MINUTES

The meeting was opened at 11:00am by President Iyla Davies.

1. Members Present:
   Rose Alwyn                         St Mark’s College       Universities of Adelaide
   Iyla Davies                        The Women’s College     University of Queensland
   Greg Eddy                          King’s College          University of Queensland
   Philip Dutton                      Burgmann College        Australian National University
   Barbara Green                      St Hilda’s College      University of Melbourne
   Gail Harrower                      JCU Halls of Residence James Cook University
   Nanette Kay                        Duchesne College        University of Queensland
   Shana Kerlander                   Mandelbaum House        University of Sydney
   Marie Leech                        Sancta Sophia College   University of Sydney
   Anita Monro                        Grace College            University of Queensland
   Edwina Ridgway                     Duvall College, Drummond University of New England
                                          & Smith College
   David Runia                        Queen’s College          University of Melbourne
   Marion Stanton                    Bruce Hall                Australian National University
   Lisa Sutherland                   Wesley College           Sydney University
   Ross Switzer                      Cromwell College        University of Queensland
   Carla Tromans                      International House     University of Queensland
   Ian Walker                         Toad Hall and Ursula Hall Australian National University
   Margie Welsford                    Whitley College         University of Melbourne

2. Associate Members Present:
   Campbell Bairstow               Trinity College          University of Melbourne
   Debbie Lucas                    JCU Halls of Residence James Cook University

2. Apologies:
   Rosemary Brooks                 St Ann’s College       Universities of Adelaide
   Trevor Cairney                  New College              University of New South Wales
It was moved by Carla Tromans and seconded by Barbara Green that the above apologies be accepted. Accepted

3. **New Members:**

- Paula Anderson      St Mark’s College      James Cook University
- Amanda Bell         The Women’s College     University of Sydney
- Sean Burke          Newman College         University of Melbourne
- Thomas Mitchell     St Thomas More College  University of Western Australia
- Anita Monro         Grace College           University of Queensland
- Alasdair Murrie-West Dunmore Land College  University of New South Wales
- James Rigney        St John’s College       University of Queensland
- Maria Vega Flores   Creston College        University of New South Wales

**New Associate Members:**

- Tamara Sutton       UNSW Residential       University of Melbourne
- Debbie Lucas        JCU Halls of Residence  James Cook University

It was moved by Ian Walker and seconded by Ross Switzer that the above applicants be accepted as Members and Associate Members respectively. Accepted.

4. **Retiring Members:**

- Michael Bongers     St John’s College       University of Sydney
- Sue Fairley          Grace College           University of Queensland
- Jill Hewitt          Union College           University of Queensland
- Pauline Ibbs         St Thomas More College  University of Western Australia
- John Morgan          St John’s College       University of Queensland
- Lewis Rushbrook      Dunmore Lang College    University of New South Wales
- William Uren SJ      Newman College         The University of Melbourne
- Jane Williamson      The Women’s College     University of Sydney

It was moved by Ian Walker and seconded by Ross Switzer that the above retiring members be acknowledged and thanked for their support of the Association. Accepted.
5. **Minutes of 2012 AGM** (Hyatt Hotel, Canberra, Thursday 27 September 2012)

   It was moved by Carla Tromans and seconded by Marie Leech that the Minutes be accepted as a true and accurate account of the meeting.
   Accepted: Edwina Ridgway

6. **Correspondence**

   The Executive Officer, Deborah Pugh, reported that there had been no correspondence.

7. **Business Arising**

   7.1 Further to the Minutes of the 2012 AGM, in order to address each of the matters referred to in the Association’s Incorporation Act 2009 and as required by NSW Fair Trading Rules, which stipulates that the Association lodges a summary of its financial affairs with them no later than seven months after the end of its financial year, update the Constitution to:

   i) define the Association’s financial year as commencing on 1 July and ending on 30 June so that the Association’s summary of financial affairs may be presented to the Association’s AGM and then lodged with NSW Government Fair Trading no later than 7 months after the end of the previous financial year;
   
   ii) stipulate the procedure for making payments on the Association’s behalf;

   This document was presented to those present at the AGM in the form of track changes to Rules 3i) and 9b) in the current Constitution, for their approval.

   It was moved by Ian Walker and seconded by Barbara Green that the motion be accepted. The motion was carried unanimously.

8. **Executive Reports**

   8.1 President’s Report – Iyla Davies presented her report.

   • Please refer Appendix One for the President’s Report.
Further to this report, it was moved that Peter McDonald’s submission on determining whether GST applies to meals should be placed on the Association’s website. Additionally, it was recommended by David Runia that the Association’s pertinent historical records be scanned and placed under archives at the Association’s website. The Executive Officer, Deborah Pugh, undertook to follow-up on this matter with Ian Walker and Lewis Rushbrook.

Ian Walker moved a vote of thanks for the work of Iyla Davies and extended his deepest sympathy on the passing of Iyla’s mother earlier in the month.

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

- Please refer Appendix Two for the Treasurer’s Report.

It was moved by Carla Tromans and seconded Edwina Ridgway that the President’s and the Treasurer’s Report be accepted.

8. Election for position of Treasurer

As Marie Leech had now held the position of Treasurer for a period of two years, the position was declared vacant. Accordingly, nominations were invited for the position of Treasurer. As Marie Leech was the only member to nominate for this position, there was no need for a ballot and Marie Leech was duly elected as Treasurer for a second term.

9. General Business

9.1 Conference 2014

Iyla Davies moved that the Association continue to hold a full conference every second year to be followed by a smaller, mini-conference in the following year. Further, it was moved that a full conference be held in Adelaide in the universities’ common week commencing Monday 29th September 2014. It was noted that, unfortunately, the Australian National University and the University of New England no longer observed this common week as it was now part of their academic term.

10. Other Business

10.1 Membership Numbers and Association Marketing

Greg Eddy noted that the number of financial members had decreased over a number of years and recommended that the Executive consider this issue over the next 12 months. It was further recommended that the Executive Committee should clearly communicate in its marketing
material that the Association is not about Colleges but about Heads of Colleges. It was agreed that the UCA’s logo should include a by-line to reflect the Association’s commitment to the support and professional development of its members. Iyla Davies undertook to focus on this issue over the coming 12 months and to report back to the members at the 2014 AGM.

There being no further business the AGM finished at 12.00pm.

Rose Alwyn
Hon. Secretary