

# DRAFT



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

3.00 pm, Friday, 3 December 2021

Massey University, Palmerston North

Online via Zoom: <https://massey.zoom.us/j/87154851148>

### 1. Welcome

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

### 2. Attendance/Apologies

**Present:** Deborah Laurs, Jessica Ritchie, Tania Oxenham, Dawn Marsh, Brittany Hoback, Xiaodan Gao, Herewini Easton, I'u Tuagalu, Margaret Evans, Ross Gilbertson, Ruth Thomas, Julia Tanner, Lis Roche, Cherie Todd-Williamson, Lydia Grove, Katherine Gilliver-Brown, Barbara Morris, Kendra Marston, Margi Grey, Ami Moller, Michael Weiss, Kaaryn Cater, Catriona Cameron, Janet Wutzler, Kevin Brennan, Jacqueline Tither, Solomon Daniel, Marje Scaddelee, Mervyn Protheroe, Dora Langsbury, Matt Tarawa.

**Apologies:** Quentin Allan, Lucy Campbell, Jennifer Yates, Marion Tahana, Kirsten Reid, Kristen Sharma, Louise Falepau, Philippa Becroft, Judith Coullie.

### 3. Minutes of the last meeting

The Minutes of last year's AGM were circulated prior to the meeting and taken as read.

*It was moved that the minutes of Wednesday, 2 December 2020 be taken as a true and correct record (Proposed: Tania Oxenham; Seconded: Lis Roche/ CARRIED)*

### 4. Matters arising from the minutes

Matter arising were discussed under the relevant agenda items below.

### 5. President's Report

Deborah Laurs spoke to her report, which had been circulated by email prior to the meeting.

She highlighted that:

- She had the pleasure of attending the AALL conference in Darwin (online), which provided insights into current trends in Australia and a model for how to manage a larger online conference, which will be relevant for the ATLAANZ conference next year.
- She noted that several Australian colleagues have been impacted by significant restructuring, meaning that some are now embedded within schools and isolated from

their learning advisor colleagues. Many Australian institutions have also faced significant reductions in staffing.

- This year she has also enjoyed online networking and professional development opportunities with colleagues internationally via the ICALLD Symposium-Over-Time, and nationally via our new ChatLAANZ initiative.
- She acknowledged the success of the MATLAANZ/PATLAANZ Hui/Fono in October. This biennial event is now a well-established highlight of our programme of events, and the organisers from Unitec, presenters, and supporters from the MATLAANZ and PATLAANZ communities were commended.
- It was noted that the move to online and blended Regional Hui due to Covid has had the added benefit of encouraging people to meet with colleagues all over Aotearoa, rather than just within their own region. This has been an interesting development both this year and last year.

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

- **UNITEC:** Cindy Wei was awarded a teaching excellence award yesterday. At the same awards three Pacific learning advisors received awards for their work with students.
- **Victoria University of Wellington:** Kirsten Reid and Laila Faisal received the Postgraduate Students Association Professional Staff Award for their support of postgraduate students. This award is nominated and awarded by students.
- **WITT:** The team has expanded capacity and grown from 1.7 to 3.7 learning advisors this year.

Deborah announced that the next issue of the ATLAANZ Journal is in the final editing stages and is scheduled to be published before the end of the year. It contains six articles from New Zealand and Australian learning advisors. She thanked the contributors, peer reviewers and copy editors for their work in bring this issue together.

Deborah thanked all those who have served on the Executive Committee this year, and others who have been working to keep the association going.

She said it was gratifying to see that despite the ongoing challenges of Covid-19 ATLAANZ remains in good stead.

Deb asked if there were any further amendments needed to her report.

Lis Roche noted that her name had been omitted from the members of the Executive Committee.

Dawn Marsh asked that Kaaryn Cater be added as an organiser of ChatLAANZ, as she took over co-ordinating this series of discussions following Andrea Trueman's resignation in September.

*It was moved that with the amendments noted above, the President's Report 2021 be accepted. (Proposed: Deborah Laurs; 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:

- Membership is strong and has bounced back to pre-Covid numbers despite the conference not being held last year.

- All of the institutions that were not represented in 2020 have now returned, and we now have a new institution, Yoobee colleges, in the process of joining.
- Kevin advised that this year we have had 43 new members join, which he said was a testament to the success of the Regional Hui, Hui/Fono and Chatlaanz.
- Since writing report the number of members has risen to 155.

#### **Income:**

- In this financial year, subscriptions continued at agreed rate of \$40. The higher income this year can be attributed to a more proactive approach to pursuing overdue registration fees.
- There was additional income of \$80 from two Hui participants who are not ATLAANZ members, and it is likely there will be a further \$40 or \$80 from non-member registrations still to come.
- It was noted that some revenue included in this year's financial report is income from last year, which was paid subsequent to the 2020 AGM.

#### **Expenditure:**

- The Regional Hui expenses relate to last year's Southern Hui, which have been included in this year's report due to the timing of the event.
- All of the expenses from this year's Hui will be included in next year's report.
- Expenses for the Hui/Fono were related to a grant for koha for presenters. The expenses for this event were significantly lower this year, as the event was held online, so the usual catering expenses that ATLAANZ covers were not incurred.
- There were very few research and travel grants awarded this year, due to travel restrictions.
- In a typical year, there would be Executive expenses to fund attendance at the AGM; however, no travel occurred this year due Covid and the AGM being held online.
- This year there has been additional expenditure on website development, hosting and security.
- The online journal expenses relate to setting up the ATLAANZ Journal on a new platform.

#### **Overall financial position:**

- We have made a small profit for the year, and overall the financial position of ATLAANZ for the year is very sound.

*It was moved that the Treasurer's Report 2021 be accepted. (Proposed: Kevin Brennan; Seconded: Lis Roche/ CARRIED)*

Kevin was thanked for his service on the ATLAANZ Executive and for his very capable stewardship of our finances. He is stepping down from the Exec due to taking on a new role as Acting Manager Academic Support at Ara Institute of Canterbury.

## **7. Election of Officers 2021/2022 Executive Committee**

### **7.1 Election of President**

Deborah Laurs confirmed her intention to step down from her role as President. She will remain on the Exec as Immediate Past President.

Dawn Marsh advised that one nomination for the role of President had been received for Tania Oxenham (Wintec).

*There being no other nominees for the position of President and no objections to this nomination, Tania Oxenham was elected unopposed.*

Tania thanked members for their trust and faith in her.

She acknowledged Deborah's hard work and leadership in the role of President and commented that it had been a privilege to watch and learn from her performance and leadership skills.

Tania said she is looking forward to sharing her vision for ATLAANZ in the New Year, and seeing the organisation and profession continue and grow into the future.

## 7.2 Election of Secretary

One nomination for the role of Secretary had been received for Dawn Marsh (WITT).

*There being no other nominees for the position of Secretary and no objections to this nomination, Dawn Marsh was elected unopposed.*

## 7.3 Election of Treasurer

No nominations for the role of Treasurer have been received.

Following a brief discussion, Mervyn Protheroe agreed to serve as Acting Treasurer until such time as a Treasurer can be appointed.

*There being no other nominees for the position of Treasurer and no objections to this nomination, Mervyn Protheroe was elected Acting Treasurer unopposed.*

## 7.4 Executive Committee

*The following nominees were elected or appointed to the ATLAANZ Executive Committee for 2021/22 (Proposed: Dawn Marsh; Seconded: Tania Oxenham/ CARRIED):*

|  |  |
|--|--|
| <b>Executive Officers:</b>                     |  |
| <b>President:</b>                              | Tania Oxenham (Matt Tarawa; Mona O'Shea)             |
| <b>Secretary:</b>                              | Dawn Marsh (Katherine Gilliver-Brown; Andrea Haines) |
| <b>(Acting) Treasurer:</b>                     | Mervyn Protheroe (Barbara Morris; Dawn Marsh)        |
| <b>Ex officio (as listed in constitution)</b>  |  |
| <b>Immediate Past President :</b>              | Deborah Laurs  |
| <b>MATLAANZ Representative:</b>                | Matt Tarawa - TBC by MATLAANZ caucus                 |
| <b>PATLAANZ Representative:</b>                | Solomon Daniel - TBC by PATLAANZ caucus              |
| <b>Membership and email lists:</b>             | Mervyn Protheroe                                     |
| <b>Publications Co-ordinator &amp; Editor:</b> | Lis Roche  |
| <b>Webperson:</b>                              | Katherine Gilliver-Brown                             |
| <b>Elected Members (3):</b>                    |  |
|  | Kate Absolum (Jennifer Yates; Dawn Marsh)            |
|  | Ruth Thomas (Deborah Laurs; Maraea Van Gent)         |
|  | Bridget Knuckey (Dawn Marsh; Barbara Morris)         |
| <b>Co-opted members:</b>                       |  |
|  | Jessica Ritchie (Judith Coullie; Julie Wuthnow)      |

Deborah Laurs was thanked for her leadership of the ATLAANZ Executive for the past two-terms.

Deborah stood down from the role of Chairperson and the new President, Tania Oxenham, assumed the chair for the remainder of the AGM.

## 8. Proposed changes to the ATLAANZ Constitution

Discussion Paper 1, relating to proposed changes to the ATLAANZ Constitution, had been circulated prior to the meeting and was taken as read.

Dawn Marsh advised that the purpose of the proposed changes is to update the ATLAANZ Constitution to align the Rules with current precedents and practices regarding “Ordinary” membership, “Affiliate” membership, and “Officer” roles.

### Addition of Rule 4.3.3:

- Dawn explained the rationale for the current practice of attaching membership to individuals, rather than to institutions, meaning that it has remained with individuals who change institutions within a calendar year.
- The fairness of asking an institution to pay an additional membership fee if/when a replacement staff member is appointed to fill a vacancy was debated and discussed.
- Ross Gilbertson commented that if an institution has paid a person’s membership for a year, this rule would mean it was only receiving benefits for part of the year, if that member then left and their membership was non-transferrable. He suggested it would therefore be reasonable to transfer membership to a new person in the same role for the remainder of the year. However, he suggested that if the individual had paid for their membership themselves, the membership should then be non-transferrable.
- Kevin Brennan suggested that this could add another layer of complexity to managing the membership list, which would require a change in administrative processes to record the source of payment.
- Jacqueline Tither said that she supported the current system, as it was clear that a member remains a member for the year of registration, and when someone new joins, they become a new member.
- Deborah Laurs clarified that the proposed rule change reflects current precedent, and was intended to provide greater clarity in the future, rather than to change the way this situation is currently being managed.
- Tania Oxenham suggested that paying professional membership fees was a way for an institution to show that it values the professional development of its staff, and said that our membership fees are very low compared to other professions, and therefore should not be a barrier to institutions with some turnover of staff.
- Barbara Morris asked what happens when a person retires and no longer receives the benefits of member. Dawn explained that they would remain a member for the rest of the calendar year in which they had registered, and could continue to participate in events and receive all member benefits.
- Deborah explained that life membership could also be offered to those with long service to the profession.

### Amendment at Rule 4.5:

- Dawn explained that the purpose of this proposed amendment was to update the current Constitution to extend the invitation to join ATLAANZ to all members of ICALLD affiliated organisations (current and future), rather than just to AALL members, reflecting the development of ATLAANZ’s international collaborations in recent years.
- Deborah Laurs noted that this would apply only to organisations with which we had a reciprocal agreement. She explained that this creates benefits for ATLAANZ members, such as “members” rates for conferences and events hosted by ICALLD sister organisations, including the recent AALL conference.
- The amendment was widely supported.

### **Addition of Rule 4.5.2:**

- Dawn explained that the purpose of this proposed Constitutional amendment was to align the rights of “Affiliate” (ICALLD) members with “Associate” members (people from allied professions), so that neither class is able to vote at AGMs, SGMs or propose amendments to the Constitution. She advised that the proposed change reflects the wording of the existing rule at 4.4.1.
- It was noted that while we have historically had very few “Affiliate” or “Associate” members, the purpose of this proposed rule change is to protect the interests of “Ordinary” members in order to insure ATLAANZ continues to represent and meet the needs of learning advisors in Aotearoa New Zealand.

### **Amendments at 8.2 and 8.3:**

- Dawn explained that in 2013 the ATLAANZ Constitution was amended to elevate the status of the MATLAANZ representative to “Officer”, meaning this role is seen to be as important to ATLAANZ as the President, Secretary and Treasurer. This change occurred at the same time as the addition of section 3.0, which reflects an explicit commitment to Te Tiriti o Waitangi and “a special partnership with Māori”. She explained that proposed amendment is intended to extend the same status to the PATLAANZ representative, although this would not be on the basis of a Te Tiriti based commitment.
- Tania Oxenham supported the amendment and said that while there needs to be recognition of MATLAANZ as reflecting the unique status of tangata whenua, Aotearoa is part of the Pacific and there is special and important relationship that continues with Pacific cultures, which PATLAANZ reflects. She suggested that this amendment is an acknowledgement of our evolution towards greater valuing of equity, diversity and inclusivity, and that it is appropriate that our Executive and our Constitution reflects this.
- Katherine Gilliver-Brown, Tania Oxenham and Ruth Thomas drew attention to the use of the term “Pasifika” rather than Pacific.
- Dawn explained that in drafting this amendment for discussion the term “Pasifika” was chosen because it was already used in the current Constitution, and is used in the wording of the PATLAANZ webpage, which was approved by PATLAANZ members.
- Solomon Daniel acknowledge that there are range of views on the terminology, and some members feel the term Pasifika, which is also sometimes spelt Pasefika, is more closely associated with Polynesian cultures, rather than being inclusive of Micronesian and Melanesian cultures.
- It was agreed that the PATLAANZ Caucus would be consulted about which term they feel best represents their membership, and that this choice would be reflected in the wording of the Constitutional amendments.

*It was moved that the proposed addition of Rule 4.3.3 to make explicit that membership is attached to individuals not institutions and is therefore non-transferable be approved. (Proposed: Dawn Marsh; Seconded: Barbara Morris/ CARRIED)*

*It was moved that the proposed amendment to Rule 4.5. to permit members of all ICALLD affiliated organisations to join ATLAANZ as “Affiliate” members be approved. (Proposed: Tania Oxenham; Seconded: Jessica Ritchie/ CARRIED)*

*It was moved that the proposed change to Rule 4.5.2 to remove the ability of “Affiliate” members to vote at AGMs or SGMs, or propose amendments to the Constitution be approved. (Proposed: Barbara Mossis; Seconded: Kevin Brennan/ CARRIED)*

*It was moved that the proposed change to Rules 8.2 and 8.3 to recognise the PATLAANZ representative as an “Officer” of the Executive be approved, with the exact wording subject to the*

term “Pasifika” being approved or changed by the PATLAANZ caucus. (Proposed: Solomon Daniel; Seconded: Katherine Gilliver-Brown/ CARRIED)

## 9. Proposed changes to membership fees and “Institutional” membership

- Discussion Paper 2 relating to proposed changes to the ATLAANZ Constitution had been circulated prior to the meeting and was taken as read.
- Dawn Marsh explained that the purpose of the proposed changes to membership fees are to adjust membership fees for inflation, particularly to reflect increases in catering costs for Hui, and to provide discounted registration fees to larger organisations that have requested an “Institutional” membership rate.
- Deborah Laurs outlined the ICALLD affiliated organisations which offered institutional membership, which some do and some do not. She noted that most had significantly higher membership fees than ATLAANZ.
- Ross Gilbertson asked for clarification about what was meant by “Institutional” membership, and what member benefits individual learning advisors and other staff at these institutions might have in relation to “Ordinary” members.
- Deborah and Dawn explained that a sub-committee of Exec had begun considering this issue, but felt that determining who would be covered by “Institutional” membership, and considering the extent to which eligible non-learning advisor employees of member institutions might enjoy voting rights, reduced conference fees, and other member benefits, had proven problematic. For example, ATLAANZ currently covers hospitality at Regional Hui and Hui/Fono as a member benefit, and offers research and travel grants to enable members to attend conferences and Hui, etc. These are the kinds of benefits that we would probably want to retain for learning advisors only and, should a class of “institutional” membership be developed, could have significant financial implications if opened up too widely. They explained that the Exec felt that given the complexity of creating a new membership class, they did not want to continue this work without a mandate from members.
- Dawn suggested that the potential for block voting by large organisations was something that would need to be avoided.
- Dawn also suggested that it was unfair to ask learning advisors at smaller organisations to pay more than those at larger organisations, particularly as they may have less access to professional development funding and more need for the support of the wider profession in their work.
- Catriona Cameron noted that larger organisations do currently support larger numbers of ATLAANZ members, and institutional membership might offer opportunities to involve staff in allied roles, who are not currently members, in ATLAANZ events and activities, which could raise the profile of our profession within these organisations.
- Catriona also suggested that perhaps subsidies could be offered to smaller organisations to encourage them to remain members.
- There was general support for offering grants to those who cannot afford membership, particularly to ensure as many learning advisors and institutions are included in ATLAANZ and have representation.
- Ruth Thomas noted that our membership fees are very low compared to other professional associations, and even if increased to \$45 as proposed would remain very reasonable. She suggested that we are devaluing ourselves, if we offer discounts.
- Margaret Evans noted that the size of an organisation does not always reflect its ability to pay, and said that last year Unitec had no professional development funding available due to the impacts of Covid, so individuals who wished to remain ATLAANZ members had to fund this themselves.

- Xiodan Gao said that while Victoria University of Wellington could potentially benefit from “Institutional” membership or discounted rates, the ATLAANZ membership fees are very reasonable and a modest increase could be accommodated.

*It was moved that the proposed increase of membership fees from \$40 to \$45 per person per year be approved. (Proposed: Dawn Marsh; Seconded: Ross Gilbertson/ CARRIED)*

*The proposal to offer a discounted fee of \$42.50 per person per year available to institutions registering 5-9 members was withdrawn.*

*The proposal to offer a discounted fee of \$40 per person per year available to institutions registering 10 or more members was withdrawn.*

*It was moved that the Executive develop a consultation document on the proposal to establish hardship grants to enable subsidies for members whose organisations are not able to fund their professional registration in a given year. (Proposed: Dawn Marsh; Seconded: Matt Tarawa/ CARRIED)*

*It was moved that the proposal to amend the ATLAANZ Constitution, in consultation with members, to create a class of “Institutional” membership not be approved. (Proposed: Dawn Marsh; Seconded: Barbara Morris/ CARRIED)*

## **10. General business**

### **Archiving of the old ATLAANZ website:**

Katherine Gillilver-Brown advised that Peter Moran from Mercury IT has recommended that the old (Joomla) version of the ATLAANZ website be archived, as it is producing alerts and errors. She explained that this does not pose a risk to our current (WordPress) website.

It was noted that most of the data on the old website has now been brought over to the new website. Archiving the old content would mean that we could continue to access content from archived site, should we need to do so, but it would no longer be publicly available.

*It was moved that the old (Joomla) ATLAANZ website be archived as a back-up, and be removed from the server and public availability. (Proposed: Katherine Gilliver-Brown; Seconded: Deborah Laurs/ CARRIED)*

Tania Oxenham thanked attendees and wished everyone a safe and happy Christmas and New Year.

**The meeting closed at 4.20pm**