Administrative Staff Network Committee {AdminNet}

Meeting # 11
Tuesday 10 February 2004 – 1:00pm
Staff Development Meeting Room - Meeting monthly

{Tea/Coffee, biscuits provided}

Minutes

1) Attendance and Apologies:

Attendance: Dianne Charnley, Lucy MacNaught, Dianne Montgomerie, Iona Reid, Karen Sell, Jennifer Till, Sandi Steep, Veronika Roth, Salome Apostolopoulos, Sarah Ford, Liza McNamara, Miriam Buchhorn, Lin Chin.

Apologies: Malcolm Buck, Tatjana Kroll, Grant Walter, Savita Sardana, Miranda Chan, Linda Conroy.

Chair: Dianne Charnley.

Dianne welcomed all members to the meeting and asked the new attendees to briefly introduce themselves.

2) Notes from previous meeting {Meeting # 10}

The minutes were accepted as an accurate record.

- Christmas party was successful; we received very positive comments, attendance 101.
- We received 70 completed surveys - we will distribute more in the next Staff orientation.

3) Correspondence In and Out:

None to date.

4) Financial Summary:

- Balance: $1852.12. Christmas Party expenses have been deducted except for Malcolm’s Beer/Wine expenses. Printing and Publishing costs for the logo have note yet been deducted. Dianne Montgomerie to chase this up.
- Updated budget - Tatjana will inform us at the next meeting.
- Dianne C. and Iona questioned cost of the logos, and what we can receive for this year, Dianne C asked Jennifer, to provide information at next meeting about what funding we can receive for 2004.

5) Other Business:

a/ Survey:

- Members discussed the paper “Summary of Comments From AdminNet Survey” prepared by Jennifer, she also prepared a chart to indicate the preferences, which are; High- Very High preference for Short Training courses, Networking opportunities and Information sessions. Requests where for Management courses to be available for Administrative Assistance.
- Iona: survey’s purpose is to collect information of what the Admin Staff wants, i.e. courses, information sessions, etc.
- Dianne C: our committee could direct staff where to get information for courses etc, i.e. Staff Development, web sites including our own; {www.adminnet.unsw.edu.au}. 
Iona: sessions must be organised for 20 or 30 minutes as staff do not have the time to attend a longer session, and those who wish to ask questions can stay back.

a. 1) OH&S:
Dianne C. stressed the point that it is very important to pay attention to OH&S, in general, i.e. ergonomic posture and furniture, in every School and Unit, it will save the University money and keep staff healthy, brought up an example of her office and thanked Jennifer for collecting information for the committee.

a. 2) Security:
Dianne C. emphasised that Security and Security matters must be our first priority within the University, for example how careful we must be when providing personal information for staff members to external people and over the phone, even if they introduce themselves as a member of The Police Force, the need for all staff to display ID when on campus, be alert for strangers in our own work areas, approach/report any suspicious people/incidence to appropriate staff., Dianne used an example of her experience regarding our students murdered late last year. Iona: we see the security staff walking around but don’t really know what they do. Salome seconded this comment.
Action: Dianne C to contact her Security contact (Mark) for first event in March.
Jennifer: catering to be provided from The Cabinet for the first event.

b) Calendar of events:
Organised one for each Month, nothing late Feb/early March as this is a very busy administrative period at UNSW
Dianne M. suggested organising Lectures on self-motivation.
Dianne C., suggested anyone who has any information on any department or topic of interest to bring it along
Karen stressed that all events planned should reflect the results of the survey.

c) Employee of the Month – criteria, promotion and awards. (All)
Suggested, it could be monthly, quarterly or yearly. Decision at the next meeting.
Iona: it is a good idea to follow TechNet committee, they providing their successful staff with a certificate and a $50.00 voucher, and appear on the website.
Karen: it would be quite encouraging to just share what every one does, to highlight staff members and their work and achievements– possibly no need for an actual award – just profiles of staff members.

d) Marketing subcommittee – brochure template (IT)
Jennifer emphasized that any new ideas for the brochure are welcome.
Dianne C.: the brochure looks good in general.
Iona: we need the logos in gif format for the brochure
Miriam as a representative from the Green Office suggested that plenty of ideas are available to make our offices “greener”. Salome keeps in her office paper printed one side/non confidential only, for students pad notes, Miriam will collect. Miriam is interested in being involved with the marketing side of the committee.
The Administrative Professionals Day is on the 21st of April.
Karen suggested that it would be a good idea for all Administrative staff in the University, to wear a sticker on that day or to receive something in the mail from the committee – to make all Administrative Staff feel important.
Iona suggested a different person to chair in each meeting to get the experience.

Dianne C. welcomed the new faces to our meeting.

6) Next Meeting, #12 – Tuesday 9 March 2004 - 1:00pm till 2:00pm
Items to be discussed: Finance, Office Bearers, AdminNet Awards, Brochure.

Meeting closed 2:00pm

Minutes taken by Salome Apostolopoulos