Administration Network Committee
Minutes

Meeting # 5
Staff Development Training Room

Friday 11 July, 2003

1. **Attendance & Apologies**
   
   **Attendance:**
   Malcolm Buck, Bonnie Dawson, Tatjana Kroll, Scorates Mantalaba, Dianne Montgomerie, Iona Reid, Kathryn Whittingham
   
   **Apologies:**
   Dianne Charnley, Lin Chin, Linda Christie, Meherlyn Jussawalla, Penny Swan, Jennifer Till

2. **Minutes from previous meeting and matters arising from the minutes**
   
   • Tajana queried the Term of Reference amendment 1.4 re casual staff clarification. The committee agreed that 1.4.b was included to overcome this problem.
   • The issue of ‘term of office’ in regards to Office Bearers was raised. Malcolm confirmed and clarified that at the previous meeting it was agreed by the committee that the term of office would be for a period of 2 years. This is now stated in the terms of reference under 3.1

3. **Marketing**
   
   • No report for this meeting

4. **Website**
   
   • It was reported that there had been no further development with the website to date
   • Once the ‘Terms of Reference’ have been finalised it will be downloaded on the web

5. **Correspondence in/out**
   
   • Malcolm reported that he had sent a letter (7 July, 2003) on the committee’s behalf inviting the VC to officiate the launch of the AdminNet. To date there has been no response therefore will postpone finalising a date for the launch for the time being. It was suggested that John Ingelson or Neil Morris could be a back up if the VC could not officiate the launch.

6. **Financial statement**
   
   • Status Quo since last meeting

7. **Other business**
   
   a) **Bulletin Board**
The bulletin board is now active and all committee members are encouraged to go to the site and try it out

b) **Formal Launch**
   - Discussed the contact list to advertise the launch and Malcolm would contact HR re a explode list
   - A possible date for the launch – September but will wait until Malcolm hears back from the VC’s office but we confirm and advertise.

c) **AdminNet Brochure**
   - Discussed designing a brochure similar to TechNet re who is AdminNet and what it does. This brochure could be included in the introduction packs to new admin staff

d) **Marketing/events**
   - Discussion on setting objectives and targets in regards to membership numbers and recruitment
   - Discussion on the possibility of holding mini conferences for members on topics such as HR, salaries, financials. Another suggestion was to hold an information session on the HR Enterprise Bargaining Agreement.

e) **New Secretary**
   *Fiona Regan* is no longer working at UNSW therefore has had to resign from her position as Secretary. At the next meeting the committee will hold the election of a new secretary (or continue on a rotating basis).

*Meeting closed 2:00pm*
*Next meeting – Friday 8 August 2003 – 1:00pm*