Australasian Innovative User Group
Annual general Meeting
State Library of Western Australia
Friday, November 19th 2010

1.   Welcome
Angela D'Souza (AIUG Chair) welcomed everyone to the AGM and gave a presentation on her visit to IUG (see presentation)

2.   Present
See separate list of attendees

3.   Apologies
Rosanna Ripoli (La Trobe)

4.   Minutes of 2009 AGM
Accepted. Moved Susanne Moir, seconded Debra Jones.

5.   Business arising
5.1   AIUG banner and logo
The new logo designed by Library staff at the University of Ballarat was finalised after last year's meeting. Angela thanked Ballarat for their work on this.

6.   Agenda items
6.1   Financial report
Angela presented a report on the budget. See presentation. As there is a healthy surplus, Angela suggested that the Chair-in-waiting also be sent to IUG. First year, the Chair goes. Second year, the Chair and Chair in waiting go. Third year, the new Chair goes. Moved Ruth Baxter (UniMelb), seconded Corin Haines (eLGAR).
Angela also proposed that the Conference Committee draw on extra funds when needed, eg. for lucky door prizes. Seconded by Ruth Baxter.

6.2   Enhancements
6.2.1.   AIUG enhancement list
Rose Counsel (Ballarat) explained the background of the enhancement process, the current IUG cycle and options for the future. See presentation.
After discussion, it was decided that the Enhancement Coordinator would email the Site Coordinators a month before the AIUG conference, asking for any burning issues. A list will be compiled, discussed via email or teleconference before the meeting with final discussions at the Site Coordinators meeting. The Chair will take the final list to the meeting with Innovative staff at IUG.
As there had been no discussion of enhancement at this year's meeting, Rose will do a separate round for the Chair to take to next year's IUG. The new process will be finalised and written up in time for next year's AIUG Site Coordinator's meeting.
Action: Rose Counsel to write procedure with timelines

6.3.   AIUG governance
6.3.1.   Chair
6.3.1.1. Selection of Chair for 2011/12
There were two nominations, Kathy Martin (Deakin) and Bruce Eames (UniMelb). It was decided that one would be the Chair for 2011/12 and the other would be Chair-in-waiting for 2012 and Chair for 2013/14. The Site Coordinator's voted and Kathy Martin was selected for Chair with Bruce Eames as Chair-in-waiting.

6.3.1.2. Procedures for handover of chair role
Ruth Baxter will form a working group which will include past chairs and conference organisers Debra Jones (SLWA) and Ballarat. The group will compile guidelines for the role of Chair as well as guidelines for organizing the conference.
Action: Ruth Baxter to for a working group to compile guidelines for chair and conference organizing committee.

6.3.2. Committee
6.3.2.1. Selection of Committee for 2011
The Executive Committee was agreed as follows:

Name	Institution	Role
Angela D'Souza	Victoria University	Past Chair
Margrethe Gould	QUT	Secretary AGM
Lisa McIntosh	University of Wollongong	Enhancements
Ruth Baxter	University of Melbourne	Training
Craige Hicks	Deakin University	Website maintenance, AIUG listserv supervision
Kurt Vollmerhause	QUT	Queensland rep
Debra Jones	State Library Western Australia	Western Australian rep
Isis Bibaoui	University of Sydney	New South Wales rep
Laura Iseman	La Trobe University	Victoria rep
Mark Huppert	ANU	ACT rep
Lesley Sharp	State Library of South Australia	South Australia rep
Corin Haines	eLGAR	New Zealand rep

6.3.2.2. Clarification of responsibilities
To be included in document from working group
Action: Ruth Baxter and working group

6.3.3. Membership fees
Neil Cairns (Wollongong) moved that the fees for membership of AIUG remain at $550 (including GST). Seconded by Ruth Baxter.

6.3.4. Conference fees
6.3.4.1. Fees for additional attendees
The fees for additional attendees is to cover the cost of catering. Debra Jones noted that $55 only just covered the costs this year, Craige Hicks (Deakin) moved that this fee be increased to $66 (including GST). Seconded by Debra Jones.
6.3.4.2. Guidelines on spending funds
To be included in document from working group
Action: Ruth Baxter and working group

6.4. AIUG conference and AGM 2011
6.4.1. Venue
2011 – Queensland University of Technology
2012 – Auckland, New Zealand

6.4.2. Date
Same week in November, final date to be confirmed later.

6.4.3. Training
Angela D'Souza reported that there had been discussion about training at the Site Coordinator's meeting. Issues raised will be taken to a meeting with Innovative staff later in the day. The Chair will report back to Site Coordinators.
Action: Chair to report back.

7. Other Business
7.1. Aaron Blazer's retirement
Craige Hicks expressed a vote of thanks to Aaron Blazer for all the work he had done over the years to support AIUG and asked the this vote of thanks be conveyed to Aaron.
Action: Carolyn Jones (UQ) to convey vote of thanks to Aaron