

**Australasian Innovative Users Group
Annual General Meeting**

**University of Ballarat
Friday November 13th 2009**

1. Welcome

Angela D'Souza (AIUG chair) welcomed everyone to the AGM.

2. Present

See [separate list](#) of attendees.

3. Apologies

Tim Darlington (Massey), Lesley Sharp (SLSA), Ann Flynn (UTS), Racheal Blackburn (SLNSW), Sandie Johnston, ACT Health Library.

4. Minutes 2008 AGM

Accepted. Moved Monica Condon, seconded Lisa Billingham.

5. Business arising

5.1. Coordinator's meeting – At the 2008 AGM it was agreed we would have a Coordinators meeting with Innovative as part of the AIUG conference. The meeting was held the day before the conference and was considered well worthwhile. It was well attended with a good agenda. Rose Counsel proposed we continue the practice. Seconded by Ruth Baxter.

6. Agenda items

6.1. Financial report

Angela presented a report on the budget. See [presentation](#).

6.2. Report by chair

Angela will report in a separate session. Rose Counsel proposed that the Report by chair be removed from the AGM agenda and made a separate session at the conference. Seconded by Mark Huppert.

Action: Carolyn Jones to remove item from the agenda

6.3. Enhancements

6.3.1 AIUG enhancement list

Rose summarized the processes used previously, none of which have worked very well. There was discussion about the IUG enhancement process versus the AIUG process. AIUG enhancements entered on the IUG site are not flagged as coming from AIUG. It was decided that sites will enter their enhancement requests on the IUG site and the AIUG process will be used for regional issues that are important to us, but may not be important at the IUG level. Rose will write a procedure with timelines for the coming year and send this to the coordinators for feedback. Angela proposed that discussion of enhancements be a standing item at conference workshops. Seconded by Kurt Vollmerhause. If a site is not a member of IUG, they can ask the workshop facilitator to enter their enhancement.

Action: Rose Counsel to write procedure with timelines and send to coordinators who will provide feedback.

6.4. AIUG governance

6.4.1. Chair

6.4.1.1 Selection of Chair for 2011/12

At the 2008 AGM it was agreed that the next chair be elected after the first year of office as a chair-in-waiting and that they be on the Executive Committee. Angela D'Souza called for nominations/volunteers. There were no responses. After some discussion, Ruth Baxter proposed we have some trainees who could learn what is involved before deciding if they wanted to be chair. Seconded by Angela D'Souza who then called for volunteers. Isis Bibaoui, University of Sydney and Lynne Billington, State Library of NSW volunteered.

6.4.1.2 Procedures for handover of chair role

Angela will outline what is necessary with timelines. Ruth Baxter will contribute the information she had gathered. Guidelines will be put on the wiki so all can discuss them.

6.4.2. Executive Committee

6.4.2.1 Selection of Committee for 2010

The Executive Committee was agreed as follows:

Name	Institution	Role
Angela D'Souza	Victoria University	Chair, responsibility for funds to held by chair's home institution,/treasurer role
Carolyn Jones	University of Queensland	Qld rep, Secretary AGM
Lisa Billingham	Edith Cowan University	WA rep, immediate past chair
Ruth Baxter	University of Melbourne	Vic rep.
Monica Condon	University of Newcastle	Training, NSW rep.
*Elvio Pederzoli	State Library of South Australia	SA representative
*Sarah Cox	eLGAR	New Zealand representative
Mark Huppert	ANU	ACT Representative
Craige Hicks Kathy Martin	Deakin University	Website maintenance, AIUG list supervision
Rose Counsel	University of Ballarat	Enhancements

* Neither Elvio Pederzoli nor Sarah Cox was present so Craige Hicks will email Elvio and Angela D'Souza will email Sarah to establish whether they were prepared to continue on the Committee.

Action: Craige Hicks, Angela D'Souza

Post meeting: Sarah Cox confirmed she will continue as the New Zealand representative.

6.4.2.2 Clarification of responsibilities

There was discussion about the Committee's responsibilities, whether there should be state representatives or not, and how best to hand over from one Committee to the next. It was decided that Ruth Baxter would form a group to discuss the above and to document suggestions for change. These would be presented at the next AGM or earlier via the AIUG list.

6.4.3. Membership fees

It was noted that we would need to flag an increase in fees before the meeting. Craige Hicks moved that the fees for membership of AIUG remain at \$550 (including GST). Seconded by Ruth Baxter.

6.4.4. Conference fees

6.4.3.1 Fees for additional attendees

The fees for additional attendees is to cover catering expenses and \$55 is still sufficient for this purpose. Lesley Du Ve moved that the fees for additional representative from sites to attend the AIUG conference remain at \$55 (including GST) as the budget is healthy. Seconded by Lucy Broadbent

6.4.3.2 Guidelines on spending funds

These will be included in the guidelines for handover of the role of chair.

6.5. AIUG conference and AGM 2010

6.5.1. Venue

2010 – State Library of Western Australia have volunteered
2011 – possibly Queensland, to be investigated

6.5.2. Date

Probably same week in November, final date to be confirmed later.

6.5.3. Training

There was no training attached to this conference as there were not enough attendees. Ruth Baxter suggested that, in addition to the training offered by Innovative, the group consider arranging for local experts to demonstrate modules or processes. Angela D'Souza will discuss the possibility of Innovative providing additional training when they come out to train new sites or for new products. We need to ensure any training activity does not clash with BONUS and Coordinator's meetings.

Action: Angela D'Souza

7. Other business

7.1. AIUG banner and logo

The University of Ballarat Library had designed a new logo for AIUG. It was decided we needed to include other countries that are part of AIUG. Discussion on this to be via the list.

Action: Ballarat