

# Annual General Meeting

## 26<sup>th</sup> AIUG Conference

### Minutes



Meeting held Wednesday 18 November 2015, 9.30am, at QCA Lecture Theatre, Griffith University Southbank Campus.

#### 1. Welcome

by Tim Darlington

#### 2. Present

Attendance list included with minutes

#### 3. Apologies (and Proxy requests)

Nil.

Proxy – Angela Kenna for Susan Tegg (Griffith University)

#### 4. Minutes of 2014 AGM

<http://www.aiug.org/wp-content/uploads/2015/04/201f-agm-minutes.pdf>

Accepted: Helen Bronleigh, Murdoch University

Seconded: Monica Condon, University of Newcastle

#### 5. Financial Report by the Chair, Tim Darlington

##### 5.1. Budget

Tim Darlington presented the AIUG Financial Report – included with minutes.

#### 6. Business arising

**6.1. (2012 6.1)** 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.

\* **(2014. 5.5)** Working group formed – Susan Tegg (Griffith University); Isis Bibaoui (University of Sydney); Bruce Eames (University of Melbourne); Helen Bronleigh (Murdoch University).

**6.2. (2012 6.4)** Training issues to be considered within the new working group's review of activities (2014 5.5).

**6.3. (2012 6.4)** New working group (2014 5.5) to liaise with Training Coordinator to determine training arrangements for 2015.

The Chair reported that the proposed working group did not have enough opportunity to meet during 2015 to address issues raised in **Items 6.1 – 6.3**. Specifically, Susan Tegg was busy with AIUG conference organisation and Isis Bibaoui left University of Sydney. As a result of the latter, the Chair called for a volunteer to fill the vacancy on the working group.

**ACTION: Nomination was accepted:** from Debra Jones (State Library of WA)

**6.4. (2014 6.4.1)** Add to operational guidelines V. MEMBERSHIP MEETINGS

[ <http://www.aiug.org/operational-guidelines/> ] 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.”*

Chair to coordinate updating of relevant documentation.

**Completed.**

**6.5 (2014 7.1.1)** Update to Operational guidelines V. MEMBERSHIP MEETINGS

[ <http://www.aiug.org/operational-guidelines/> ] a new point :

*“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.”*

Chair to coordinate updating of relevant documentation.

**Completed.**

**6.6 (2014 7.1.2)** Update to Operational guidelines V. MEMBERSHIP MEETINGS

[ <http://www.aiug.org/operational-guidelines/> ] a new point :

*“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.”*

Chair to coordinate updates of relevant documentation.

**Completed.**

**6.7 (2014 7.2.2)** Adding a standing item to the AGM agenda for proposals for collaborative and strategic activities to be considered in new working group’s review of activities (2014 5.5).

**Completed.**

**6.8 (2014 7.5)** Election of Deputy Chair for 2015-2016

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

**Completed.** The Chair announced that Rodney Foley (University of Tasmania) was elected.

**6.9 (2014 7.5)** Election of Office bearers for 2015-2016

Chair to coordinate updating of relevant documentation.

**Completed.** The Chair announced that Susan Tegg (Griffith University) had communicated her intention to step aside from her role as Training Coordinator.

Therefore, the Chair called for a volunteer to fill the vacancy on the AIUG Committee.

**ACTION: Nomination was accepted:** from Brett Wortham (University of Sydney)

## 7. Agenda items

### 7.1. (2014 7.2.2) Standing item - Proposals for collaborative and strategic activities

7.1.1. Nothing to report.

### 7.2. Retirements noted

- Amani Gadallah, University of Technology, Sydney - Site Coordinator
- Isis Bibaoui, University of Sydney

## 8. Other business

### 8.1. Proposed: Funding approval for Deputy Chair's visit to IUG

Tim Darlington suggested that, in lieu of the planned review of activities and funding by the new working group (Items 6.1 – 6.3) and with AIUG finances currently in better shape than previous years, there should be reconsideration given to funding approval to enable the Deputy Chair (Rodney Foley, University of Tasmania) to also attend IUG 2016.

Seconded: Brett Wortham, University of Sydney.

Kurt Vollmerhause queried the travel costs associated with the Chair's trip to IUG 2015. This was confirmed by Bruce Eames at approx. \$4,000.

**Carried.**

### 8.2. Training

Debra Jones requested an update on planning for Load Profile Training (LPT).

Brett Wortham reported that he needs to organise a handover of the Training Coordinator responsibilities with Susan Tegg. In the meantime, Brett was able to advise that the planned dates, still to be confirmed, in 2016 are: Feb 7–9. The LPT sessions is to be followed by Site Coordinator training the following week, Feb 12–15.

Monica Condon questioned what is the number of likely participants for the LPT?

Brett expects there to be 12 people and that he will be able to finalise the costing per site once numbers are confirmed by end of this month. Further, the pricing for the Site Coords. training is expected to be similar to LPT given the same course length, i.e. 3 days.

**Meeting closed at 9:55am.**

**Next meeting:** The University of Tasmania will host the 27th Australasian Innovative Users Group Conference and AGM in November 2016