

Annual General Meeting

25th AIUG Conference

Friday 21 November 2014

Woodward Conference Centre, University of Melbourne

1. Welcome by Bruce Eames.
2. Present – Attendance list included with minutes.
3. Apologies (and Proxy requests) – None.
4. Minutes of 2013 AGM

<http://www.aiug.org/2013-minutes.pdf>

Accepted: Tim Darlington (Massey University)
Seconded: Rodney Foley (University of Tasmania)

5. Financial Report by the Chair, Bruce Eames

5.1. Budget

Bruce Eames presented the AIUG Financial Report – Included with minutes.

- 5.2. Proposed: Conference registrations in excess of the 2 free places included in the annual subscription to be variably charged according to the estimated cost of catering each year.

Example: in 2014 the cost of catering is \$60 per day, so the cost for additional registrations should be \$120.

Carried.

ACTION: Conference host sites to advise AIUG Committee annually, by 30 June, of estimated catering costs based on potential attendees (including suggested catering arrangements and minimum numbers required).

- 5.3. Proposed: Increase the annual subscription to better fund -

- the Annual Conference
- the Chair's visit to IUG annually
- the Chair's attendance at AIUG
- the Deputy Chair's visit to IUG every second year
- collaborative activities e.g. training etc.
- *see separate paper circulated [AIUG Future Planning V.2, Nov. 2014]*

Group also reviewed *AIUG Budget Overview 2014-15* and the options presented in *AIUG Financial Activities & Plans 2014-2015*. A wide-ranging discussion arose concerning the appropriate scope and cost of AIUG activities. The Chair's attendance at IUG generally was seen as good value in terms of advocacy and networking benefits for the group; support was less clear for attendance by the Deputy Chair. Helen Bronleigh (Murdoch

University) noted the need for the Committee to demonstrate the value of, and strategic partnerships arising from, the group's activities.

- 5.4. Proposed: Consider revising Conference arrangements so that only 1 attendee is included per subscription (*as per separate planning paper circulated*).

Revised proposal: Freeze AIUG subscription costs at 2014 level for 2015, including one attendee only.

Carried.

Accepted: Kathy Martin (Deakin University)

Seconded: Tim Darlington (Massey University)

- 5.5. Proposed: Establish a working group to recommend on the future of AIUG activities (*as per separate planning paper circulated [AIUG Future Planning V.2, Nov. 2014]*).

Carried.

Accepted: Kathy Martin (Deakin University)

Seconded: Tim Darlington (Massey University)

ACTION: Working group formed: Susan Tegg (Griffith University); Isis Bibaoui (University of Sydney); Bruce Eames (University of Melbourne); Helen Bronleigh (Murdoch University).

6. Business arising

- 6.1. (2012 6.1) Working group advised that vendor will not be able financially to support AIUG/IUG attendance by Australasian attendees. Still to be undertaken: review of funds available for this purpose, and (if proceeding) establishment of selection process.

ACTION: Financial support by AIUG for individual presenters to attend user group conferences to be addressed within the new working group's review of activities (2014. 5.5), with report on this item provided to group by end of FY 2015.

- 6.2. (2012 6.4) Completed: sites advised Monica Condon of their training needs by end of March 2014; unfortunately, training was unable to proceed due to insufficient numbers.

ACTION: Training issues to be considered within the new working group's review of activities (2014 5.5).

- 6.3. (2012 6.4) Bruce Eames and Monica Condon (Training Coordinator) to continue discussions with III regarding costs.

Completed. Meeting was held with Rochelle Wordsworth (III) who raised various options, including the possibility of additional webinars, etc., depending on needs of AIUG sites.

ACTION: New working group (2014 5.5) to liaise with Training Coordinator to determine training arrangements for 2015.

- 6.4. (2013 7.5) BE to ask Lesley Sharp (SLSA) to draft document to send to group to add information about the Site coordinators meeting to the Operational guidelines :

6.4.1. *Proposed: add to operational guidelines V. MEMBERSHIP MEETINGS*
(<http://www.deakin.edu.au/library/aiug/operational-guidelines.html>) a new point :

“A Site Coordinators meeting will usually be held the day prior to the Annual Conference, but may be held at any time determined by the group.”

Carried, with one objection (Barbara Garriock, Auckland Libraries) regarding the possible cost implications for remote sites should separately scheduled meetings be required. Chair noted that this amendment is intended to reflect existing practice, and that it is unlikely that a Site Coordinators’ meeting would not be held in conjunction with the Annual Conference.

ACTION: Chair to coordinate updating of relevant documentation.

6.5. (2013 7.6) All AIUG members to provide AIUG history if known for upload to the web site.

Completed. Historical details (where known) have been reflected on AIUG web site.

6.6. (2013 7.7) Jane Miller to send details regarding domain hosting to committee.

Completed.

6.7. (2013 7.7) Jane Miller, Bruce Eames, Kathy Martin and Rose Counsel to report back to group regarding options.

Completed.

6.7.1 Domain and web hosting purchased.

Completed. A new domain (aiug.org) has been purchased, and web hosting set up due to the inability of Deakin to continue in its role past December 2014. Details of associated costs to be advised.

6.7.2 Proposed: add a Web Coordinator role to the Committee, to be tasked with setting up the new AIUG web site.

Carried.

7. Agenda items

7.1. Updates to Operational Guidelines (Bruce Eames)

V. MEMBERSHIP MEETINGS (<http://www.deakin.edu.au/library/aiug/operational-guidelines.html>)

7.1.1. *New point proposed :*

At the AGM or any other AIUG meetings, attendees represent their member institutions who fund the Group. Attendees should share or propose any issues which their home institution would like raised in the Group and should also communicate AIUG matters back to their institution as necessary.

Carried.

ACTION: Chair to coordinate updates of relevant documentation.

7.1.2. *New point proposed:*

Agendas for the AGM will be distributed via the AIUG listserv in advance. Members adding items or proposals to the Agenda should forward supporting information in advance also, to allow time for other members to seek feedback at their home institution as required.

Carried.

ACTION: Chair to coordinate updates of relevant documentation.

7.2. AIUG Governance

(Bruce Eames)

7.2.1. Report on Survey of University Librarians and Directors.

Chair reported on responses to the survey on AIUG governance sent to ULs/Directors in December 2013. In general, the majority of respondents from member sites were very satisfied with the work of the AIUG, its strategic directions, and arrangements for decision making, with some expressing an interest in staff from AIUG sites collaborating more extensively on higher level strategic work, joint API development, etc.. It was noted that such potential collaborations would be greatly dependent on the capacity of individual sites' to resource additional activities in these areas.

7.2.2. Proposed: add a standing item to the AGM agenda for proposals for collaborative and strategic activities.

Carried.

ACTION: Item to be considered in new working group's review of activities (2014 5.5).

7.2.3. Proposed: the AIUG Committee to be expanded to include one executive member i.e. a UL / director from a member institution.

Kurt Vollmerhause communicated QUT position that having an elected UL/Director within the AIUG Committee would be advantageous in terms of higher-level advocacy (including facilitating change with the vendor), cross-institutional collaboration at that level of management, and providing timely advice on budgetary issues as appropriate. Group consensus was that existing Committee membership arrangements remain adequate.

Not carried.

7.3. Tribute to Elvio Pederzolli

The following memorial was communicated by the Chair:

It is with great sadness that I inform AIUG that Elvio Pederzolli, our wonderful III systems librarian and application support officer passed away on Saturday 22 March 2014 on his 61st birthday after a long illness during which he managed to keep working until the last few weeks.

Elvio had been with the State Library of South Australia for exactly 37 years, having commenced on 21 March 1977 and was closely involved with all aspects of the Innopac and Millennium systems. Elvio was one of those people whose career mapped alongside the advent of technology and computer systems and he had a gift in sharing his knowledge with everyone in the most unassuming way.

Lesley Sharp, State Library of South Australia

7.4. Retirements noted:

- Kathy Collier (ANU)
- Sarah Cox (Innovative Interfaces, Inc.)
- Lesley Du Ve (La Trobe University)
- Carolyn Jones (University of Queensland)
- Susanne Moir (State Library of NSW).

7.5. Vote for Office bearers 2015-2016

- Deputy Chair – Election deferred due to insufficient candidates.

ACTION: Chair to coordinate secondary ballot process by February 2015 and report outcome to group.

Elected:

- Secretary AGM – **Rose Counsel** (Federation University) – Seconded J. Miller.
- Training Coordinator – **Susan Tegg** (Griffith University) – Seconded M. Condon.
- Enhancements Coordinator – **Bruce Eames** (University of Melbourne) – Seconded M. Condon.
- Web Coordinator [new position] – **Christian West** (University of Canberra).
- ACT Representative – **Mark Huppert** (Australian National University).
- Victoria Representative – **Kathy Martin** (Deakin University).
- South Australia Representative – **Andrew Piper** (State Library of South Australia).
- Tasmania Representative – **Cherie Holmes** (University of Tasmania).
- New South Wales Representative – **Monica Condon** (University of Newcastle).
- Queensland Representative – **Susan Tegg** (Griffith University).
- Western Australia Representative – **Helen Bronleigh** (Murdoch University).
- New Zealand Representative – **Barbara Garriock** (Auckland Libraries).

Note: Where no seconder noted, election was unanimous.

ACTION: Chair to coordinate updating of relevant documentation.

8. Other business

No other business.

Meeting closed at 10:00am with official handover of Chair duties from Bruce Eames (University of Melbourne) to Deputy Chair/Chair-Elect, Tim Darlington (Massey University) as per AIUG Operational Guidelines. Group thanked Bruce Eames for his service.

Next meetings:

- **Griffith University** will host the 26th Australasian Innovative Users Group Conference and AGM in November 2015. Details will be communicated separately once vendor availability is confirmed.
- The following Annual Conference and AGM will be hosted by **University of Tasmania** in November 2016.