MINUTES OF THE ADMINNET COMMITTEE MEETING

Date: 2nd May 2006  
Time: 1pm – 2pm  
Venue: OSDS Training Room, Matthews Bldg.

1. Attendance and Apologies

Attendees: Tatjana Kroll (Chair), Lynette McIntyre, Julie Peeva, Ethelda Birtles, Julie Tippett, Maree Magafas, Phyllis Heggie, Jennifer Till, Helen O’Shea (minute-taker) Dianne Montgomerie, Joanna Kelly

Apologies: Salome Apostolopoulos, Iona Reid, Lyn Chin

2. Minutes from previous meeting and matters arising from minutes

Tatjana commented HR who attended our last meeting see AdminNet as a “communicator”.

AdminNet need to decide “What our future role is” – refer and update our Terms of Reference. (AdminNet Survey did give feedback as to what members want and this will be taken into consideration).

A meeting for this specific purpose will be arranged at our next committee meeting.

3. Correspondence In and Out

No correspondence.

4. 2006 Budget

Iona has prepared Budget figures – to be presented at next meeting.

Current situation with funds is that the money is frozen.

A request for release of funds to pay RoundTable for catering at Professionals day to be followed up by Maree.

Discussion on fundraising for AdminNet such as raffles was considered.

Suggestion to consider a separate request for funds for specific events rather than from current budget.
5. AUQO Report

Tatjana pointed out in the report reference to AdminNet under 3.2.2 Networks for Sharing Good Practice and in particular “Audit Panel suggests the University consider the provision of some additional resourcing support to each network”.

6. AdminNet Survey

Competition

Joanna Kelly from UNSW Lifestyle Clinic attended the meeting to draw the winner of the AdminNet Survey competition. Photo taken of draw and will be posted on AdminNet web-site.

The winner is: Carol Sullivan.

Jen offered an official Thank You on behalf of the AdminNet Committee to the UNSW Lifestyle Clinic for their contribution/support to AdminNet.

7. Events

7.1 Office Professional Day Fri 5 May 2006 12.30pm-1.30pm.

Catering
Tatjana received a list from RoundTable outlining set-up and catering for the day including cost. Regarding cost of cake if it’s over $70 dollars RoundTable will cover the additional cost. It was estimated on 80-100 people attending. To date only 17 people have RSVP’ed however anticipation on people just dropping in will increase numbers.

Guest Speaker
Lene Jensen from Careers and Employment will be out guest speaker. Briefing notes for Lene will be organised/supplied by Jen.

Set-up on day
Tatjana asked that any committee member who could help on the day to set-up and clean-up please come along it will be much appreciated.

7.2 Seminar Room Chancellery

Tatjana suggested to hold a training session for the use of in this new seminar room eg use of electronic equipment “What is required” etc. To be added to Events to be held list, email to be sent out advising training session date etc.

7.3 UNSW Lifestyle Clinic

Joanna Kelly asked if there were any specific questions on health from AdminNet members that UNSW Lifestyle Clinic could assist with in the form of seminar etc. or walking group activity. Joanna will get back to AdminNet group re what UNSW Lifestyle
Clinic can offer. Joanne asked if UNSW Lifestyle Clinic could use the AdminNet explode list to promote seminars etc for AdminNet members.

7.4 WorldSafety Day held 28th April

Tatjana asked how this went. Phyllis reported a positive feedback, and a successful event. It was mentioned the presence of the UNSW Lifestyle Clinic was good. A few things to consider for next time; possible new venue & additional promotional material.

7.5 Branding – Iona to follow up

7.6 Superanuation – Maree to follow up

8. IT

Website - Jen mentioned Website needed updating as a matter of priority.

9. Scholarships

Need funding for this to go ahead – currently on hold. Julie to ask Nicky – how can we move forward on this.

10. Other Business

Committee Resignation and recruitment of new committee members/committee position descriptions.

Resignation - Tatjana Kroll submitted her resignation as Deputy Chair, however not her support, Tatjana will continue her support of AdminNet. Jen officially Thanked Tatjana for her contribution to AdminNet. AdminNet will advertise for this position.

Acting Secretary and IT Officer – Helen O’Shea volunteered.

Role of OSDS staff on all general staff committees - to be followed up.

11. Date and Time of Next Meeting

Tuesday 6th June