

**Australasian Innovative Users Group
Annual General Meeting
Auckland - Limelight Room, Aotea Centre
Friday 16 November 2012, 9.15am**

1. Welcome
2. Present - Signed list of attendees attached
3. Apologies
Neil Cairns, UoW
4. Minutes of 2011 AGM - Accepted Kurt Vollmerhause
5. Business arising from 2011 minutes
 1. (2011 – 6.3.1) Kathy Martin to password protect Enhancements page – Action completed
 2. (2011 – 6.4.2) Kathy Martin to arrange for the UL Deakin to send out AIUG's Statement of Purpose and Operational Guidelines to all member ULs for discussion and endorsement – Completed and uploaded to site. KM sent out wording. Some changes were made.
 3. (2011 – 6.4.2) Kathy Martin to password protect Conference Guidelines page - N/A. Attendees agreed that this content does not need password protection.
 4. (2011 – 6.5.1) Kathy Martin to update Responsibilities of Committee Members and password protect it on AIUG site - within guidelines. Attendees agreed that this content does not need password protection.
 5. (2011 – 6.5.2) Kathy Martin to check whether AIUG funds are earning interest – NO interest being earned as the Institution opens a central account and money is held by that institution.
 6. (2011 – 6.5.3) Training needs for 2012 to be followed up by Training rep, Ruth Baxter - Ruth sent emails, Webpac and Advanced system training were both held in 2013. Ongoing training needs to be handed over to the new training rep to be elected during the AGM
 7. (2011 – 7.3) Lisa McIntosh to convene a working party to progress the concept of a sponsorship for an attendee to AIUG – Working party convened, Corin talked to this item. Group commenced discussions but no outcome. Move to 2013 business.
6. Agenda items
 1. **AIUG Sponsorship program**

Group commenced discussions but no outcome. The initial meeting agreed on basic parameters and criteria and next step is to advise the committee. Discussion centred on the level of sponsorship. To be progressed in 2013.
 2. **AIUG Attendance Fees**

The current fees for any attendees from an Institution above the included 2 per membership are currently \$66. This is a quite reasonable fee especially as it includes catering. Group voted to increase fees and to have a separate fee for non-members. Group suggested \$99 (incl GST) for attendees from member institutions and \$150 for non members. The \$550 full membership fee remains. Endorsed by Corin Haines and seconded by Carolyn Jones
 3. **Enhancements**

Item held over for John McCullough's session within the conference

4. Training

At the site coordinators meeting it was suggested that some training be subsidised by AIUG and the current balance of \$45,000 does allow this. If endorsed it should be reviewed yearly at the AGM. Initial decision was to define an amount of \$5000.

Discussion centred on the following issues:

- Session costs are variable;
- III only come out for 3 days or more and require a minimum of 10 attendees;
- AIUG need to provide comment to III that training costs are prohibitive to Australian users;
- What is charged in the US?
- If III is an international company then they should provide international support;
- We all pay yearly maintenance that should cover some training;
- Do we have functional area experts that could do some training?
- We need to compile list of training and send to III
- Also suggested that the location of training be varied for all users to take advantage of differing locations.

Attendees agreed in principle that AIUG will subsidise training. A vote via a show of hands was requested. For = ALL Against = Nil.

Action: Bruce Eames as 2013 Chair will follow up with III.

Action: Monica Condon to send out email to group regarding training needs and Ruth Baxter to send all information she gathered as 2012 Training Coordinator to Monica Condon to follow up.

5. Election of new Committee members - all positions were filled or current members continued.

Committee position	Elected person
Chair 2013/2014	Bruce Eames
Vice- Chair/Chair Elect 2013/2014 for Chair 2015/2016	Debra Jones
Past Chair	Kathy Martin
Secretary AGM	Margretha Gould
Treasurer	Resides with finance area of Chair's institution
Enhancements Coordinator	Lisa Billingham
Training Coordinator	Monica Condon
ACT Rep	Mark Huppert
NSW Rep	Isis Bibaoui
QLD Rep	Susan Tegg
SA Rep	Lesley Sharp
VIC Rep	Rosanna Ripoli
WA Rep	Helen Bronleigh
NZ Rep	Barbara Garriock
TAS Rep	TBA

Action: Bruce Eames to talk to UTAs for a rep from 2013

6. AIUG Conference and AGM 2013 - 2015

1. Venues for the following 3 years were decided:
2013 - University of Newcastle
2014 – University of Melbourne
2015 – Griffith University

2. Date for 2013 – **Action:** Bruce Eames to negotiate with III

7. Other business

1. AIUG becoming an entity – Kathy Martin reiterated that finances are held by the institution of the chair. To become a legal entity is too difficult as we span 2 countries, there are costs for auditing and other legal issues. To avoid this issue being raised in successive years, documentation regarding the investigation and resulting decision will be added to the AIUG website.
2. The group thanked Kathy Martin for her time and work as Chair during 2011 and 2012.