

ACODE 2012 ANNUAL GENERAL MEETING Minutes

9.00 - 10.00am, Friday 9th November 2012

Learning Link Building - Room 1.004

Murdoch University, Perth

PART A: PRELIMINARY BUSINESS

1.0 Attendance and apologies

Attendees:

Helen Carter (Chair)	President, Macquarie University
Karen Halley (Secretariat)	Executive Officer
Mark Northover	Auckland University of Technology
Michael Davey	Charles Darwin University
Amanda McCubbin	Charles Darwin University
Philip Uys	Charles Sturt University
Sue Stoney	Edith Cowan University
David Green	Flinders University
Ric Canale	La Trobe University
Maree Gosper	Macquarie University
Rob Phillips	Murdoch University
Erich von Dietze	Murdoch University
Kim Hauville	Queensland University of Technology
Garry Allan	RMIT
Cathy Gunn	University of Auckland
Alan Arnold	University of Canberra
Daniel Carroll	University of New South Wales
Trish Andrews	University of Queensland
Michael Sankey	University of Southern Queensland
Colin Lowe	University of Sydney
Gary Williams	University of Tasmania
Carol Russell	University of Western Sydney
Christine Brown	University of Wollongong
Nigel Robertson	University of Waikato
Stephen Masrhall	Victoria University of Wellington

Apologies:

Kevin Ashford-Rowe	Australian Catholic University
Gerlese Akerlind	University of Canberra
Sarah Lambert	University of Wollongong

2.0 Minutes of previous meeting November 15, 2011 Bathurst

- <http://hub.acode.edu.au/course/view.php?id=3>

3.0 *Identification of unstarred items for discussion

- Items 6 & 9 starred

4.0 *Adoption of items not starred for discussion

- MOTION: That all items on the Agenda not starred for discussion be noted, and where recommendations have been made, that these be adopted as resolutions of ACODE.

5.0 Matters arising from previous Business Meeting

PART B: ITEMS FOR DISCUSSION

6.0 ACODE organisational matters

- It was indicated that due to a likely increase in costs, particularly running the Secretariat, there would be an increase in membership fees for 2014.
- It was noted that the fees had not been increased for several years.

7.0 Finances

7.1 2011 Auditor's Report :attachment a

7.2 2012 Profit & Loss Statement: January-October 2012 :attachment a

8.0 Executive Officers Report – tabled :attachment b

9.0 Annual Report 2011 – distributed at meeting

The production of the report was delayed due to some administrative problems and a change in Auditor but for the first time we have included a list of the Institutional representatives and alternates, as well as a financial report.

10.0 Election Results

The President was pleased have so many candidates putting their names forward for positions on the Executive from such a small organisation. In the future we are considering adding a short bio to the call for voting even though we are a fairly familiar group. We also had an increase in those participating in the voting.

There were two nominations for Treasurer, and the President was pleased to announce that Ric Canale was the successful applicant. Ric was welcomed back to the Executive, having served at a previous time as an Executive member. The President expressed her thanks for Sarah Lambert for her tremendous contribution to the Executive over her terms.

The other two successful candidates to be appointed to the Executive were Rob Phillips and Alan Arnold.

The President then warmly thanked Nigel Robertson and Michael Sankey for their nominations and is hopeful of finding another way for them to contribute to the successful running of ACODE.

The new Executive Team comprises:

President 2012-13

Helen Carter

Macquarie University □

Vice-President □ 2012-13

Stephen Marshall

Victoria University of Wellington

Treasurer 2013-14

Ric Canale

La Trobe University

Executive Member 2012-13

Kevin Ashford-Rowe

Griffith University

Executive Member 2013-14

Alan Arnold

University of Canberra

Executive Member 2013-14

Rob Phillips

Murdoch University

Executive Officer

Karen Halley

Meeting Closed at 9.45am

Helen Carter

President

ACODE

EXPLANATION

Note that the Agenda for this Annual General Meeting follows that proposed by the Executive in June 2003. Unstarred items on the Agenda will not be discussed, but any recommendations they contain will be covered by a single motion covering all unstarred items.

Any unstarred item may be identified for discussion by request to the President at any time up to item 4 on this agenda.

Please Note: Each member institution has *one* vote only. Members with affiliate status do not have voting rights, however are able to participate in discussion at the discretion of the President.



APPENDIX A: AUDITOR'S REPORT

Australasian Council on Open Education and E-Learning Income and Expenditure Statement For the Year ended 31 December 2011

	2011 \$	2010 \$
Revenue		
Learning Technologies Leadership Institute	89,950.00	-
ACODE Membership Fees	109,745.45	171,977.00
Interest		
Bendigo Bank - Cheque Account	3,152.26	4,352.14
Bendigo Bank - Institution Account	1,924.03	-
Reimbursements Received	1,936.55	2,012.60
	206,708.29	178,341.74
Expenditure		
Accountancy Fees	1,360.00	1,320.00
Advertising	2,286.13	-
Auditor's Remuneration		
- Audit & review of financial reports	4,705.00	2,101.80
Bank Charges	217.10	116.23
Conference Fees	44,315.14	-
Consultants LTLI	27,907.48	-
Depreciation	166.00	391.00
Insurance	2,177.27	2,155.45
Legal Costs	-	2,594.55
Presentations & Gifts	4,098.93	100.00
Printing, Postage & Stationery	2,196.39	975.00
Research Costs	15,773.62	-
Service Fees - Executive Officer	82,000.00	78,500.00
Teleconferencing	2,512.77	1,405.60
Travelling Expenses	26,854.32	27,679.95
Web Site Maintenance	277.70	327.13
Workshop Expenses	674.53	3,716.62
	217,522.38	121,383.33
Loss before Income Tax	(10,814.09)	56,958.41
		2010
2011		
\$		\$

	2011	
	\$	
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**Australasian Council on Open Distance E-Learning
Balance Sheet As at 31 December 2011**

2010

Equity		
Retained Profits	208,872.35	219,686.44
Total Equity	208,872.35	219,686.44
Represented by:		
Current Assets		
Bendigo Bank - Cheque Account	131,292.64	145,360.39
Bendigo Bank - Institute Account	75,773.68	77,722.66
Provision for GST	411.03	-
	207,477.35	223,083.05
Non-Current Assets		
Plant & Equipment	1,561.00	1,563.64
Less Accumulated Depreciation	166.00	1,563.64
	1,395.00	-
	1,395.00	-
Total Assets	208,872.35	223,083.05
Current Liabilities		
Provision for GST	-	3,396.61
	-	3,396.61
Total Liabilities	-	3,396.61
Net Assets	208,872.35	219,686.44

Australasian Council on Open Education and E-Learning
Notes to the Financial Statements For the Year ended 31
December 2011

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (NSW). The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial statements.

(a) **Cash and Cash Equivalents** Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(b) **Property, Plant and Equipment** Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

Leasehold Improvements 20 % Leased Plant and
Equipment 40 % Office Equipment 40 %

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) **Revenue and Other Income** Revenue from the provision of membership subscriptions is recognised on a straight line basis over the financial year.

All revenue is stated net of the amount of goods and services tax (GST).

(d) **Trade Payables** Trade payables are recognised at their transaction price. Trade payables are obligations on the basis of normal credit terms and do not bear interest

Australasian Council on Open Education and E-Learning
Notes to the Financial Statements For the Year ended 31
December 2011

(e) **Goods and Services Tax (GST)** Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

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ACODE

Unit A
Faculty and Learning Centre
174-4271 Oakville
Ontario L6L 5G1

Profit & Loss Statement

January 2012 To October 2012

ABN: 64 939 648 740

Email: secretariat@acode.edu.au

Income	
Memberships Income	\$38,079.18
Bank Interest	\$2,745.63
Other Income	\$2,461.00
Total Income	\$41,306.81
Gross Profit	\$41,306.81
Expenses	
General Expenses	
Accounting/Bookkeeping Fees	\$2,828.38
Secretary Expenses	\$61,500.00
Advertising & Marketing	\$228.00
Bank Fees	\$128.00
Domain Name	\$90.00
Web Hosting Expenses	\$1,400.00
Printing	\$1,054.40
Conference Fees	\$745.96
Total General Expenses	\$67,974.72
Payroll Expenses	
Travel & Accom. Expenses	\$12,450.50
Meeting expenses	\$11,237.84
Advocacy President	\$1,587.35
Food	\$1,188.81
Total Payroll Expenses	\$26,472.30
Insurance Expenses	
Business Insurance	\$809.09
Pro Indemnity Insurance	\$1,200.00
Total Insurance Expenses	\$2,009.09
Total Expenses	\$96,457.11
Operating Profit	-\$55,146.30
Other Income	
Other Expenses	
Net Profit/(Loss)	-\$55,146.30

This report includes Year-End Adjustments.

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APPENDIX B: EXECUTIVE OFFICER'S REPORT

ACODE 60 Executive Officer Report - 2nd November 2012

Since the last report at the end of June the Secretariat office has been continuing to implement new accounting procedures, the result of which you will see the ACODE profit and loss statement (attachment B).

In viewing this statement the accounts show a \$55,146.30 loss, this is simply a timing issue as these accounts were begun on January 1 this year with most of the income for the 2012 memberships being accounted for in the 2011 reports, see attachment A.

ACODE are also expecting payment from the NNI of approx \$9000 for the costs associated with the NNI 2 meeting in Sydney and a further \$5000 for Secretariat support for the project.

To date all 48 institutions invoiced paid their membership fees for 2012.

ACODE Executive have met twice via Elluminate since ACODE 59 and had a full planning day yesterday, with discussions on workshop planning, NNI reports and the development of the new ACODE Website, updating the Action Plan and the Strategic Plan.

Thanks to Ric Canale for his continued support to the Executive for the Elluminate sessions.

The Secretariat has also organised and participated in the National Networking Initiative's second face to face meeting in Sydney in October. More to be reported from the President.

The Members' representative listings on the website are updated as the Secretariat receives notification and I urge you all to keep us informed of any changes.

Karen Halley
Executive Officer
November 2012