



**ACODE Executive meeting Minutes**  
**14<sup>th</sup> August 2014 1.30pm**  
**Via BB Collaborate**

Attendees: Helen Carter – President, Macquarie University  
Stephen Marshall - Vice President, Victoria University Wellington NZ  
Cathy Gunn - University of Auckland  
Ric Canale – Treasurer, La Trobe University  
Alan Arnold – University of Canberra

Apologies: Karen Halley, Michael Sankey

**Agenda: Discussion re Joint meeting Schedule as per attachment A**

The President outlined the proposal and some concerns and benefits were discussed:

- Justifying travel for a one-day meeting might be an issue. Model 1, with an online meeting, might therefore be more appropriate.
- We would need to make the online meetings as successful as a F2F meeting.
- There is a benefit with F2F meeting with all being in the same space at the same time.
- There is also an opportunity for Universities to showcase their technology and PD for the local staff.
- All agreed that the Benchmarking Summit be held in the middle of the year and would therefore be more time appropriate for change to happen in an Institution for the following year.

Context to Why the change:

The notion of a joint meeting schedule came about from the previous joint workshops held with CADAD at ACODE 55 @ Macquarie University and ACODE 63 @ The University of Queensland.

There are economic benefits to both organisations for the sharing of meeting/workshops, we have a common membership and a combination of sharing costs would suit both organisations.

Suggestions that a combined Networking meeting for Hot Topic discussions for example is beneficial to both organisations. Benchmarking Summit has been requested by inaugural attendees that this become a biennial event.

Constitutional changes:

A concern was raised that the constitution would have to be changed. The President has stated that during this Pilot stage no changes will be made but an MOU would have to be developed with CADAD.

There will be an expansion of the network meeting and all that involves.

CADAD currently has secretariat support 2 days per week and ACODE could pick that up and then ACODE would have extra funding for Research Projects.

A suggestion was made that we run this past the membership in the form of a survey.

***ACTION: Karen to set up a Survey monkey with questions suggested below:***

Suggested Questions:

1. Do we want to run a joint ACODE/CADAD meeting each year with all the benefits that will entail? Yes/No
2. Do we want to run a biennial benchmarking summit? Yes/No
3. How do we feel experimenting with a fully online ACODE event? Yes/No
4. Where should a benchmarking event happen? beginning of the year, mid year, end of year

***ACTION: Next Step***

***Helen to rework the proposed schedule and general schedule.***

***Meeting Closed 2.41pm***

***Helen Carter***

### Model 1

Year 1 - 2015				
Event 1 – March/April	ACODE-only – June/July	Additional – August/Sept.	Event 2 – October/November	
2-day	2-day	5-day intensive	Day 1	Day 2
COMBINED: Workshop, Dinner and Networking Meeting	Workshop, Dinner and Networking Meeting	ACODE LT Leadership Institute	COMBINED: Workshop, Dinner	SEPARATE: ACODE / CADAD AGMS

Year 2 - 2016				
Event 1 – June/July	ACODE-only – June/July		Event 2 – October/November	
2-day	3-day intensive		Day 1	Day 2
COMBINED: Workshop, Dinner and Networking Meeting	ACODE Benchmarking Summit		COMBINED: Workshop, Dinner	SEPARATE: ACODE / CADAD AGMS

### Model 2

Year 1				
Event 1 – March/April	ACODE-only – June/July	Additional – August/Sept.	Event 2 – October/November	
2-day	1-day	5-day intensive	Day 1	Day 2
COMBINED: Workshop, Dinner and Networking Meeting	Online Networking Meeting	ACODE LT Leadership Institute	COMBINED: Workshop, Dinner	SEPARATE: ACODE / CADAD AGMS

Year 2				
Event 1 – March/April	ACODE-only – June/July		Event 2 – October/November	
2-day	3-day intensive		Day 1	Day 2
COMBINED: Workshop, Dinner and Networking Meeting	ACODE Benchmarking Summit		COMBINED: Workshop, Dinner	SEPARATE: ACODE / CADAD AGMS