

2021 AGM Agenda

Friday 26 November 2021

12.00-pm – 1.00pm Melbourne time

Teams Meeting

1. AGM Welcome

1. Acknowledgement of country and of Elders
2. Register of attendees
3. Noting of Apologies

2. 2020 EPHEA AGM Minutes

1. Acceptance of Minutes

3. Business Arising from Minutes

4. Reports from office bearers and state chapters

1. President's Report
2. Treasurer's Report
3. Secretary's Report
4. Memberships Officer's Report
5. Chapters Reports 2021

5. Election of Office Bearers and Ordinary Members, EPHEA Executive 2021

1. The Committee has the following resignations

Role	Resignation received	Institution
Public Officer	Nicholas Steepe	Charles Sturt University
Ordinary Member	Nicholas Steepe	Charles Sturt University
Ordinary Member	Sarah Glencross	University of the Sunshine Coast
Ordinary Member	Veronica Sanmarco	University of the Sunshine Coast
Ordinary Member	Mel Henry	Curtin University
Ordinary Member	Elisa McGowan	University of Western Australia
Ordinary Member	Astrid Gearin	University of Newcastle
Ordinary Member	Zoe Bristowe	University of Otago
Ordinary Member	Angela Spears	University of Otago
Ordinary Member	Kauia Moriarty	University of Otago
Ordinary Member	Sam Feeney	University of Otago
Ordinary Member	Joseph (Joe) Llewellyn	University of Otago

2. Nominations received and election of office bearers

The following nominations have been received. Noting that no nomination has at time of writing been received for the Public Officer role, all other Office Bearer roles have received a single nomination, and therefore the following people will be considered elected at the AGM. The following nominations for Ordinary members will also be considered elected at the AGM.

Role	Nomination	Institution
President	Kylie Austin	University of Wollongong
Vice-President	Tracie Conroy	University of Technology Sydney
Secretary	Lara Rafferty	RMIT
Treasurer	Sonal Singh	University of Technology Sydney
Public Officer	VACANT	
Memberships Officer	Jimzeena le Cerf	Southern Cross University
Ordinary Member	Elicia Ford	University of Sydney
Ordinary Member	Kate Flynn	Queensland University of Technology
Ordinary Member	Victoria Drury	Southern Cross University
Ordinary Member	Louise Pollard	University of Notre Dame
Ordinary Member	Chris Ronan	Country Universities Centre

6. Other Business

No other business has been requested by members.

Attachments:

1. 2020 AGM Minutes
2. President's report
3. Treasurer's report
4. Secretary's report
5. Memberships Officer's Report
6. Chapters reports

Close of AGM

2020 AGM Minutes

Friday 27 November 2020

12.00-pm – 1.00pm Melbourne time

Zoom Meeting

1. AGM Welcome

1. Acknowledgement of country and of Elders

The Vice-President (in the role of Chair) welcomed everyone to the meeting and acknowledged the Gadigal people upon whose lands UTS stands, and paid respect to Elders past and present, and invited those present to acknowledge that lands were never ceded and that all support the fight for sovereignty.

2. Register of attendees

Tracie Conroy
Elisa McGowan
Veronica Sanmarco
Sonal Singh
Darlene McLennan
Melinda Brady
Teri King
Elicia Ford
Gina Evangelista

Lara Rafferty
Jane Anderson
Peter O'Callaghan
Penelope Pitcairn
Sarah Walker
Shelley Odewahn
Heather Marsh
Laurie Poretti
Ali Parker

Mel Henry
Katherine Munyard
Nic Steepe
Kate Wilson
Ramziya
Caitlin Owen
Vicki
Anthony Gartner

3. Noting of Apologies

Apologies were received from:

Carol Devereaux
Shenayd Pate
Umneea Ahmad Khan
Sophie Baker
Mara.Eversons
Lisa Andrewartha
Kim O'Brien
Tara Broadhurst
Gary Thomas
Clive May
Raelene Ernst
Mel Martinelli
Joana Richter
Tina McLoughlin
Len Nielsen
Mali Boller
Elise Cardamone

Kylie Austin
Mary Dracup
Sue Kilpatrick
Deborah McArthur
Genevieve Haskett
Joanna Carrick
Tracy Creagh
Taylah Wicks
Cathie Walsh
James Smith
Robyn Kleinhans
Alison Jaquet
Stephen Garvey
Samantha Avitaia
Rick Ryan
Priya Viswanathan
Sue Muloin

Kate Williams
Kellie Peart
Sara Kindon
Jules Lumbers
Michelle Anderson (SEU)
Georgia Andrews
Colette Slaviero
Cathy Burton
Emma Tanuvasa
Chantelle Hollenbach
Shannon Van Zanen
Marjorie Blowers
Emma Mossman
Terri Percy
Amanda Hargreaves
Danelle Dobinson

2. 2019 EPHEA AGM Minutes

1. Acceptance of Minutes

The Minutes of the 2019 EPHEA AGM were received as a true and accurate record.

Moved: Elisa McGowan; Seconded: Nic Steepe.

3. Business Arising from Minutes

There was no business arising from the Minutes.

4. Reports from office bearers and state chapters

1. President's Report
2. Treasurer's Report
3. Secretary's Report
4. Memberships Officer's Report
5. Chapters Reports
 - 4.5.1 EPHEA AGM 2020 - NSW ACT Chapter Report
 - 4.5.2 EPHEA AGM 2020 - QLD Chapter Report
 - 4.5.3 EPHEA AGM 2020 - SA Chapter Report
 - 4.5.4 EPHEA AGM 2020 - TAS Chapter Report
 - 4.5.5 EPHEA AGM 2020 - WA Chapter Report
 - 4.5.6 EPHEA AGM 2020 - VIC Chapter Report
 - 4.5.7 EPHEA AGM 2020 - NZ Chapter Report

The Chair thanked the President Kylie Austin for her wonderful service in taking up the role and wished her well for her parental leave. The Chair drew attention to the President's report, including noting the particular challenges this year. The Chair also acknowledged the contributions made by other members of the EPHEA Executive.

The Chair noted some of the successes and highlights in the work of the Association this year including:

- the developing relationship with the Australian Minister and Department for Education, Skills and Employment, with four submissions to the Department
- Working with various National Priorities Pool grant holders as well as representation on various research projects and expert panels to provide practitioner insights
- The development and implementation of the EPHEA communications strategy. The Chair noted that the Association was very happy to welcome Katherine Munyard as Communications Adviser, with increased social media presence and a new website coming in 2021.
- The conference committee has been meeting to shape the 2021 conference, which will be online
- EPHEA will continue to look for ways to support further professional development for members
- The Association has also been working hard to streamline member engagement and access

Other reports were taken as read; the Chair and members affirmed the healthy financial position of the Association and thanked members of the EPHEA Executive for their contributions this year.

Considering the Chapters reports, the Chair affirmed how great it was to read about the breadth of activity undertaken by the chapters as outlined in their reports and encouraged chapters to apply for the funding again next year.

Peter O'Callaghan acknowledged and thanked members who have now left the sector including John McDonald, Jane Finlay, Felicity Thyer, Linda Gale, Sarah Lambert, and Kim Reyes (who held the role as convenor of the Victorian network).

The Chair invited members to receive the annual reports of the Association.

Moved: Peter O'Callaghan; Seconded: Elicia Ford.

5. Election of Office Bearers and Ordinary Members, EPHEA Executive 2020

1. The Chair drew the attention of members to the following resignations and thanked these members for their contribution.

Role	Resignation received	Institution
Public Officer	Joanna Leonard	University of Technology Sydney
Memberships Officer	Kate Flynn	Qld University of Technology
Ordinary member	Jane Anderson	University of the Sunshine Coast
Ordinary member	Susan Ainge	Qld University of Technology
Ordinary member	Maz Rahman	Murdoch University
Ex Officio	Gabrielle O'Brien	Qld University of Technology

2. Nominations received and election of office bearers

The Chair noted the following nominations for office bearers and ordinary members, and that with a single nomination for the relevant positions, all these people are now considered elected. The Chair welcomed these members to the Committee.

Role	Nomination	Institution
President	Kylie Austin	University of Wollongong
Vice-President	Tracie Conroy	University of Technology Sydney
Secretary	Lara Rafferty	RMIT
Treasurer	Sonal Singh	University of Technology Sydney
Public Officer	Nicholas Steepe	Charles Sturt University
Memberships Officer	VACANT	
Ordinary member	Sarah Glencross	University of the Sunshine Coast
Ordinary member	Veronica Sanmarco	University of the Sunshine Coast
Ordinary member	Elicia Ford	University of Sydney
Ordinary member	Mel Henry	Curtin University
Ordinary member	Elisa McGowan	University of Western Australia
Ordinary member	Nicholas Steepe	Charles Sturt University
Ordinary member	Kate Flynn	Queensland University of Technology
Ordinary member	Astrid Gearin	University of Newcastle
Ordinary member	Victoria Drury	Southern Cross University
Ordinary member	Zoe Bristowe	University of Otago

Ordinary member	Angela Spears	University of Otago
Ordinary member	Kauia Moriarty	University of Otago
Ordinary member	Sam Feeney	University of Otago
Ordinary member	Joseph (Joe) Llewellyn	University of Otago

The Chair noted that with the President on leave until early February 2021, she will be acting in the role as President and invited members to nominate for the position of Memberships Officer.

Nominations for the 2021 EPHEA Executive Committee were endorsed:

Moved: Kate Wilson; seconded Mel Henry.

6. Other Business

- 6.1 Request that 'EPHEA lead an advocacy campaign that seeks to address the stratification of equity cohorts resulting from the changes to HEPPP funding following the Teahan reforms.' (See attached proposal submitted by Sally Baker, UNSW)

The Chair noted that as Sally Baker was not able to attend the meeting the Chair then gave a brief overview of the proposal and its recommendation. Sonal Singh added that the proposal was developed by a group of equity practitioners associated with the Refugee Special Interest Group in Higher Education who are concerned. The Chair invited questions, and then invited members to nominate and then second their support for the proposal.

Moved: Penny Pitcairn; seconded: Nic Steepe seconded.

The Chair invited any members to put forward any other business.

6.2 Retention of members on the email list after they leave their current employment

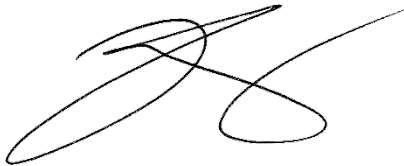
Katherine asked whether we could retain members on the email list after they leave their current employment

Members expressed concerns about the extent of change and the loss of great people from the sector and affirmed the value of the contributions of those staff members, the continued need for the work driving equity for diverse students and staff, and the support available through the network. The Chair affirmed that in the development of the next EPHEA Strategic Plan there will be a focus on prioritising the support to members in these times.

Members agreed that although membership of the Association generally requires employment in a higher education institution or related organisation in a role as an equity practitioner, in consideration of the unusual circumstances of the past year, and to support the ongoing professional development and networks of people who have recently left their employment, there would be the provision to substitute a personal email address for any work email address for a current member and that we would review the membership list at this time next year. Members will be invited to share the news that any current or immediate former member can get in touch to update an email address.

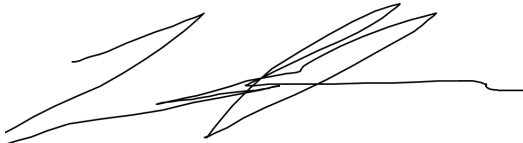
The Chair thanked everyone for attending and closed the meeting.

These unconfirmed minutes are considered a true and accurate record.

A handwritten signature in black ink, consisting of a large, stylized 'T' followed by a series of loops and a long horizontal stroke.

.....
Tracie Conroy, Vice-President and AGM Chair

.....
Date

A handwritten signature in black ink, featuring a large, stylized 'L' followed by several loops and a long horizontal stroke.

.....
Lara Rafferty, Secretary

.....
Date



AGM 2021 | Chair's report

Kylie Austin, President, EPHEA

2021 has continued to present significant challenges for the higher education sector, as universities have responded to ongoing financial impacts of COVID-19. Whilst this has presented acute obstacles for equity practitioners, often in the form of restructures, resources, funding, and increased reliance on staff and student support services, it has also led to innovative practices and a continued commitment to enabling equitable access and participation in higher education.

Staff wellbeing, as well as advocating for a continued focus on equity have emerged as major themes within Australian and New Zealand higher education institutions in 2021. The impacts of extended lockdown periods on staff have disproportionately impacted staff and student equity groups, having to juggle caring responsibilities, social and physical isolation, as well as being vulnerable to the virus itself. In this environment, our EPHEA members have demonstrated collegiality and kindness in supporting one another to overcome obstacles in their day-to-day work.

Amongst this, our EPHEA Executive have continued to work above and beyond this year to offer professional development initiatives and engage in advocacy activities on behalf of the sector. Due to a postponement of the EPHEA Conference to November 2022, our EPHEA Executive have offered a suite of professional development activities in 2021. In addition to this, they have continued to contribute to numerous submissions to the Federal Government, form partnerships with other equity-focused organisations and advocate on behalf of our members.

Thank you to our EPHEA Executive this year for their ongoing commitment. The team for this year was as follows:

- **Tracie Conroy, Vice-President**, University of Technology Sydney, NSW
- **Lara Rafferty, Secretary**, RMIT, Victoria
- **Sonal Singh, Treasurer**, University of Technology Sydney, NSW
- **Jimzeena LeCerf, Memberships Officer**, Southern Cross University, QLD
- **Nicholas Steepe, Public Officer**, Charles Sturt University, NSW
- **Zoë Bristowe, Ordinary member and NZ Representative**, University of Otago, NZ
- **Angela Spears, Ordinary member and NZ Representative**, University of Otago, NZ
- **Sarah Glencross, Ordinary member**, The University of the Sunshine Coast, QLD
- **Veronica Sanmarco, Ordinary member**, The University of the Sunshine Coast, QLD
- **Elicia Ford, Ordinary member**, University of Sydney, NSW
- **Mel Henry, Ordinary member**, Curtin University, WA
- **Elisa McGowan, Ordinary member**, University of Western Australia, WA
- **Astrid Gearin, Ordinary member**, University of Newcastle, NSW
- **Joseph Llewellyn, Ordinary member**, University of Otago, NZ
- **Kate Flynn, Ordinary member**, Queensland University of Technology, QLD
- **Kauia Moriarty, Ordinary member**, University of Otago, NZ
- **Sam Feeney, Ordinary member**, University of Otago, NZ
- **Victoria Drury, Ordinary member**, Southern Cross University, NSW

Thanks also to **Katherine Munyard** our EPHEA Communications Coordinator, for continued enhancements to EPHEA's communication platforms.



THE YEAR IN REVIEW

In 2021, the EPHEA Executive launched a new [Strategic Plan for 2021-2023](#). In order to be responsive to the dynamic higher education environment that we were operating within, this was underpinned by an [Implementation Plan for 2021](#).

Goal 1: Undertake a strengths-based approach to building the capacity of equity practitioners and support their wellbeing to empower their work.

The EPHEA Executive has achieved the following against this goal in 2021:

- Convened **an annual calendar of online and face-to-face professional development activities** to contribute to the knowledge, research and practice of student and staff equity in higher education, with seven sessions designed and delivered in 2021.
- Delivered the **World Access to Higher Education Day Event** on Wednesday 17th November, 2021 in collaboration with the National Centre for Student Equity in Higher Education.
- Launched **‘Spotlight on Equity: Recognition of Impact’** Grants, alongside the **‘Champions of Change’** awards, in partnership with the National Centre for Student Equity in Higher Education.
- Transformed our engagement with the **Chapters**, providing increased support and communication with the EPHEA Executive in 2021. We continued to provide up to \$3000 in **Chapter funding** for chapters who applied for support for local activities – New South Wales, Australian Capital Territory, Western Australia, Tasmania, Victoria.
- Continued to enhance **EPHEA’s Communication Channels**, through the launch of our [new website](#), increased social media presence, and streamlined communication to EPHEA members through a series of newsletters.

Goal 2: Champion systemic change through our collective resources, ensuring that equity is positioned at the forefront of institutional practice and national higher education policy.

The EPHEA Executive has achieved the following against this goal in 2021:

- Surveyed the sector on the **‘State of Student Equity’** and have advocated on behalf of the sector for policy change and institutional responses.
- Developed a relationship with **Universities Australia** to strive to embed equity at an institutional level.
- Actively engaged with the **Australian University Planners network** to influence decision making about changes to student failure procedures.
- Actively engaged with the **National Aboriginal & Torres Strait Islander Higher Education Consortium**, with opportunities identified for future collaboration.
- Regular meetings established with the **Department of Education, Skills and Employment**, with feedback provided on key policy and practice documents.
- Continued EPHEA representation on the **National Centre for Student Equity in Higher Education** and **Australian Disability Clearinghouse on Education and Training (ADCET)** boards.
- Contributed to Department of Education, Skills and Employment reviews of the **National Disability Coordination Program**, review of **Regional Student Support** and the development of the **Student Equity in Higher Education Evaluation Framework Project**.

In addition to this, the team has also:

- completed statutory reporting requirements to the NSW Office of Fair Trading (for Incorporation purposes);
- managed our banking and Paypal processes; and
- consolidated membership lists and managed inquiries and record-keeping.



LOOKING FORWARD TO 2022

As we look forward to 2022, the following activities will be a key priority for EPHEA:

- Developing our 2022 Implementation Plan, to ensure we are being responsive to the needs of our members.
- Delivery of a blended (face-to-face and online) EPHEA Conference.
- Being responsive to the needs of the sector, particularly around staff wellbeing.
- Continuing to strengthen the relationship between EPHEA and the Department of Education, Skills and Employment, as well as other key equity organisations.
- Continuing to digitally streamline member engagement and access.

I'd like to personally thank the EPHEA Executive for their commitment in 2021. As we continue to navigate the challenges that have been presented at an institutional level, these staff have continued to carve out time to act as a voice for underrepresented students and staff across the sector.

I look forward to continuing working with the EPHEA Executive in 2022, continuing to represent the broader EPHEA membership and hopefully seeing many of you in a face-to-face capacity at our bi-annual EPHEA Conference.

Kylie Austin
November 2021

Treasurer Report

EPHEA ANNUAL GENERAL MEETING 2021

I hereby present this year's Treasurer's Report. Attached are the financial statements for the financial year ended 30 June 2021 for EPHEA. The 2021 financial year was a rather challenging time due to the invoicing difficulties created via payal. The team is exploring alternative payment options to streamline the payment process for members. The financial performance of the EPHEA is a credit to the ongoing hard work of Katherine Munyard, Jimzeena LeCerf and Sarah Glencross who have provided support with membership and chapter operations management. Well done to the team!

Members are welcome to contact me with any questions regarding the accounts or for further information.

- Sonal Singh

(EPHEA Treasurer)

A. Account Summary as at 30th June 2021

Account name	Balance
# 082344134190524	47731.99
Savings Account #5747 (84-647-5747)	5,434.55
Term Deposit #9963 (74-329-9963) 6 month @ 2.05% matures 8 Apr 2020	17,122.32
Term Deposit #2538 (28-848-2538) 12 months @ 2.00% matures 5 June 2020	22,044.98
Term Deposit #3580 (28-854-3580) 12 months @ 2.00% matures 5 June 2020	11,231.27
TOTAL BALANCE AT 30.06.2021	\$103,565.11

B. Income and Expenditure # 082344134190524 (01.07.2020 – 30.06.2021)

	Expenditure	Income
Opening Balance as at 01.07.2020		\$65,494.68
Membership Fees		\$7,750.00
Admin Sal (2021)	-\$2,883.04	
EPHEA Member PD	-\$750.00	
EPHEA website subscription	-\$394.28	
Chapter Funding	-\$6,000.00	
SPERA Conference Sponsorship	-\$2,000.00	
EPHEA Web subscription	-\$445.50	
Admin Sal (2020)	-\$2,550.52	
Insurance	-\$1,407.16	
WAHED 2020 Cost	-\$3,037.1	
Admin Sal (2020)	-\$6,045.09	
Closing Balance as at 30.06.2021		\$47,731.99

Transaction Listing 1 July 2021 to 5th Nov 2021				
31-Aug-21	450	INTER-BANK CREDIT	SWIN UNI-EQUAUS SWIN.UNI.CREDITO Equity Practitio	48631.99
21-Jul-21	450	MISCELLANEOUS CREDIT	3039/993676 UNIVERSITY OF OTAGO	48181.99
18-Jun-21	450	INTER-BANK CREDIT	071070 CQU GENERAL FUND Equity Practitio	47731.99
7-Jun-21	-750	TRANSFER DEBIT	INTERNET TRANSFER EPHEA PD	47281.99
28-May-21	-1668.01	TRANSFER DEBIT	INTERNET TRANSFER Comm Sal 26/4-9/5	48031.99
28-May-21	-1215.03	TRANSFER DEBIT	INTERNET TRANSFER Sal 9/2-25/4 Reim	49700
28-May-21	-394.28	TRANSFER DEBIT	INTERNET TRANSFER Reimbursement	50915.03
18-May-21	450	INTER-BANK CREDIT	EFT 080451 UNSW Equity Practitio	51309.31
28-Apr-21	100	TRANSFER CREDIT	SANDRA LEATHWICK Leathwick EPHEA new Sandra Leathwick EPH	50859.31
23-Apr-21	450	INTER-BANK CREDIT	295600 Uni of Tasmania Equity Practitio	50759.31
14-Apr-21	-3000	TRANSFER DEBIT	ONLINE R3215228755 EPHEA NSW ACT EPHEA	50309.31
9-Apr-21	450	INTER-BANK CREDIT	182661 FEDERATION UNIVE EQUITY PRACTITIO	53309.31
1-Apr-21	-2000	TRANSFER DEBIT	INTERNET TRANSFER SPERA00000490	52859.31
18-Mar-21	450	INTER-BANK CREDIT	9253939 CBA CDU OPERATIN EQUITY PRACTITIO	54859.31
11-Mar-21	450	INTER-BANK CREDIT	00000000 LA TROBE UNI EQUITY PRACTITIO	54409.31
4-Mar-21	450	INTER-BANK CREDIT	18854 University of Wo EQUITY PRACTITIO	53959.31
26-Feb-21	450	INTER-BANK CREDIT	2021/2001499434 Monash Universit EQUITY PRACTITIO	53509.31
23-Feb-21	-445.5	TRANSFER DEBIT	ONLINE E1055585526 EPHEA EPHEA	53059.31
4-Feb-21	450	INTER-BANK CREDIT	00398172 MACQUARIE UNIVER EQUITY PRACTITIO	53504.81
28-Jan-21	450	INTER-BANK CREDIT	0220561UWA University of WA Equity Practitio	53054.81
20-Jan-21	450	INTER-BANK CREDIT	379129 CURTIN UNIVERSIT EQUITY PRACTITIO	52604.81
19-Jan-21	450	INTER-BANK CREDIT	0000060721 ANU EFT 0103567 Equity Practitio	52154.81
7-Jan-21	450	INTER-BANK CREDIT	UWS 512029 UNI WESTERN SYDN EQUITY PRACTITIO	51704.81
31-Dec-20	450	INTER-BANK CREDIT	206344 Univ of Canberra EPHEA INC	51254.81
24-Dec-20	450	INTER-BANK CREDIT	RMIT PAYMENT RMIT UNIVERSITY EQUITY PRACTITIO	50804.81
17-Dec-20	450	INTER-BANK CREDIT	1388125 Flinders Univers EQUITY PRACTITIO	50354.81
9-Dec-20	450	INTER-BANK CREDIT	125983 - Deakin Un Deakin Universit Equity Practitio	49904.81
3-Dec-20	-1275.26	TRANSFER DEBIT	INTERNET TRANSFER Com Sal 2/11-22/11	49454.81
3-Dec-20	-1275.26	TRANSFER DEBIT	INTERNET TRANSFER Comm Sal 28/8-1/11	50730.07
30-Nov-20	-752.66	TRANSFER DEBIT	INTERNET TRANSFER Business Insurance	52005.33
30-Nov-20	-654.5	TRANSFER DEBIT	INTERNET TRANSFER Mgt Liability	52757.99
30-Nov-20	-375	TRANSFER DEBIT	INTERNET TRANSFER WAHED Cost Reimbur	53412.49
30-Nov-20	-114.95	TRANSFER DEBIT	INTERNET TRANSFER CLUBS PERSONAL ACC	53787.49
30-Nov-20	-74.9	TRANSFER DEBIT	INTERNET TRANSFER WAHED Cost Reimbur	53902.44
27-Nov-20	-1000	TRANSFER DEBIT	INTERNET TRANSFER Sally Kift WAHED	53977.34
27-Nov-20	-822.25	TRANSFER DEBIT	INTERNET TRANSFER Pins WAHED	54977.34
27-Nov-20	-650	TRANSFER DEBIT	INTERNET TRANSFER Sally Kift WAHED	55799.59
13-Oct-20	-1324.95	TRANSFER DEBIT	INTERNET TRANSFER Comms Sal 31/8-279	56449.59
16-Sep-20	-1135.69	TRANSFER DEBIT	INTERNET TRANSFER Comms Sal 3/8-30/8	57774.54
18-Aug-20	-3584.45	TRANSFER DEBIT	INTERNET TRANSFER Comms Sal 8/7-2/8	58910.23
17-Aug-20	-3000	TRANSFER DEBIT	INTERNET TRANSFER EPHEA CHAPTER FUND	62494.68
4-Aug-20	-4401.7	TRANSFER DEBIT	INTERNET TRANSFER GDI0004560	65494.68

Extracted 5/11/2021

Secretary's Report

EPHEA Annual General Meeting | Friday 26 November 2021

For additional information contact: Lara Rafferty [lara.rafferty@rmit.edu.au]

I have had the pleasure and honour to serve the EPHEA Committee as Secretary again this year. With our Memberships Officer reporting on our membership base and so on, I will report on the activities of the Committee.

EPHEA Executive Committee memberships and roles

Kylie Austin continued her outstanding work as President this year, with excellent support from Sonal Singh continuing as Treasurer. Tracie Conroy continued as Vice-President (with a staff equity focus). Jimzeena le Cerf managed our memberships as Memberships Officer, and Nic Steepe managed the Association's reporting and other obligations prescribed in the role of Public Officer.

The Executive Committee welcomed numerous new Ordinary Members in 2021, including Astrid Gearin, Elicia Ford, Elisa McGowan, Joe Llewellyn, Kate Flynn, Kauia Moriarty, Mel Henry, Samantha Feeney, Sarah Glencross, Veronica Sanmarco, Victoria Drury, and Zoe Bristowe.

Committee business

Spanning various time zones associated with the distribution of the Committee over mainland Australia and New Zealand, the EPHEA Committee was able to meet four times via videoconferencing. The Committee discussed a number of matters including:

- Governance and management of the Association and its resources, including its strategic plan, memberships, fees, accounts, support for state and international chapters, and reporting obligations
- Liaison with other bodies and organisations, including government, the National Centre for Student Equity in Higher Education, and a range of others
- Submissions to reviews of government policy and funding arrangements
- Preparations for the EPHEA conference in 2022

In addition to the teleconferences, members also represented the Association on various research projects and forums, and I believe their practitioner expertise is a contribution of enormous value to these activities. I particularly enjoyed the opportunity to represent the practitioner voice as the EPHEA representative on the National Centre for Student Equity in Higher Education Advisory Board. Continuing under the wonderful leadership of Professor Sarah O'Shea, the relationship between the Centre and EPHEA continues to be a strong and productive one, as seen in our numerous collaborations.

I would like to thank all Committee members for their hard work and dedication over the year, and particularly thank and send best wishes to those who are leaving the Committee at the end of this year. In addition, I would like to commend the work the Committee Members and in particular the President have conducted as practitioners in actively advocating for equity in higher education.

Lara Rafferty
EPHEA, Secretary

Membership Officer's Report

For additional information contact Jimzeena LeCerf jimzeena.lecerf@scu.edu.au

Members

All institutions with current membership were contacted in mid-2021 and requested to update their membership lists. Considerable time and effort have gone into ensuring the membership master list is up-to-date.

A streamlined online application process has been setup in the new EPHEA website and we have had numerous applications via the platform. Work is also underway to develop clear processes to set up membership fee payment, which will lighten the load on committee members.

A DRAFT *EPHEA Membership Process and Procedures* document was written by the Communications Coordinator which has been an invaluable blueprint for membership processing.

The majority of EPHEA members are on institutional memberships. Currently, we have **819** formally registered members across **38** institutions (an increase from 650 members in 2020).

Moving forward, it is recommended that the process for membership be clarified and streamlined:

- so it is clear to individuals if their university has current institutional membership they can join under (who the key contact is), and if not,
- how to establish if there are five or more colleagues so their university can join as institutional members, and if not,
- how they can join as an individual member.

Current list of financial institutional members for 2021

Australia

Australian Catholic University
Australian National University
Central Queensland University
Charles Darwin University
Charles Sturt University
Curtin University
Deakin University
Federation University
Flinders University
Griffith University
La Trobe University
Macquarie University
Monash University
Murdoch University
Queensland University of Technology
RMIT University
Southern Cross University

Swinburne University of Technology
University of Canberra
University of Melbourne
University of New England
University of New South Wales
University of Newcastle
University of Notre Dame Australia
University of Queensland
University of South Australia
University of Southern Queensland
University of Sydney
University of Tasmania
University of Technology Sydney
University of the Sunshine Coast
University of Western Australia
University of Wollongong
Western Sydney University

New Zealand

University of Auckland
University of Otago
Victoria University of Wellington

Other

National Centre for Student Equity in Higher Education



AGM 2021 | Chapter Reports

Summary of EPHEA Chapter Activities 2021

Chapter: Australian Capital Territory and New South Wales

Chapter Convenor: Lauri Poretti (ACT) and Nicola Cull (NSW)

Professional Development

2022 Planning: the development of a professional development program for 2022; and for NSW/ACT chapter in 2022.

Chapter Meetings

Regular Chapter Meetings with increased participation, engagement and discussion, and wellbeing benefits through connection and conversations.

Chapter: Queensland

Chapter Convenor: Sharlene Gordon

Professional Development

How to Develop Resilience and Agility in 2021/2022 Workshop. Attended by 27 participants from USQ, UQ, QUT and Griffith. This was a face-to-face workshop and networking event.

Feedback:

"Gave me a reset and care strategies to try with my team."

"Spending time on thinking about resilience and how I can make changes to help me in my current role which is very uncertain at this time."

"The reminder to focus on self and time for others."

WAHED Webinar

In partnership with NAEAA – To be delivered 15th November 2021. Open to all members in the Chapter.

USQ, together with NAEAA (National Association of Enabling Educators of Australia), and EPHEA (Equity Practitioners in Higher Education Australasia – QLD) will bring together a diverse group of students from universities across Australia to share their stories on what access to higher education has meant to them, their families, and their communities. The program will also feature a keynote from Karen Seary, Associate Dean - School of Access Education at Central Queensland University on the importance of the student voice and the positive outcomes of Enabling education.

**Chapter: South Australia****Chapter Convenor: Lisa O'Neil**Professional Development

South Australian institutions are particularly linked through their membership of SAGE Athena SWAN and have made extra efforts to connect with each other during COVID-19 restrictions. We have connected virtually on at least a monthly basis to discuss our staff activities, particularly in relation to support for women in STEMM and WGEA activities.

Chapter: Tasmania**Chapter Convenor: Amelia Dowe and Darlene McLennan**Professional Development

On the 30th of September, the Tasmania Chapter held an inclusive practice panel via Zoom. Two of the winners from the 2020 EPHEA Inclusive practice awards presented and shared their practice. A User Experience Designer presented on accessibility and 26 UTAS staff attended this session. The Chapter had hoped to offer the Inclusive Practice Awards again this year, but this hasn't occurred due to staffing and time constraints, this will be revisited next year.

From EPHEA chapter funding received a few years ago, UTAS worked with a local organisation Working it Out, to develop an online introduction training unit. This unit is now embedded into a suite of training resources that the UTAS university community can access. The training aims to raise awareness and develop staff and student population and build the university's capacity to be an inclusive and safe organisation for all LGBTIQ+ community members. As of the 4 November 2021, 180 people have accessed the course.

Development of Resources

The Chapter is currently discussing with local aboriginal elders and staff around developing an eLearning resource -Culturally respectful engagement with Aboriginal and Torres Strait Islander people.

UTAS has developed a Disability Inclusion Action Plan, which will be launched on the 3rd of December.

**Chapter: Western Australia****Chapter Convenor: Sasha Peppinck and Madeline Hermawan**Professional Development

There was Successful online Chapter meeting with PD from Associate Professor Lydia Woodyatt in session in July. WA Chapter members attended the STARS Network Week events online.

There will be an end of year Chapter meeting and PD with Professor Nicole Crawford presenting an online session from Tasmania planned for mid-December, 2021. Consisting of a fellowship presentation and workshop session. Attendance offered in person for WA Chapter members with a potential for other states to join virtually.

Chapter Growth

The WA Chapter grew its membership list at a local level after a number role changes across several WA institutions occurring in the last 12 months, where the local membership list declined. We continue to connect with new colleagues in Equity areas across all institutions.

Chapter: Victoria**Chapter Convenor: Melissa Lowe and Aidan Stephenson**

After the considerable disruption of 2020 with major change at many Victorian universities and COVID lockdowns continuing in 2021, the group of Victorian equity practitioners reconvened once in the second half of 2021. Those present discussed professional development and networking needs, and agreed to network meetings in future. The group did not request EPHEA funds for professional development in 2021, but many practitioners are attending online PD including the sessions provided by the national EPHEA Executive.

Chapter: New Zealand**Chapter Convenor: Zoe Bristowe**Professional Development

The Chapter is using funding from EPHEA to develop an anti-racism workshop. The launch of the workshop has been delayed due to an ongoing lockdown. Work on the finalisation and delivery of the event will recommence once restrictions have been lifted.

Chapter Growth

The Chapter has focussed on growing its equity network this year, efforts have been hampered somewhat by the lockdown, but progress continues to be made and this work will be ongoing in 2022.