

# DRAFT



## Minutes of the Annual General Meeting of the Association of Tertiary Learning Advisors Aotearoa New Zealand (ATLAANZ)

3.00 pm, Wednesday, 2 December 2020  
at the University of Canterbury, Christchurch, Room: Rehua 529  
and online via Zoom: <https://canterbury.zoom.us/j/94255009102>

### 1. Welcome

ATLAANZ President Deborah Laurs welcomed members and thanked those present for their attendance.

### 2. Attendance/Apologies

**Present at Canterbury:** Jessica Ritchie; Kevin Brennan; Lis Roche; Carole Acheson; Shane Dye; Daniel Wen; Leonard Yeo; Angel Nicholson; Craig Nicholson; Rowan Jeffrey; Jacqueline Tither; Julie Wuthnow; Frieda Looser; Judith Coullie; Joe Kuntz; Daniel Wen; Caitriona Cameron.

**Present online via Zoom:** Deborah Laurs; Katherine Gilliver-Brown; Dawn Marsh; Julia Tanner; Tania Oxenham; Andrea Trueman; Mervyn Protheroe; Margaret Brown; Andrea Haines; Jiayan Lin; Margaret Evans; Kirsten Reid; Laura Kamau; TJ Boutorwick; Laura Kamau; Kirsten Bracey; Julie Wuthnow; Xiadan Gao; Louise Falepau; Kirsten Reid; Marg Cartner; Barbara Morris; Jiayan Lin; Martin McMorrow.

**Apologies:** Robyn McWilliams; Lucy Campbell; Mona Malik; Matt Tarawa; Marje Schaddelee; Scott Klenner; Sarah Wood; Georgie Archibald; Lisa Timmings; Katrina Lafaele; Dora Lansbury; Solomon Daniel.

### 3. Minutes of the last meeting

The Minutes of the AGM held on Wednesday 4, December 2019 were circulated prior to the meeting and taken as read.

- **Correction:** The heading of item 8 should read “2019/20 Executive Committee” not “2017/18 Executive Committee.”

*It was moved that the minutes be taken as a true and correct record with the amendment noted above. (Proposed: Tania Oxenham; seconded: Lis Roche: CARRIED)*

### 4. Matters arising from the last minutes

No matters arising were raised.

### 5. President’s Report

Deborah Laurs spoke to her report, which had been circulated by email prior to the meeting. She shared a revised version and highlighted:

- The impressive achievements that members have achieved in what has been a very challenging year.
- The important role learning advisors have continued to provide for students both within Aotearoa New Zealand and off-shore.
- The new innovations that have been developed in response to Covid-19 and the rapid shift to online service provision.
- Our disappointment that the biennial National Conference could not be held this year due to Covid-19.
- The success of the Northern/Central Regional Hui, hosted by Whitireia/Weltec, and the Southern Regional Hui, hosted by Canterbury, especially their ability to adapt to a blended/hyflex delivery mode, which has enabled so many members to participate remotely.

Deborah commented that it has been pleasing to have a good geographical spread of members on the Executive this year and to have welcomed several new members. She has appreciated the support that she has been provided in taking up the role of President this year, and acknowledged the cohesive and constructive working relationships that have developed and the progress that the Executive has achieved this year. She also noted that:

- A revision of the ATLAANZ website has been a major focus of work for the Executive this year, with Katherine Gilliver-Brown and Dawn Marsh from the University of Waikato leading this work, along with Matthew Freebairn, a graphic design intern.
- The ICALLD symposium has moved to a series of events this year. One session has already been held, the next will be held next week, and ATLAANZ will be hosting a session in June.
- Planning is underway for the next MATLAANZ/PATLAANZ Hui/Fono next year.
- A MATHLAANZ group for STEM learning advisors has now been established.

Deborah asked members to share additional achievements that had not been noted in her report. These included:

- **ARA:** Lis Roche and Kevin Brennan advised that the Learning Services team received a nomination as a High Achieving Team this year. Katrina Lafaele from the ARA Learning Services team also received two individual nominations for supporting Māori students, and the student-nominated Helping Hand award.
- **WINTEC:** Marg Cartner and Tania Oxenham reported that the Student Experience team, which includes Student Learning Services, had an outstanding year, winning the Outstanding Team Award. Manager Kate Wynyard also won the Customer Focus Award.
- **Victoria:** Xiaodan Gao shared that a member of the Student Learning team at Victoria has also received an award, but the recipient cannot be named until formally announced by the Vice Chancellor.

*It was moved that the President's Report 2020 be accepted. (Proposed: Kevin Brennan; seconded: Lis Roche: CARRIED)*

## 6. Treasurer's Report

Kevin Brennan presented the Treasurer's Report, which had been circulated by email prior to the meeting. He reported that the accounts remain in a healthy position and noted:

### Membership:

- The number of members is slightly down this year (110 compared to 145 in 2019). This is not unusual in years when conferences are not held, and may also reflect the fact that a Northern Hui was not held this year, as often there are increased registrations around these events.

- A number of new learning advisors have joined this year, and it is pleasing to see that new people are joining the profession. They have primarily come from ARA, Massey Albany and Palmerston North, Otago Polytechnic, Auckland and Victoria universities.

#### Expenditure:

- Some annual subscriptions for this year were included in last year's financial statement.
- There were no Executive expenses this year.
- There were no Travel Grants awarded this year.
- Most of the costs were associated with the website, including website hosting, licensing, design work, and professional services from Mercury IT.
- Northern Regional Hui expenses are associated with the 2019 event, and relate to late invoices received this year.
- Expenses from this year's North Island (Northern/Central) hui have been received and processed and are included in this report.
- Expenses from this year's Southern Hui have not been included yet and are expected to be around \$650.

#### Income

- There has been no change to the membership fee of \$40 per person.
- There was no biennial conference this year, so there has been no income from that source.

*It was moved that the Treasurer's Report 2020 be accepted. (Proposed: Dawn Marsh; seconded: Tania Oxenham: CARRIED)*

### 7. 2020/2021 Executive Committee

Dawn Marsh assumed the Chair for election of President. One nomination had been received for Deborah Laurs. There being no other nominees for the position of President, Deborah Laurs was elected unopposed.

Deborah Laurs resumed the chair for the election of officers and members. The following nominees were elected or appointed to the ATLAANZ Executive Committee for 2020/21:

<b>Executive Officers:</b>	
<b>President:</b>	Deborah Laurs (Dawn Marsh; Tania Oxenham)
<b>Secretary:</b>	Dawn Marsh (Deborah Laurs; Tania Oxenham)
<b>Treasurer:</b>	Kevin Brennan (Dawn Marsh; Tania Oxenham)
<b>Ex officio (as listed in constitution)</b>	
<b>Immediate Past President :</b>	Vacant
<b>MATLAANZ Representative:</b>	Matt Tarawa - TBC by MATLAANZ caucus
<b>PATLAANZ Representative:</b>	Solomon Daniel (Mervyn Protheroe; Andrea Trueman) - TBC by PATLAANZ caucus
<b>Membership and email lists:</b>	Mervyn Protheroe (Soloman Daniel; Andrea Trueman)
<b>Publications Co-ordinator &amp; Editor:</b>	Lis Roche
<b>Webperson:</b>	Katherine Gilliver-Brown (Andrea Haines; Marie-Christine Wells)
<b>Elected Members (3):</b>	
	Jessica Ritchie (Judith Coullie; Julie Wuthnow) Andrea Trueman (Dawn Marsh; Katherine Gilliver-Brown) Julia Tanner (Xiaodan Gao; Dawn Marsh)
<b>Co-opted members:</b>	
	Tania Oxenham (Dawn Marsh; Solomon Daniel)

Deborah acknowledged that Leonie Nicholls from Te Wānanga o Aotearoa was stepping down from the Executive due to work commitments. She was thanked for her service to the Executive.

## 8. Institutional membership

Deborah advised that the Executive had received an inquiry about introducing an institutional membership fee. Such a change would require an amendment to the constitution, and the Executive would therefore like to gauge whether or not there is a desire to see a review of membership fees.

A discussion paper containing comparisons to the fees of other ICALLD affiliated organisations had been circulated prior to the meeting.

Kevin reported that, of the 21 current institutions from which ATLAANZ draws members, four had 10 or more memberships, and two had 5- 9 memberships.

The matter was opened up for general discussion:

- Several members expressed the view that the current membership fee was modest and was meeting expenses, so there was no need to change it at this time.
- Others felt that if managers were struggling to pay the fee within their existing budgets, that is something we would like to be able to consider, as we would not want struggling institutions to be excluded. It might therefore be pertinent to explore why registrations have dropped from some of the larger institutions.
- It was suggested that individual members who are not supported by their institutions were more likely to find it harder to pay the fee than institutions.
- It was noted that in the past there was a reduced fee for part-time staff, and that perhaps this should be reintroduced.
- The uncertainty surrounding the merger of Institutes of Technology and Polytechnics – Te Pūkenga – may mean that it would be better to wait and see what implications this has for learning centre budgets.

*It was moved that the Executive conduct a consultation process and review of membership fees in 2021. (Proposed: Dawn Marsh; seconded: Barbara Morris: Carried)*

## 9. New website launch

Katherine Gilliver-Brown shared the new look website online.

- She acknowledged and thanked Matthew Freebairn, our graphic design intern, and Peter Moran from Mercury IT, as well as the contributions made by and members of the Executive, MATLAANZ and PATLAANZ, who provided feedback on the graphics.
- The contribution of Dion Hendricks, who contributed the original graphic design, colour scheme, logo and font was also recognised.
- The website is now hosted in WordPress and is based on a continuous scroll design, which means all information is accessible from the homepage, and the site is more compatible with mobile phones and other devices.
- WordFence has also been purchased to provide added security features.
- Work on the website is ongoing and it is hoped that now it will be easier to maintain and update, it will become more dynamic.
- It was noted that some of the conference proceedings have not yet been uploaded, but these are available on OneDrive, so please ask if you would like access to something that is not yet available.

Members were encouraged to explore and test the website, and provide feedback.

- Xiaodan Gao asked if payments could now be made online. This is not possible at present, but is something that can be investigated.
- It was suggested that the membership link could link to the actual application form, rather than an inquiry form.
- It was noted that the navigation to affiliated ICALLD institutions could be improved.

#### 10. General Business

- **Life members:** The contribution of life members who continue to support ATLAANZ was acknowledged. It was noted that Margaret Brown, who was instrumental in establishing ATLAANZ, was in attendance online.
- **Thanks extended to Jan Stewart:** It was acknowledged that Jan Stewart, who is a life member and Past President of ATLAANZ, stood down from her role as immediate Past President on the Executive this year. Her contribution to the profession has been immense, and she continues to be a source of institutional knowledge and support for ATLAANZ and the Executive.

*It was moved that ATLAANZ formally acknowledge the contribution of Jan Stewart to ATLAANZ, the Executive and the profession (Proposed: Kevin Brennan; seconded: Deborah Laurs: Carried)*

**The meeting closed at 3.58pm**