

Minutes of the
Australasian Campuses Towards Sustainability (ACTS)
Annual General Meeting

Held online via GoToWebinar 1.00pm (AEDT) Wednesday 7 December 2016

Minutes

1. Welcome
 - Rhiannon Chamberlain welcomed members to the AGM
2. Attendance
 - Recorded (attached)
3. Apologies
 - Jen Chaput, La Trobe University
 - Corey Peterson, University of Tasmania
4. Minutes of 2015 AGM
 - **OUTSTANDING ACTION:** Rhiannon Chamberlain and Sue Hopkins will distribute the feedback from the conference (which to date has been extremely positive) and organise a debrief meeting for the organising committee.
 - Minutes from the 2015 Annual General Meeting
 - Moved: Delwyn Langdon
 - Seconded: Linda Stevenson
 - **Carried**
5. Receiving Presidents Report by Leanne Denby (attached)
 - Moved: Lesley Stone
 - Seconded: Edward Maher
 - **Carried**
6. Receiving Membership report by Rhiannon Chamberlain (attached)
 - Moved: Edward Maher
 - Seconded: Lesley Stone
 - **Carried**
7. Financial Report presented by Rhiannon Chamberlain (attached). Audited by Nexia Australia (formerly Hayes Knight) in accordance with the requirements of the Australian Charities and Not-for-profit Commission Act 2012 and the Associations Incorporation Act (Qld) 1981.

- Moved: Linda Stevenson
- Seconded: Delwyn Langdon
- **Carried**

- Nexia Australia approved as auditors for 2016-2017 financial year:
- Moved: Edward Maher
- Seconded: Linda Stevenson
- **Carried**

8. Election of Officers:

- President – Leanne Denby, Macquarie University
 - Moved: Lesley Stone
 - Seconded: Linda Stevenson
 - **Carried**

- Vice President EfS – Associate Professor Usher Iyer-Raniga, RMIT University
 - Moved: Edward Maher
 - Seconded: Linda Stevenson
 - **Carried**

- Secretary – Delwyn Langdon, Griffith University
 - Moved: Lesley Stone
 - Seconded: Linda Stevenson
 - **Carried**

- Treasurer – Jennifer Chaput, La Trobe University
 - Moved: Linda Stevenson
 - Seconded: Lesley Stone
 - **Carried**

9. Open the floor to ACTS members:

- Lesley Stone: Called to investigate moving the AGM back to face-to-face format.
- Linda Stevenson: Thanks to Sue and Rhiannon for their work throughout the year.
- Edward Maher: Thank to Leanne for her hard work as ACTS President.
- Leanne Denby: Thanks to all the Board and Staff that support the association.

10. Meeting closed 1.42pm (AEDT)

Attendees

Rhiannon Chamberlain
Sue Hopkins
Leanne Denby
Delwyn Langdon
Edward Maher
Julie O'Brien
Danielle McCartney
Lesley Stone
Linda Stevenson
Usha Iyer-Raniga

ACTS
ACTS
Macquarie University
Griffith University
Charles Sturt University
La Trobe University
University of Technology Sydney
University of Auckland
RMIT University
RMIT University

Apologies

Jennifer Chaput
Corey Peterson

La Trobe University
University of Tasmania

Presidents Report

- Priority focus for this year has been to gain a better understanding of the Sustainable Development Goals (SDGs), and how they look across the global tertiary sector. Working on determining what the SDGs mean for us.
- Another area of focus has been the ACTS External Review that was undertaken to assess where our association is at and how we will continue to move forward.
- A major outcome of that review has been the initiation of planning for a Training and Development program, that will engage not just with our sector, but with a much broader audience.
- Priority Areas for Training and Professional Development:
 1. Carbon
 2. Green Building Day
 3. Leadership (1 & 5 day program)
 4. Sustainability 101
 5. Sustainable Event Certification and Training
- Final priority has been to maintain regular Board Meetings in order to keep ACTS moving forward.

- **Membership Report**

- 11 +3 Institutional members
- 1 Affiliate member
- 2 Corporate members (lost 3, gained 1 new)

3 new institutional members

- One new institutional members (ARA Institute of Canterbury)
- Two expired member renewed (CQUniversity and Charles Darwin University)

11 expired institutional members

- The Gordon (NSW)
- North Coast Institute – TAFE NSW (NSW)
- Northern Sydney Institute – TAFE NSW (NSW)
- Hunter TAFE – TAFE NSW (NSW) (indicated desire to return 2017 pending funding)
- Western Institute – TAFE NSW (NSW)
- TasTAFE (TAS)
- University of Canberra (ACT)
- Curtin University (WA)
- Victoria University (VIC)
- Flinders University (SA)
- QUT (QLD)

	Institutional	Affiliate	Corporate
2009	33	2	1
2010	32	2	2
2011	44	5	2
2012	49	5	5
2013	52	3	3
2014	52	4	3
2015	47	3	3
2016	40	2	1

Financial Report

2015-2016 REVENUE

Conference registrations	64,205
Conference sponsorship	30,500
Memberships	37,831
Sundry income	839
Interest income	357
	<u>133,732</u>

2015-2016 EXPENSES

Administration	<u>2,208</u>
Bank charges	<u>1,476</u>
Communications	<u>1,668</u>
Conference expenses	<u>35,618</u>
Green Gown Awards	<u>3,343</u>
Insurance	<u>1,043</u>
Manager contracts	<u>82,920</u>
Regional events	<u>-</u>
Scholarships	<u>-</u>
Website expenses	<u>9,400</u>
Current year deficit before income tax	<u>4,349</u>

RETAINED SURPLUS

Opening balance (beginning of financial year)	<u>33,262</u>
Net surplus/(deficit) after tax	<u>(28,913)</u>
Closing balance minus GST liability	<u>28,913</u>

Points of interest

- All revenue streams increased based on 2014-2015 FY. Most significantly, sponsorship increased by \$18,235.
- Majority of expenses reduced. Most significantly conference costs, reduced by \$23,673.
- Overall deficit of \$4,349, compared to \$57,154 in 2014-2015 FY.
- Current bank balance ~\$100,000.