



## **2015 AGM Agenda & Minutes**

**Tuesday 10 November 2015**

**5:00– 6.00 pm (AEDT) John Hay Building Room D2.193  
Deakin University, Geelong Waterfront Campus, Melbourne, Australia**

AGM Opened: 5:00 pm (AEDT)  
AGM Closed: 6:00 pm (AEDT)

### **1. WELCOME**

The Chair and President, Gabrielle O'Brien welcomed and thanked everyone for their attendance. She acknowledged the Wathaurong people of the Kulin nation, the traditional owners of the lands where the conference attendees were gathered. She paid respects to the elders, past, present and emerging and acknowledged the important role Aboriginal Torres Strait Islander people play within the community and across Australia in the various institutions. She acknowledged the EPHEA conference organising committee and Deakin University colleagues for hosting a collegial conference and providing the venue for the AGM.

The executive committee were also introduced and acknowledged. It was noted that five teleconferences were held with endless discussion in between on various matters arising in due course of this annual general meeting. About forty (40) members attended.

#### **1.1 Noting of Attendees and Apologies**

<b>ATTENDEES</b>	
Gabrielle O'Brien, QUT, ( <i>Chair</i> )	Andrea Brown, RMIT
Ruth Tregale, MQ	Tracie Conroy, UTS
Lisa O'Neill, Flinders	Marian Cronin, VU
Lara Rafferty, RMIT	Julie Dlaskova, Otago Uni, NZ
Louise Pollard, UWA	Pania Elliot, The University of Auckland, NZ
Juliet Nanai, AUT, NZ ( <i>Minute taker</i> )	Malcolm Fialho, UWA
Semra Tastan, Macquarie University	Kate Flynn, QUT
Nadine Zacharias, Deakin University	Al Fricker, RMIT
Penelope Pitcairn, Uni. Of Sydney	Anthony Gartner, Swinburne University of Technology
Cathie Walsh, The University of Auckland, NZ	Shannon Kerrigan, La Trobe
Barbara Webb, Federation University	Erica Lewin, Murdoch
Ilena Young, Charles Sturt University	Darlene McLennan, University of Tasmania
Kate Wilson, MQ	Rob Miller, RMIT
Alisha Ryans-Taylor, RMIT	Belinda Munn, University of Newcastle
Sonal Singh, Macquarie University	Carissa Perkins, Charles Sturt University
Vicki Smith, RMIT	Ali Rasheed, Auckland University of Technology, NZ
Elizabeth Spark, Federation University	Tui O'Sullivan, Auckland University of Technology, NZ
Juliana Ryan, Deakin University	Chris Jenkin, Auckland University of Technology, NZ

## 2. 2014 EPHEA AGM MINUTES

### 2.1 Acceptance of AGM Minutes Thursday 28 November 2014 (Juliet Nanai)

#### Motion that the minutes be accepted WITH AMENDMENTS

*“ADD NZ ATTENDEES via teleconference: Tui O’Sullivan, Chris Jenkin, Ali Rasheed AUT, NZ”*

*Moved: Ali Rasheed*

*Seconded: Ruth Tregale CARRIED*

## 3. Business Arising from Minutes

### 3.1 Post-meeting actions from 2015

Item	Details	Outcome
State-based EPHEA Chapters	Development of support for Chapters and networks	See Chapters Report (6f)
Potential Biennial forum on student equity policy and programs (in opposite year to EPHEA Conference)	Request for DIISTRE to host a bi annual forum on student equity policy and programs	Restructure in Department has meant that this item has not been discussed. However, the NCSEHE has held a number of useful events around these topics.
Feedback on ACU/NCSEHE/ NPP submissions	EPHEA will update membership on progress of application when known.	This submission was unsuccessful.
Affiliations with Complementary Associations	Special Resolution 3 from 2013 AGM: EPHEA members give in-principle support to the Committee to establish affiliation arrangements with complementary associations after consultation with members.	After discussions with ATEND it was decided that the complexity of organising complementary associations would not result in sufficient benefits.

Some points of summary discussions to note:

- There was a discussion about a forum in between the EPHEA conference which are ongoing in regards with scholarship and evaluation forums. These take place as topics come up. There were suggestions to set up video conferences and/or webinars as some universities have small travel budgets. These discussions will continue as these modes pose limitations.
- There were discussions on who want memberships and in what capacity. Some like those involved in ATEND tend to have much more focus on disability. Some have become individual EPHEA members while some opted for institutional memberships.
- Some of the way the incorporated operational activities have not worked with the current constitution. There were propositions to amendments. The constitution was good but it was posed as only a template but in undertaking work around memberships and financial arrangements have not entirely worked. It was imperative to obtain votes and agreement for the suggestions posed by the Executive Committee for these amendments to proceed.

## 4. CONSTITUTIONAL AMENDMENTS

**4.1 List of motions related to Constitutional amendments.** The rationale for each change is included. It is four years since EPHEA has had its Constitution. Amendments are warranted due to the nature of how it can be implemented as noted over this period.

- 1) Addition of a preamble. For example:  
*“a professional incorporated association, university and TAFE equity practitioners who work in Australia, New Zealand and the Pacific region. TAFE aims to strengthen and support equal opportunity and affirmative action programs for students and staff in higher education by ... providing a collegial network for sharing professional knowledge among equity practitioners and their representative bodies, convening biennial conferences to contribute to knowledge, research and practice of equal opportunity in higher education, and initiating and contributing to discussion of equal opportunity and affirmative action issues in national forums. Making policy recommendations to decision making bodies including government and the higher education sector and developing links with organisations that have similar professional aims.”*  
 There were discussions as to the rationale of having a preamble rather than just updating the association’s objectives. This matter required further discussions.  
**Unresolved**
- 2) Changes to membership – To add “Associate Members” but with “no voting rights”
- 3) Changes to Executive Committee by way of new office bearer – Membership Officer.
- 4) Changes to application and resignation processes for members with *Membership Officer* taking over duties of Secretary (**For 2, 3, and 4**)...  
 For example: to add “*Membership Officer*” complements the changes to the application and resignation processes. Because in add this specific office bearer, we have to change who you talk to when you resign or make an application. Therefore, instead of making an application or resignation to the secretary, you make it to the membership officer. It is imperative to include a membership officer because there are over 460 members now. This is a too arduous a task for one person to do. So the membership officer, the Treasurer and the secretary will work in unison to manage those elements of membership.
- 5) a) Change in membership for financial year.  
 Membership is for the calendar year from 1 January to 31<sup>st</sup> of December, but the financial reporting to the Office of Fair Trading in New South Wales requires EPHEA to report against the financial year. This would require a change in the constitution to cater for the obligations of an ‘incorporated association’.
- (b) Changes in financial arrangements – one signatory; change from financial year to calendar year for memberships. The President and Treasurer are physically located in different regions and is impossible to make payments. Members wanted a safeguard clause. There was also a suggestions to seek auditor’s view.  
**Unresolved.**
- 6) Adjust membership form in Constitution in line with web-based form

The President and Treasurer noted the changes in the way EPHEA has grown since its inception as an Incorporated. Therefore some amendments were imperative to cater for these changes as set here in Items 1) to 5) above.

**Motion: that Items 2, 3, 4, 5(a), and 6 be APPROVED and that 1 and 5(b) are pending.**

***Unanimously CARRIED***

## **5. REPORTS**

### **5.1 President’s Report**

Briefly, the President talked to her report as attached to the AGM Agenda 2015. These included the institutional statistics who have just talked to the Universities Australia people and this data will soon come out. EPHEA have also been

monitoring the EPHEA or SAGE activity. Vice President has been closely linked to the ATHENA SWAN groups (Lisa O'Neil). The President congratulate those who made it through the process and got their employer of choice. This year, EPHEA did lots of submissions -- continuing on from last year into this year around New Zealand citizens, rural and remote, the HERRA bills which now we see are shelved. She acknowledged good liaison with UA, the Department of Education and the National Centre. Louise Pollard is our representative on the National Centre Advisory Board. EPHEA is actually on two national projects at the moment. Critical Interventions II which is led by the University of Newcastle and the Social Marketing WP which is led by QUT. I have had dual hats -- the project team and the representative from EPHEA.

The President reported on the EPHEA administrative, Staff and Student Equity matters. She acknowledged the unique skills and expertise of the Executive Committee members in committing to the objectives of EPHEA whilst adding value to the robust activities that have taken place this year. The notable work were manifested in:

- a) The administrative obligations with regards to the Statutory reporting requirements to the NSW Office of Fair Trading as EPHEA being a legal Incorporation entity for a year now. She recognized the work of the Treasurer in her commitment to these obligations, which also included streamlining our banking processes, consolidating memberships in order to issue invoices and collect payments, as well as ensuring the email list is up to date, and managing the website, inquiries and record-keeping matters. To date EPHEA has over **464 members** as at November, 2015.
- b) The involvement of EPHEA in Staff Equity matters is work in progress to set targets to monitor inter-institutional gender statistics.
- c) Other spaces where EPHEA continues advocacy is the WGEA (Workplace Gender Equality Agency) and feedback to the EOC (Employer of Choice) Awards. She congratulated those institutions who were EOC recipients.
- d) An emerging project is the Science in Australia Gender Equity (SAGE). This is a gender initiative to improve equity in STEM, driven by the Australian Academy of Science as part of a pilot of the UK Athena Swan Charter. There are 24 units involved in the first tranche of the pilot and we look forward to find out about the strategies and consider how these might be transferable to other disciplines. Please refer to this web link for further details: <https://www.science.org.au/SAGE/Pilot>
- e) EPHEA were quite active and vocal in eleven (11) activities concerning student equity in particular submissions to HERRA Bills, reforms, disability, funding, widening participation projects, and National Priorities Pool projects.

## 5.2 Vice President's Report

The President also talked to the Vice President's report. She acknowledged that Lisa is our Staff Equity Guru who has conducted submissions and/or consultations on:

- WGEA compliance/Employer of Choice (submission to review, and consultations)
- Disability (submission to Review of the Disability Standards for Education)
- Monitoring, engaging in discussions:
- Anti-domestic violence/White Ribbon Australia
- Changes to NHMRC Policy
- Athena SWAN in Australia pilot
- LGBTIQ including Pride in Diversity
- Race including Racism. It stops with me.
- Future directions?
- Age, Carers, Unconscious bias

Lisa is also interested in finding out what more staff activities each Chapter is engaged with so she can also put this through our newsletter. This is another of her role in EPHEA.

### **5.3 Treasurer's Report**

The President also acknowledged the good work of the Treasurer. The Closing Balance as of then \$24,000. These were all noted in her report, the ins and outs, conference seed funding, chapter funding to three regions to get strengthen their organisations. Members were asked to voice on how to utilise membership fees collected as there are now 461 full members comprised of 8 associated members and 455 members across 30 institutional memberships. Members will be invoiced soon.

### **5.4 Secretary's Report**

This year, EPHEA executive members conducted successfully 5 teleconferences. There has been ongoing cross-Tasman discussion.

### **5.5 New Zealand Report**

New Zealand Chapter has held four meetings. There are three New Zealand institutions who have officially sought institutional membership. Otago University opted for an individual membership. There are talks of including UniTEch as well. New Zealand chapter has developed their own Terms of Reference but have aligned them with EPHEA. They received \$1000 chapter grant. They are planning their first Symposium 2016. AUT received a Rainbows tick which are criteria set out by the Rainbow Organisation.

### **5.6 Chapters Report**

Chapters were encouraged to revitalise their state chapters and to ask for the grants to help them with activities like organising meetings, obtain the technology. The Victorian Chapter have been much organised.

### **5.7 Report from EPHEA representative on the NCSEHE Advisory Board Membership**

Louisa talked to her report. As a representative on the advisory board, there is always the need to look for other opportunities for us to work with the National Centre. She noted that she is always keen not only for feedback and thoughts of the committee, but also from other universities to make sure she represents them well. Chapters were encouraged to make a voice and also use this forum to promote the work within their Chapters. There are a lot of people who do subscribe, even practitioners as well as the departments. A lot of people subscribe to their e-newsletter.

The President eloquently summarised most of the six reports tabled as in **attachments 3-8**. Only Louise Pollard spoke on her report as EPHEA representative on the NCSEHE Advisory Board, as in **attachment 9**. The Chair acknowledged the contribution and commitment of each of her members to the various staff and student equity matters. The New Zealand Representative also acknowledged Gabrielle O'Brien for courageously taking over the President's role and for doing a great job.

***Motion: that ALL the Reports be accepted.***

***Unanimously Carried.***

## **6. Election of Office Bearers and Ordinary Members, EPHEA 2016**

6.1 The Committee has the following nominations presented in the Table 1 on the next page. [Nominee statements in attachment 10]

***Motion: that ALL Nominations for the 2016 Committee be accepted.***

***Unanimously Carried.***

Table 1: 2016-2017 EPHEA Executive Committee Nominees

Position	Nominee	Nominated by	Seconded by	University
<b>President</b>	<b>Gabrielle O'Brien</b>	Mary Kelly	Kate Flynn	QUT
<b>Vice-President</b>	<b>Lisa O'Neill</b>	Gabrielle O'Brien	Juliet Nanai	Flinders
<b>Treasurer</b>	<b>Ruth Tregale</b>	Gabrielle O'Brien	Lisa O'Neill	Macquarie
<b>Secretary</b>	<b>Lara Rafferty</b>	Aleryk Fricker	Andrea Brown	RMIT
<b>Membership Officer</b>	<b>Arif Ongu</b>	Sybille Frank	Tracie Conroy	UTS
<b>NZ Rep</b>	<b>Ali Rasheed</b>	Lara Rafferty	Juliet Nanai	AUT, NZ
<b>Ordinary member</b>	<b>Juliet Nanai</b>	Tammi Wilson Uluinayau	Ali Rasheed	AUT, NZ
<b>Ordinary Member</b>	<b>Louise Pollard</b>	Judy Skene	Gabrielle O'Brien	UWA
<b>Ordinary member</b>	<b>Stephen Manson</b>	Gabrielle O'Brien	Juliet Nanai	UniSA
<b>Ordinary member</b>	<b>Juliana Ryan</b>	Nadine Zacharias	Mel Martinelli	Deakin
<b>Ordinary member</b>	<b>Terry O'Neill</b>	Trudie McNaughton	Prue Toft	UoA, NZ

## 7. 2015 EPHEA ACTIVITIES

### 7.1 2017 EPHEA Conference

Northern Territory showed some interest prior to the AGM but no one was present at the meeting. There were discussion for a regional one with CSU. New Zealand offered to host 2019.

*Unresolved*

### 7.2 EPHEA Strategic Priorities for 2016

There were discussion in highlighting some strategic points for 2016. These included:

- a) To expand and represent members. So far, an increase of 190 to 460 members was noted. Member encouraged to include all members involved with staff and student equity affairs. There were discussions to include "life membership". However, there were also talk to probably relook at the constitution for these honorary positions.
- b) The Committee members to give feedback to submissions.
- c) How to keep the network strong and how to do 'capacity building'
- d) To continue the "Courageous conversations" to move away from awareness.
- e) To propose 'equity' as a major in social justice as a formal qualification
- f) To look at 'professional practice principles' for equity as agents of change

7.3 Conference Chair – Nadine Zacharias provided a brief report on the Conference which was a great success. A conference report will be provided.

7.4 Member's forum (continue in workshop sessions)

7.5 AGM 2016 (continue in workshop sessions)

A point of start was to look at the survey results and to continue the conversations in the workshops taking place tomorrow (11 Nov. 2015) to include the newbies as future generations for Equity.

## 8. Other Business - NONE

## 9. Close of AGM: 600pm