The meeting was opened at 2pm by President Barbara Green.

1. **Members Present:**

<table>
<thead>
<tr>
<th>Name</th>
<th>College/College</th>
<th>University</th>
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<tr>
<td>Michael Bongers</td>
<td>St John’s College</td>
<td>University of Sydney</td>
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<td>Rosemary Brooks</td>
<td>St Ann’s College</td>
<td>University of Adelaide</td>
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<td>Iyla Davies</td>
<td>The Women’s College</td>
<td>University of Queensland</td>
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<td>Barbara Green</td>
<td>St Hilda’s College</td>
<td>University of Melbourne</td>
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<td>Liz Hepburn IBVM</td>
<td>St Mary’s College</td>
<td>University of Melbourne</td>
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<tr>
<td>Marie Leech</td>
<td>Sancta Sophia College</td>
<td>University of Sydney</td>
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<tr>
<td>Carla Tromans</td>
<td>International House</td>
<td>University of Queensland</td>
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<tr>
<td>Lewis Rushbrook</td>
<td>Dunmore Lang College</td>
<td>Macquarie University</td>
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<tr>
<td>Ian Walker</td>
<td>Toad Hall</td>
<td>Australian National University</td>
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<tr>
<td>Margie Welsford</td>
<td>Whitley College</td>
<td>University of Melbourne</td>
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<tr>
<td>Jane Williamson</td>
<td>The Women’s College</td>
<td>University of Sydney</td>
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2. **Apologies:**

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<tr>
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<tr>
<td>Rose Alwyn</td>
<td>St Mark’s College</td>
<td>University of Adelaide</td>
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<tr>
<td>Chris Bellenger</td>
<td>Robert Menzies College</td>
<td>Macquarie University</td>
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<td>Jessica Carroll</td>
<td>International House</td>
<td>University of Sydney</td>
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<td>Philip Dutton</td>
<td>Burgmann College</td>
<td>Australian National University</td>
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<td>Helen Fletcher</td>
<td>Flinders Housing</td>
<td>Flinders University</td>
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<td>Greg Eddy</td>
<td>King’s College</td>
<td>University of Queensland</td>
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<td>Sue Fairley</td>
<td>Grace College</td>
<td>University of Queensland</td>
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<td>Stewart Gill</td>
<td>Emmanuel College</td>
<td>University Of Queensland</td>
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<td>David Griffin</td>
<td>Charles Sturt Residential</td>
<td>Charles Sturt University</td>
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<td>Ivan Head</td>
<td>St Paul’s College</td>
<td>University of Sydney</td>
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<tr>
<td>Shana Kerlander</td>
<td>Mandelbaum House</td>
<td>University of Sydney</td>
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<td>Colin Marshall</td>
<td>Campus Housing</td>
<td>University of Ballarat</td>
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<td>Jane Munro</td>
<td>International House</td>
<td>University of Melbourne</td>
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<td>Bec Pannell</td>
<td>Lincoln College</td>
<td>University of Adelaide</td>
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<td>Damian Powell</td>
<td>Janet Clarke Hall</td>
<td>University of Melbourne</td>
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<tr>
<td>Edwina Ridgway</td>
<td>Duvall College, Drummond &amp; Smith Hall &amp; Wright</td>
<td>University of New England</td>
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3. **New Members**
Deborah Pugh explained that as she had only recently been appointed to the position of Executive Officer she had not had an opportunity to locate or collate a list of new members.

4. **Minutes of 2009 AGM (Dunmore Lang College, Thursday 30 September 2010)**

*Question from Lewis Rushbrook*: in relation to Resolution for Executive Director, Lewis asked how the Executive had progressed in appointing an Executive Director.

Barbara Green responded that the Executive had decided not to progress too hastily in this matter as they did not want to run down the funds of the Association.

- The minutes were accepted as a true and accurate account of the meeting.

*Moved: Ian Walker*
*Accepted: Iyla Davies*

5. **Correspondence**

- The Hon Secretary, Jane Williamson reported that there has been no correspondence.

6. **Executive Reports**

6.1 President’s Report – Barbara Green presented her report.

- Please refer Appendix One for the President’s Report.

*Vote of Appreciation*: Barbara Green noted her appreciation for Eugene Spanti’s willingness to take on the role of Treasurer at the end of last year and also for Marie Leech who stepped into the position at the beginning of this year. She also expressed her sincere appreciation for Chris Massey who continued to perform the Treasurer’s duties when Eugene Spanti was no longer able to do so and before Marie Leech assumed the role of Treasurer.

*Vote of Appreciation*: Barbara Green paid tribute to Bec Parsons for her contribution to the position of Executive Officer from 2008 to May 2011. Bec had ensured that the database and financial records were in order and she had been a delight to work with. Barbara went on to note that the Executive had been fortunate to attract Deborah Pugh to the position as she has had extensive experience in working with the Melbourne Heads of Colleges.
• **Executive Committee Interstate Visits:** The Executive Committee had met monthly via teleconference and had met face-to-face prior to this meeting. The Executive had also met at James Cook University, Townsville as they visited their interstate colleagues in August. The Executive would continue the practice of interstate visits with plans well underway to visit their Canberra colleagues in November.

• **Membership Subscription:** Barbara Green noted that there had been a significant increase in the membership fee in 2011 but that this increase was approved at the AGM. She stated that there would be no increase to membership fees in 2012.

• **Alcohol and Harm Minimisation Progress Report:** Barbara Green stated that there was some telling data in this document with the Report yet to be finalised. The Executive Committee would wait for further developments.

• **College Measurables:** Barbara Green reported that Fiona Crowe was still developing her report on College retention and results.

• **NRAS Funding:** Some states and colleges had recently been advised of successful funding applications whilst others were still waiting to hear of their results.

• **Contact with Community Organisations:** Correspondence had been received from the Isolated Children’s Parents’ Association of Australia concerning affordable housing for students from rural and remote backgrounds. Barbara Green responded that colleges shared the ICPA’s concerns and that financial support was provided to these students. A report was also developed in conjunction with St John’s Ambulance concerning first aid procedures for patients recovering from an excess consumption of alcohol.

• **Website and Communication Issues:** A number of members had reported difficulties in accessing reports from the Association’s website. Other areas of the site also proved cumbersome such as a listing Heads by first name rather than surname in the member’s directory. Some members also expressed a desire for interactive website communication and a chat page on the website. These issues would be put to the developer and the Executive Officer would ensure that they were rectified. Whilst there had been a proposal for a corporate magazine, the Executive Committee believed their resources would be better spent by producing a high quality folder for lobbying politicians whereby Association documents could be readily updated.

• **Relationships with other Associations:** Barbara Green stated that members of the Executive had met with representatives from NAAUC. In addition, it was agreed that the Executive and the AACUHO Executive would meet and would work closely together particularly with reference to issues of national significance.

Lewis Rushbrook moved a vote of thanks for the work of Barbara Green and her Executive and moved that the President’s report be accepted.
Seconded: Rosemary Brooks.
• **College Measurables:** Concern was raised about the length of time that this report had taken. Given that Fiona Crowe had been speaking to the Executive of the Group of 8, it was seen as important to achieve some outcomes. Barbara undertook to discuss this matter with Fiona.

• **Presentation to the Student Housing Summit by Tony Inglis:** Lewis Rushbrook undertook to approach Tony Inglis from La Trobe University and request to put his presentation on the Association’s website.

6.2 Treasurer’s Report – Marie Leech presented her report.

• There had been a number of changes in the Treasurer’s portfolio since the last report with Chris Massey stepping down from the position after a number of years of service, Eugene Spanti agreeing to take on the role and then Marie’s appointment earlier on in the year. This period of transition, together with Rebecca Parsons resignation as Executive Officer, has caused some delay with the Association’s audit. Given this situation, the auditor suggested that the Treasurer should present the unaudited financial statements and adjourn discussion on the audited report to a later date.

• The unaudited Financial Statements for the Year Ended 31 December, 2010 were presented. The Statements are as listed at Appendix Two.

• It was noted that the Association could earn better rates of interest and that the Treasurer would arrange for more of their funds to be placed in a term deposit account.

• It was noted that income from membership subscriptions had decreased and that the Executive intended to encourage payment by members who had not yet paid their subscription by highlighting the services offered by the Association. Additionally, and further to the Association’s Rules, it was proposed that Associate Membership be extended to those in senior leadership roles in Colleges and Halls at no additional cost to a current full member of the Association.

• In order to maximise the value of their subscription, an existing financial member could nominate a senior officer of their organisation’s leadership team to become an Associate Member of the Association. Such membership would normally be offered to a Vice-Principal or Deputy Head. It was agreed that such nominations should be made at the discretion of each financial member.

• Marie Leech noted a typographical error a page five of the Financial Statements under Conference Surplus. The conference should read Sydney Conference and not the Perth Conference.

It was moved by Lewis Rushbrook that endorsement of the audited financial statements be postponed to a later date.
Seconded: Iyla Davies.

Iyla Davies moved a vote of thanks for the organisers of the Sydney Conference.
Seconded: Barbara Green.
• **Insurance and Directors Liability:** Rosemary Brooks asked the Treasurer about Directors Liability. Marie Leech responded that this was provided under the Association’s insurance policy. Deborah Pugh undertook to send Marie Leech the Association’s insurance package for 2011.

• **Members’ Funds:** Lewis Rushbrook asked the Treasurer what the Executive proposed to do with the Members’ funds. Marie Leech responded that funds would be used to commission ARC research.

It was moved by Jane Williamson that the Association provide a number of scholarships of $500 each to a limit of $10,000
Seconded: Iyla Davies.
The vote was passed unanimously.

It was moved by Lew Rushbrook that the President’s and the Treasurer’s Report be accepted.
Seconded: Ian Walker.

8. **Elections**

As all members of the current Executive Committee were only in the first year of a two year term, there was no need to call for nominations. Barbara Green explained that it was purely a matter of circumstance that all members were in the first year of their position. She added that only the President could not be re-elected for a second term and that it was hoped that other Executive Committee members would remain there for longer than two years to ensure continuity on the Committee.

9. **General Business**

9.1 **Nomination of Honorary Life Membership**

Barbara Green confirmed that two nominations for Honorary Life Membership had been received by the Executive being Mrs Edwina Ridgway OAM and Professor Hugh Collins. These nominations can be found as listed at Appendix 3.

Barbara Green stated that she had great pleasure in proposing both nominations to the AGM as both Mrs Ridgway and Professor Collins were past Presidents of the Association and had done an enormous amount of work for the Association.
The nominations were seconded by Rosemary Brooks.

The motion was accepted.

Rosemary Brooks requested for it to be noted that she had nominated Edwina Ridgway for life membership two years ago

9.2 **Conference for 2012**

Ian Walker confirmed that the Association’s Conference for 2012 would be held in Canberra. Barbara Green thanked Ian for taking on this role. Iyla Davies stated that the Executive Committee would visit Canberra on 9th and 10th of November and could discuss arrangements in more detail then.
9.3 **Annual or Bi-annual Conferences**

Barbara Green noted that there were two schools of thought on whether the Association’s Conference should be held annually or bi-annually.

Rosemary Brooks moved that the Association should hold a full conference with guest speakers and a formal dinner every two years and in alternate years, a smaller meeting for the AGM should be held with no guest speakers or formal dinners. Both conferences should be open to all members.

It was suggested that remote Colleges should be sponsored to attend a Conference and that this sponsorship should be advertised when advertising the Conference. A sponsorship amount of up to $600 was discussed. Barbara Green undertook to search through her Executive files to find what amounts had been allocated in previous years.

Ian Walker argued that colleagues liked to get together on an annual basis but that the issue of differentiating between conferences had proved difficult.

Michael Bongers stated that alternating such Conferences should not be mandatory and that there could be a full conference every year if there was enough support for one.

Lewis Rushbrook expressed sympathy for Michael Bongers’ views and suggested that one way forward would be to note the success of this meeting but not to exclude the possibility of a workshop.

Carla Troman believed that having a full conference every two years gave members scope to attend other conferences as well whilst taking pressure off Association members.

Margie Welsford said that there were only a limited number of chapters with the capacity to stage a full conference. Iyla Davies agreed with this observation but suggested that a conference organiser could be employed to liaise with sponsors.

Barbara Green moved that the Association should undertake to hold either a full Conference or Mini-conference each year.

The motion was seconded by Iyla Davies.

Rosemary Brooks offered to host an interim Mini-conference in Adelaide in 2013.

10.1 **Appreciation**

Rosemary Brooks moved a vote of appreciation for Barbara Green in hosting this Mini-conference.

Seconded: Lewis Rushbrook.

The AGM finished at 3.45pm.

Jane Williamson
Hon Secretary