Administrative Staff Network Committee

Meeting #6
Friday 8 August 2003
EDTec Training Room

(Street/Coffee, bickies provided)

Minutes/Notes

1. Attendance and Apologies.

Attendance
Malcolm Buck, Diane Montgomerie, Cindy Fuller, Lucy Macnaught, Tatjana Kroll, Jennifer Till, Iona Reid

Apologies
Diane Charnley, Julie Vivas, Lin Chin, Meherlyn Jussawalla, Douglas McKeough, Guylaine Lackmy, Kathryn Whittingham, Salome Apostolopoulos

2. Minutes from previous meeting (Meeting #5 2003) and matters arising from minutes

Minutes from meeting #5 were not confirmed as a committee meeting quorum was not achieved as described in the Committee Terms of Reference. RSVPs will be required for future meetings and these will be held only when the meeting quorum of 6 committee members is met.

3. Correspondence In and Out

None.

4. Financial Summary

No change.

5. Other Business

(a) Marketing Subcommittee report and issues (survey, brochure)

1. Flyer and Survey
This presented to the meeting by Diane Montgomerie

Iona – flyer should be attached to the survey
Tatjana – what is the meaning of mentoring as on the flyer as one of the objectives of the network?
Diane – clarified this as setting up a network where people feel comfortable talking to each other and meeting up to discuss issues

Best method of distributing the survey discussed – the importance of face to face contact was stressed by those present.

2. Logo?
This was discussed at an early meeting. Need for a competition to design a logo discussed.

b) IT Subcommittee report and issues (email list, website, bulletin board)

No report. Website to be more heavily promoted.

c) Events (launch)

Launch
Invitation to VC discussed. Need to go through the formal channels and process for this to happen.

A lunch to be organised. Administrative staff time constraints to be taken into consideration.

Discussion on a possible date for this event. Wednesdays or Thursdays the best days (Mondays too busy, Fridays no one is on campus), tentative date of the 16th October decided.

Action – Cindy Fuller to research availability and cost of research function room for this event, 12.30-2pm

The event to showcase what the network is and will be offering
1. Email list
2. Website
3. Bulletin Board
4. Survey results - what admin staff WANT
5. Staff Development courses for admin staff
6. Flyers to distribute to get everyone involved
7. One or two events in 2003 and proposed events for 2004
8. ATEM information
9. Employee of the Month awards
d) ATEM (membership, AGM, Conference)

Short discussion on this organisation.
Need to get more information on who they are and what they do.

Action - Malcolm Buck and Jennifer Till to attend NSW branch AGM in the city on Friday 22\textsuperscript{nd} August. Jennifer to email invitation out to the email list.

e) Staff Development for Admin Staff (AGSM and Institute of Administration, Staff Development video sessions and workshops) (JT)

Proposal for policy and procedure writing seminar for Senior Administrators discussed. Need to include lower levels in training discussed as these people are often ignored. Video sessions to be promoted
Research admin courses coming up and will be promoted to the network. Possible seminars by different central admin sections of the University discussed

10. Next Meeting

Friday September 12\textsuperscript{th} 2003 – 1-2pm