

**Australasian Innovative User Group
Annual General Meeting
Queensland University of Technology
Friday, November 18th 2011**

1. Welcome
Kathy Martin (AIUG Chair) welcomed everyone to the AGM.
2. Present
See attached list of attendees
Julie Reynolds standing in for Monica Condon (University of Newcastle)
3. Apologies
Craig Hicks (Deakin)
4. Minutes of 2011 AGM
Accepted. Moved Lisa McIntosh, seconded Susan Tegg
5. Business arising
 - 5.1. (2010 - 6.2.1) AIUG Enhancement process procedures to be written by Rose Counsel (Ballarat)
To be dealt with in 2011 Agenda item 6.3.1
 - 5.2. (2010 - 6.3.1.2) Ruth Baxter (UniMelb) to form a working group to compile guidelines for Chair and conference organising committee
To be dealt with in 2011 Agenda item 6.4.3
 - 5.3. (2010 - 6.3.2.2) Working group to document responsibilities of committee members
To be dealt with in 2011 Agenda item 6.5.1
 - 5.4. (2010 - 6.3.4.2) Working group to document guidelines on spending funds
To be dealt with in 2011 Agenda item 6.4.3
6. Agenda items
 - 6.1. Financial report
Kathy presented the financial report for AIUG. Available on the AIUG website
 - 6.2. AIUG Chair's IUG report. Available on the AIUG website
 - 6.3. AIUG Enhancements
 - 6.3.1. AIUG enhancement procedure and timeline
Kathy Martin outlined the enhancement process and timelines as per the document supplied on the AIUG website.
Rose Counsel suggested that this area of the website requires password protection.
ACTION: Kathy Martin to password protect this page
Accepted by Carolyn Jones and seconded by Bruce Eames.
<http://www.deakin.edu.au/library/aiug/enhancements/index.html>
 - 6.3.2. IUG Enhancement Submissions
Provided for information only
 - 6.4. AIUG Governance

6.4.1. AIUG bank account and becoming a legal entity

Kathy Martin investigated this for AIUG, however it will be expensive and difficult to maintain with the Bank account needing to be with the Chair and the committee spread over many Institutions. Being a legal entity also requires yearly auditing costs Group decided to continue the way it is with the Bank Account held by the Chair's Institution and administered by the Chair. Moved by Carolyn Jones, seconded by Mark Huppert.

6.4.2. Endorsement of Statement of Purpose and Operational Guidelines

<http://www.deakin.edu.au/library/aiug/bylaws.html>

Incl. Approval from IUG Chair to adapt

This item is to be held over. AIUG representatives attend on behalf of their Institution and it is the Institution that is the member. Kathy Martin suggested that the Statement of Purpose is sent to the Library managers of member institutions.

ACTION: Kathy Martin to ask the University Librarians of Deakin to send out to all member University Librarians.

ACTION: If further voting or discussion needed the Committee can conduct via email.

6.4.3. Endorsement of Guidelines for Conference organisation

Kathy Martin outlined the guidelines. They are a clarification of operational guidelines for organising AIUG conferences and for information only.

ACTION: Kathy Martin to organise password protection for this document

6.5. AIUG Committee

6.5.1. Clarification of responsibilities of committee members

Kathy Martin conveyed that this document outline the roles and responsibilities of each Committee position. The document was accepted by Rose Counsel and seconded by Angela D'Souza.

The terms of Committee members was then discussed and it was agreed that all positions would tie in with the Chair and be 2 year terms. All members voted YES with nil NO votes.

Therefore the current committee would carry over until the AGM of 2012. Accepted Rose Counsel and seconded by Carolyn Jones.

ACTION: Kathy Martin to update guidelines and put on AIUG website with password protection.

6.5.2. Membership fees

Discussion centred on the issue that membership fees have not increased for many years. The Conference delegates cost was increased in 2011 to \$66. AIUG is currently in a very good financial position with a healthy operating balance. Even though funds will be diminished with the addition of costs to send Chair-elect to IUG, there was a move to monitor the balance for a few years before deciding on increased membership fees. Moved Helen Bronleigh and seconded Kurt Vollmerhause.

A question was raised as to whether AIUG were earning interest on the balance.

Although Kathy Martin will follow up, it is thought that it would be NO as AIUG is not a legal entity and it is not their bank account but held by Deakin at the moment.

ACTION: Kathy Martin to check on interest for the balance.

6.5.3. Training Needs

Kathy Martin asked for training suggestions from the room for 2012:

- Acquisitions
- System refresh
- Circulation clean up

- Advanced system training

ACTION: For AIUG Training committee member – Ruth Baxter

6.5.3.1. Certification requirements for Coordinators

Ill have developed some online components for this but some face to face training elements is required. If enough participants were interested, an Australasian training round could be organised.

6.6. AIUG Website

6.6.1. AIUG new look and feel

Kathy Martin showed the new look AIUG website, including the addition of BONUS+ information.

<http://www.deakin.edu.au/library/aiug/index.html>

6.6.2. Inclusion of BONUS+ content and password requirements

<http://www.deakin.edu.au/library/aiug/bonus/index.html>

6.7. AIUG Conference and AGM 2012

6.7.1. Venue- Auckland Libraries

6.7.2. Date – same week in November as per usual

7. Other business

7.1. Kathy Martin moved a vote of thanks to Craige Hicks and to present him with a gift.

Committee all agreed

7.2. Rose Counsel moved a vote of thanks to Deakin staff for the work on the AIUG website.

Committee all agreed.

7.3. Lisa McIntosh moved that AIUG consider a sponsorship for someone to attend the AIUG Conference each year. It could be tied into presenting a paper at the conference and aimed at someone from a member institution that would not otherwise attend.

Seconded by Corin Haines.

After initial Committee discussion it was agreed that a Working Group would be convened to discuss eligibility, costs and expenses provided, and guidelines and terms of the sponsorship. Lisa McIntosh agreed to convene a group. Corin Haines and Debra Jones also expressed interest on being part of WG.

ACTION: Lisa McIntosh convene working party to discuss. Consult AIUG Chair and committee as required.