MINUTES
Administration Network Committee
Meeting #2
Friday 11 April 2003
Staff Development Training Room

1. Attendance and Apologies

Attendance: Salome Apostolopoulos, Malcolm Buck, Dianne Charnley, Lin Chin, Cindy Fuller, Guylaine Lackmy, Socrates Mantalaba, Lucy Macnaught, Dianne Montgomerie, Fiona Regan, Julie Vivas, Leanne Anderson, Jennifer Till.

Apologies received before the meeting: Tatjana Kroll, Karenne Irvine, Kathryn Whittingham, Meherlyn Jussawalla, Doug Mckeough.

2. Minutes from previous meeting and matters arising

No business discussed

3. Correspondence In and Out

Sample Good Practice Guides from an English institution presented on behalf of Kathryn Whittingham, as discussed at last month’s meeting.

Note: The Guides will be placed in the Resource Library at SDU for further reference.

4. Financial Summary

Cost of catering meetings raised by Jennifer Till. Currently this cost is approximately $300 per meeting, which given the limited budget of the Committee was considered perhaps excessive. Later resolves that Committee members would from now on bring own lunch to reduce this cost.

5. Election of Office Bearers

Before elections commenced it was established that once someone was elected into a position there were processes in place for them to be covered for should they not be able to perform their duties for a period of time for any reason. It was acknowledged that all members of the committee are busy with demands from several other places that may occasionally impinge on the time they have available to contribute to the Committee.

a. Suggested method of electing office bearers:

Outlined by Leanne Anderson

• For each position, the Committee would ask for nominations
• Once nominated a committee member has the opportunity to accept or decline
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- If accepted, a second is then called for to support the nomination
- If only one person nominated, the voting would be carried out by asking if all were in favour
- If multiple people nominated, voting would be carried out by paper
- If there were no nominations for a position, the Committee would call for nominations via an email to the Administration Network and vote at the next meeting

This method was agreed upon.

b. Brief presentation on Offices – Leanne Anderson

- **Chairperson:** Involves chairing meetings; liaising with Jennifer Till and SDU; follow up of actions from meetings. In future they may also be called upon to give presentations to other University committees/departments and attend events at SDU as a representative of the Administration Network
- **Deputy Chairperson:** Provides support to the Chairperson; shares the load of the Chairperson’s roles; bounces ideas; can relieve as meeting chairperson or attend presentations if required
- **Treasurer:** Work with Jennifer on budget; in future may be called on to present financial reports
- **Secretary:** While the task of taking minutes will be shared around the Committee, the Secretary will ensure these are tabled; sign off that they are a true and accurate record; be responsible for storage; and ensure someone is allocated to take minutes for each meeting
- **Marketing and Promotion Officer/committee:** Functions as a representative of the Committee, for example may take a seat on the UNSW Marketing Reference Group; supports Chairperson in event attendance, presentations etc
- **IT Officer/committee:** Responsible for webpage and bulletin board; would work with Adrianne Harris at SDU; investigate setting up an IT sub-committee

Lucy – Question: What is Jennifer’s role in the Committee?
Leanne – Answer: Jennifer is the prime contact for the Administration Network at SDU and coordinator of all aspects of the Committee that SDU takes responsibility for. Also key liaison between SDU and other UNSW people/departments in matters relating to the Network. Some elements of her responsibility would be handed over as other Committee members settle into their elected roles.

c. Call for Nominations

**Chairperson:** nomination for **Malcolm Buck** – accepted – seconded
Vote: All in favour
Note: Malcolm suggested Jennifer, however it was decided that a distance between SDU and Committee was important

**Deputy Chairperson:** **Di Charnley** volunteered – seconded
Vote: All in favour
Note: Leanne nominated Dianne Montgomerie, however she was more keen to volunteer for Marketing or IT

**Treasurer:** Proxy volunteer from **Tatjana Kroll**– seconded
Vote: All in favour
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**Secretary:** Rather than nominating and voting it was confirmed that the process of minute taking would be shared, with a different member performing the task each meeting. That monthly role will also involve liaising with Jennifer to ensure the minutes are documented, circulated and stored. The electronic storage will initially be with SDU, then on the website.

**Marketing and Promotion Officer:** expressions of interest from Dianne Montgomerie and Julie Vivas – seconded
Vote: All in favour

**IT Officer:** expression of interest from Lin Chin – seconded
Vote: All in favour

Note: A sub-committee may be established, which this Officer will convene. Malcolm also pledged assistance to the role

Details of elected officers should be published on the web fairly shortly to help establish and confirm structure of the committee.

Malcolm - keen to establish the Network’s own website off the University’s webserver.
Lin – aware of the procedure to request this.

6. **Terms of Reference (TOR)**

Leanne - Terms of Reference and Mission statement are difficult to formulate in the meeting forum. Suggests instead that a subcommittee of 4-5 members take on the task.

Malcolm – charter would be very similar to TechNet’s and hence easy to put together. Malcolm has put together several constitutions and is happy to start off and liaise with other interested parties, by email

Diane M - It would be very useful to have a member of HR unit on the Committee

Leanne – Could use SDU’s Personnel Officer, or go through Nicky Buttery and ask her to recommend someone

Jennifer – Could also approach one of the HR staff currently working on Staff Induction

Malcolm – TOR should come back at next meeting.

**Lin Chin** volunteered to be part of subcommittee. Malcolm suggested having at least three member. Lucy MacNaught and Cindy Fuller also volunteered

7. **Other Business**

a. **UNSW Student Guide 2003**

Fiona Regan - raised the UNSW Student Guide 2003 that she had received in internal mail that week. Poor printing quality and usefulness as a reference tool discussed. Also noted that there is a lack of consistency of style in UNSW publications.
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Leanne – suggested that lack of consistency of University publications be raised with Marketing Reference Group.

Adrianne - suggested maybe the Guides should go in Staff Orientation Packs

b. Presentation from Adrianne on Administration Network Bulletin Board:

- Enter through Administration Network homepage (currently sitting under Staff Development’s website)
- Page includes FAQs, Search facility, Committee members, Usergroups, Profiles and private messaging capability
- Displays who else is currently logged in
- Anyone can register for the Bulletin Board through the Administrator. The Administrator can also monitor any inappropriate requests for membership or use of the Bulletin Board. Secure authentication at log in is a possibility should security become an issue.
- The member profile displays areas of interest, occupation, location, website address etc. Also allows member to customise their display of the Bulletin Board.
- The Bulletin Board is useful for establishing a sense of community within the Committee. Members can share expertise, ask questions, clarify issues and be interactive, not passive. As the Board gets bigger more external participants can be invited to join.
- Archivable and searchable.
- Discussion areas: Adrianne recommends three as a maximum, one of these being “Social”. Within each of these broad category headings there can be 3-4 topic headings underneath.
- Suggestion to put it on next meeting’s agenda to brainstorm, with members giving it some consideration before then. Members are welcome to visit Adrianne and trial the Board.

Malcolm – Question: timewise, how successful would the Bulletin Board be?
Adrianne – Answer: very successful, if sense of community is established, with members helping and sharing

Dianne M – Question: Is it being shown at Staff Orientation?
Adrianne – Answer: No, will be established within the committee first
Leanne – would become a very useful resource to new staff members

Cindy – Question: are there any other similar Bulletin Boards in use throughout the University?
Adrianne – Answer: Mainly at Faculty level for students and academics. Staff tend to use the relevant email explode list.

c. Orientation Packs

Samples displayed. Suggested Marketing Officers take them away to look at. In the future the Marketing Officers or sub-committee could develop a brochure advertising Administrators Network to be included in the Pack.

Leanne - someone from the Administration Network could in the future take a place on the Orientation panel.
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d. Agenda Items for next Meeting

- Brainstorm of Bulletin board
- Think of marketing events that the Committee could be represented at and how we can promote the Committee effectively at wider community events
- Presentation of draft TO R

8. Next Meeting

Friday 9 May.

Diane M – suggestion to bring own lunch to cut down costs – this was supported.

Also discussed holding meetings in different locations, however it was determined that while a good idea at this formative stage it could present organisational problems.

Minutes taken by Fiona Regan, MBT