

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

Held virtually via Zoom on Wednesday 18 October 2023

9.30am AWST/CST (WA, Taiwan)

11am ACST (NT)

11.30am AEST (Queensland)

12pm ACDT (SA)

12.30pm AEDT (NSW, Victoria, Tasmania, ACT)

1.30pm FJT (Fiji)

2.30pm NZDT (New Zealand)

1. Welcome

- ACTS Secretary Sally Northover greeted members.
- President Corey Peterson – acknowledged a week of silence following a disappointing result in the Australian Indigenous Voice referendum.
- Vice President NZ Andrew Wilks then started the meeting with a Karakia.

2. Attendance / Apologies

- Attendance of members recorded (attached)
- Apologies:
 - o AUT University of Technology, New Zealand
 - o TAFE Queensland Gold Coast, Australia
 - o UniSuper, Australia

3. Minutes of 2022 AGM

- Minutes from the 2022 AGM – insert link
- 2022 Minutes Moved: Andrew Wilks
- Seconded: Ed Maher
- **Carried**

4. 2023 Election

Under our governing Constitution, each year one third of the sitting board must retire and are eligible for re-election. In line with this, three board members retired (Carmen Primo Perez, Andrew Wilks and Edward Maher). In addition, two board members stepped down (Danielle McCartney and Leanne Denby), meaning there were five available positions.

The call for nominations brought about a total of 8 candidates for the five available positions. With the number of valid nominations exceeding the available positions there was need for an election, adhering to the guidelines outlined in the ACTS By-Law Director Election Procedure.

The election was performed using RankedVote, an online voting platform. One voting representative from each member organization was asked to submit a ballot to rank the 8 candidates in order of preference, with first preference at the top of the list through to least preferred at the bottom. The order of candidates on the ballot was random. The top five candidates were to be elected to the Board, with the results announced later in the AGM.

The following institutions nominated proxies to vote on their behalf:

UniSuper (nominated Rhiannon Boyd).

TAFE Queensland Gold Coast (nominated Sally Northover).

5. Receiving President's Report by Corey Peterson

- ACTS statement of support for The Voice, acknowledge the week of silence.
- International Partnerships:
 - Continued collaboration with AASHE to support regional update of STARS
 - Continued collaboration with EAUC on Green Gown Awards, acknowledge Charlotte Bonner as new CEO
 - Continued collaboration with SDSN, Prime, CANIE
- Congratulations to the International Green Gown Award winners"
 - Highly Commended
 - Next Generation Learning and Skills – University of Tasmania Diploma and Certificate in Sustainable Living
 - Student Engagement - University of Otago, Te Whare Wānanga o Ōtākou, New Zealand for Te Oraka – The Good Space
 - Benefitting Society – University of Tasmania Curious Climate Program
- Plans to update the ACTS Constitution next year:
 - Term limits for Executive positions to ensure board members can be clear about the time of their voluntary commitment to support planning but also share around opportunities. The exact approach to be discussed by new Board for a recommendation to the membership.
- Director's update - thanks to Danielle & Leanne. Both to stay involved in ACTS!
 - President's Report moved: Corey Peterson
 - Seconded: Suzanne Davis
 - **Carried**

6. Chief Executive Officer's Report

Membership

10 Year Snapshot			
	Institutional	Affiliate	Corporate
2014	52	4	3
2015	47	3	3
2016	40	2	1
2017	40	2	2
2018	41	1	2
2019	40	1	1
2020	41	2	0
2021	42	1	1
2022	45	1	1
2023	41	3	2

Welcome to new members in 2023:

- Southern Cross University
- Australian Dental Association
- Sustainability Advantage
- UniSuper

Departing members in 2023:

- Charles Darwin University
- Lincoln University
- Swinburne University
- University of Newcastle
- Otago Polytechnic

We lost a number of long-standing member organisations this year largely due to the loss of key member contacts and our inability to connect with new sustainability representatives in those organisations. Unfortunately, with the loss of Lincoln University as a member, New Zealand has lost its five-year streak of 100% university membership.

In 2024, we are targeting further education (FE) members. We have updated our membership fees to better reflect the structure for TAFE and polytechnic institutions, and also recognized that many of them do not operate as a state or national entity. We're hoping to bring these larger bodies on board as members in 2024.

Growing and supporting our programs



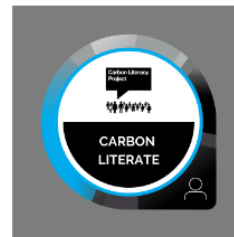
- Celebrating 6 years of Green Impact in Australasia
- 12 Universities
- 1 Non-campus org (CSIRO)
- 2024 will launch sector specific toolkits.



- Record number of submissions in recent years.
- 36 Finalists
- 22 unique institutions
- Winners announced at first ever hybrid awards on Nov. 2



- Ongoing webinar series for staff and students of member institutions.
- Designed to help increase sustainability literacy.



- Delivering Carbon Literacy Training for universities.
- Will soon have an Educators program certified – designed for K-12 teachers.



- Virtual ACTS Conference encourages leaders, practitioners, educators and students alike to share and learn how to progress beyond a do-less-harm paradigm, and support restorative outcomes.
- Record number of unlimited organisational packages.

Staffing update

After 6 years of working as part of the ACTS Team, Valina Clearwater has resigned recently. She was an integral part of the ACTS team and will be greatly missed, but we would like to wish her all the best for the future.

- CEO's Report moved: Shane French
- Seconded: Danielle McCartney
- **Carried**

7. ACTS Member Updates

General update from New Zealand and Pacific perspective – Andrew Wilks

- Linkages with Sustainability in Tertiary Education New Zealand (STENZ)
- Member roundtables undertaken in 2023 have included:
 - Business travel management
 - Using carbon offsets to engage your community
 - Climate adaptation and resilience
 - Supporting student engagement
- Working groups – led by an ACTS Board Member but open to the wider ACTS Community to join. Current working groups are:
 - Best Practice & Knowledge Group WG (focus on networking)
 - Establishment of the new Biodiversity WG
 - 2024 - Planning to establish Carbon WG and Circular Economy Working Group
 - If members would like any new working groups, then Rhi is the first point of contact.

General update from Australian perspective – Sue Hopkins

- Linkages with Tertiary Sustainability Network (Victoria)
- Presentations at two TEFMA Conferences this year
- Created a LinkedIn group
 - Not a lot of activity, but members are welcome to join and create a space for sparing and asking questions.

- Member Updates Report moved: Theodoor Richard
- Seconded: Juliet Meyer
- **Carried**



8. Financial Report presented by Carmen Primo Perez

ACTS is audited independently by Nexia Australia (Nexia Brisbane Audit Pty Ltd) in accordance with the requirements of the Australian Charities and Not-For-Profit Commission Act 2012 and the Associations Incorporation Act (Qld) 1981.

- 2023 Audited Financial Statements moved: Carmen Primo Perez
- Seconded: Andrew Wilks
- **Carried**

9. Appointment of the 2024 Auditor for annual audit and preparation of financial reports

In accordance with the obligations of the relevant government act at the EOFY:

- Incorporated Association: The Australian Charities and Not-For-Profit Commission Act 2012 and the Associations Incorporation Act (Qld) 1981 *or*
- Company Limited by Guarantee: the Corporations Act 2001 (Corporations Act)
 - o Nexia Australia (Nexia Brisbane Audit Pty Ltd) approved as auditors for 2023-2024 financial year:
 - Moved: Ray O'Brien
 - Seconded: Shane French
 - **Carried**

10. Election Results

Retirement of Directors

The following directors retired:

- Danielle McCartney, University of Technology, Sydney
- Leanne Denby, ACTS Lifetime Member
- Andrew Wilks, Victoria University of Wellington
- Carmen Primo Perez, University of Tasmania
- Edward Maher, Charles Sturt University

Election of Directors

The following people were successfully elected to the ACTS Board:

- Amy Croucher, Nature Lead, Project Officer, Sustainability Advantage
- Andrew Wilks, Director, Sustainability, Victoria University of Wellington
- Carmen Primo Perez, Senior Sustainability Officer, University of Tasmania
- Edward Maher, Manager, Sustainability, Charles Sturt University
- William Van Ausdel, Principal Sustainability Strategist, Flinders University

11. Floor opened to members

- No new business or issues were raised by members

12. Meeting close

- Ray O'Brien, Head of Sustainability, University of Otago ended the meeting with a Karakia

Meeting closed: 1.20pm (AEDT)

ACTS 2023 AGM Attendee List

	Name		Organisation	Country
1	Juliet	Meyer	Australian National University	Australia
2	Edward	Maher	Charles Sturt University	Australia
3	Emma	Connan	Deakin University	Australia
4	William	Van Ausdal	Flinders University	Australia
5	Isabelle	Vish-Netter	Griffith University	Australia
6	Sally	Northover	Macquarie University	Australia
7	Allanah	Ryan	Massey University	New Zealand
8	Shane	French	Monash University	Australia
9	Theodoor	Richard	National Chung Hsing University	Taiwan
10	Naomie	Buttini	Queensland University of Technology	Australia
11	Linda	Stevenson	RMIT University	Australia
12	Amy	Croucher	Sustainability Advantage	Australia
13	Karen	Dickinson	TAFE Queensland Gold Coast	Australia
14	Libby	Hogarth	The University of Adelaide	Australia
15	Sue	Hopkins	The University of Melbourne	Australia
16	Suzanne	Davis	The University of Queensland	Australia
17	Gillian	Graham-Crowe	The University of Sydney	Australia
18	Rodney	Marmilic	UniSuper	Australia
19	Matt	Morris	University of Canterbury	New Zealand
20	Will	Syddall	University of New South Wales	Australia
21	Ray	O'Brien	University of Otago	New Zealand
22	Corey	Peterson	University of Tasmania	Australia
23	Danielle	McCartney	University of Technology Sydney	Australia
24	Anne Marie	DeRose	University of the Sunshine Coast	Australia
25	Geraldine	Tan	University of Western Australia	Australia
26	Clayton	McDowell	University of Wollongong	Australia
27	Andrew	Wilks	Victoria University of Wellington	New Zealand