OF COMMITTEE**

I, \_\_\_\_\_, being a member of the Committee of Australian Council of University Art and Design Schools Incorporated, certify that:

I attended the annual general meeting of Australian Council of University Art and Design Schools Incorporated on 24 / 09 / 2015; and the financial statements of the Association for the financial year ending on 30 June 2015 were submitted to the members of the Association at that annual general meeting.

Signed: .....

Dated: .....

## **2015 ACUADS EXECUTIVE NOMINATIONS**

The ACUADS Executive is as follows:

Chair:	Professor Marie Sierra (Continuing)
Deputy Chair:	A/Professor Denise Ferris (Retiring)
Secretary:	Professor Kit Wise (Executive Position Continuing, Secretary appointment temporary)
Treasurer:	Dr Shane Hulbert (Retiring)
Members:	Dr Jennifer Jones-O'Neill (Retiring) Professor Scott Thompson-Whiteside (Continuing)
Co-opted:	Professor Simon Biggs (One year term expires)

Nominations:

Professor Simon Biggs, University of South Australia  
A/Professor Shane Hulbert, RMIT  
Professor David Hawkins, Curtin University  
A/Professor Denise Ferris, Australian National University  
Ingrid Kellenbach, Adelaide Central School of Art  
A/Professor Jennifer Jones-O'Neill, Federation University