



ACUR Inaugural Annual General Meeting

25 September 2018

Attendees

The following members were in attendance: Neridah Baker (La Trobe University, 2018 Conference Coordinator); Kaylene Ballard (University of the Sunshine Coast); Jessica Bolin (University of the Sunshine Coast); Angela Brew (Macquarie University, Chair); Harry Carey (Macquarie University); Laura Cripps (La Trobe University, Minuter); Liam Daly Manocchio (The University of Queensland); Conor Fogarty (University of the Sunshine Coast); Elvis Gleeson (The Australian National University); Alicia Kirk (The University of Queensland); Eden Little (Griffith University); Seak-Lin Ly (University of Newcastle); Carl McCombe (Flinders University); Jai Meyers (Flinders University); Liz Milward (University of Newcastle, 2019 Conference Coordinator); David Moss (CQUniversity Australia); Nam Nguyen (Washington State University USA); Eric Pawson (University of Canterbury, URNA Editor); Dimitri Perrin (Queensland University of Technology); Tyler Philp (The University of Queensland); Talia Rose (The University of Queensland); Crystal Santos (The University of Queensland); Edward Southall (The University of Queensland); Suzanne Volejnikova-Wenger (University of the Sunshine Coast); Denise Wood (CQUniversity Australia, Vice Chair); Donald Zhang (The University of Adelaide); Rachel Spronken-Smith (University of Otago, NZ Rep); Elizabeth Ambos (Council on Undergraduate Research USA); Hannah Schurholz (La Trobe University); Heshani Samantha De Silva (The Australian National University);

Apologies

Apologies were received from: Anne Cummins (Australian Catholic University); Geoff Crisp (University of NSW); Daniel Johnstone (University of Sydney); Rhianne Hoffman (Macquarie University); Richard Baker (Australian National University); Darrel Evans (University of Newcastle); Susan Rowland (University of Queensland); Paula Newitt (Australian National University); Lilia Mantai (University of Sydney); Rachel Pitt (University of Queensland); Tina Acuna (University of Tasmania); Jamie Quinton (Flinders University); Christina de Matos (Notre Dame University Australia); Nikki Lee (La Trobe University); Philip Poronik (University of Sydney);

Meeting begins 12:45 p.m.

1. Welcome and Introduction

The Chair welcomed attendees and thanked members of the Interim Executive who had assisted in preparing documents for the meeting viz ACUR Constitution; Categories of membership; Draft Business Plan; Revised Conference hosting proposal document: Denise Wood (CQUniversity); Eric Pawson (University of Canterbury); Rhianne Hoffman (Macquarie University); Lilia Mantai (Sydney University); Nicolette Lee (La Trobe University).

The Chair also thanked those who had electronically provided comments on these documents circulated earlier, namely: Geoffrey Crisp (UNSW); Anna Wilson (University of Stirling, UK); Nicolette Lee (La Trobe University); Dawn Bennett (Curtin University); Pip Paterson (Sydney University); Sandra Laursen (Boulder Colorado USA); Susan Rowland (University of Queensland); Darrell Evans (University of Newcastle); Christine de Matos (Notre Dame Australia); Elizabeth Ambos (Council on Undergraduate Research (CUR), USA); Jamie Quinton (Flinders University); Kogi Naidoo (Charles Sturt University); Liz Milward (Newcastle University).

2. Report of the Chair

The Chair Angela Brew reported:

- **ACUR Development**
 - 2012 First ACUR conference held at Macquarie University
 - 2013 OLT Seed Grant to ensure conferences sustainable. ACUR Council established
 - 2014 Posters in Parliament exhibition and celebration of undergraduate research, with 32 students from 18 universities presenting research in Parliament House, Canberra.
 - *Undergraduate Research News Australasia (URNA)* established
- **Current Status**
 - 7 conferences (with this one) at 6 different universities
 - 720 Students from 27 Australian and 2 New Zealand Universities presented at ACUR conferences
 - 77 Active members of Steering Group from 30 Australian and 4 New Zealand Universities and 14 experts worldwide.
 - 13 Issues of *Undergraduate Research News Australasia (URNA)* published
 - 2017 ACUR Incorporated in NSW
- **Future plans**
 - 2nd Posters in Parliament exhibition (2019 or 2020)
 - 2nd Summit on Integration of Research, Teaching and Learning
 - Workshops for supervisors
 - Impact evaluation of conference presenters' outcomes
 - Future conferences
 - Student travel support
- **Proposed that the Report of the Chair be accepted by the meeting.**
 - Moved by: Angela Brew
 - Seconded by: Liz Milward
 - Passed Unanimously

3. Financial report

The Treasurer, Lilia Mantai reported in absentia:

- **Achievements so far:**
 - Bank account opened with Westpac
 - ACUR established as an incorporated association late 2017
 - Donations function set up with PayPal and linked to ACUR website
- **Future tasks/needs identified:**
 - Direct potential donors to ACUR Donations website
 - Promote Donations feature at ACUR conferences and communication NOTE: donations not to be confused with designated conference related donations that should go directly into hosting institution's account?
 - Potentially develop a short video to introduce ACUR and link to the Donations button (donations are more likely if there is a direct brief and people behind it, eg video, explaining what the organisation does)
 - Explore crowdfunding sources for UGR projects, eg IGNITE platform for Macquarie University students and staff
- **Current Bank Account Statement:**

Date	Description	Debit	Credit
15-Dec-17	DEPOSIT ADELAIDE UNI (Donation)		\$3,738.76
26-Feb-18	Reimbursement Angela Brew for Incorporation Fee	(\$167.00)	
21-May-18	PayPal set up test transaction		\$0.50
26-Jun-18	DEBIT CARD PURCHASE POST MACQUARIE CENTRMA	(\$78.00)	
18-Sep-18	Total Interest paid		\$1.92
	Balance as of 18.Sep 2018		\$3,496.67

- **Proposed that the Report of the Treasurer be accepted by the meeting.**
 - Moved by: Angela Brew
 - Seconded by: Liz Milward
 - Passed Unanimously

4. Matters Arising from reports not on the Agenda

- Nil

5. ACUR Constitution

- A. Organisational Issues: Executive Committee and Steering Group (Constitution Items 15 and 16). Proposed that minor amendments be accepted.
 - Moved by: Eric Pawson
 - Seconded by Harry Carey
 - Passed Unanimously
- B. Categories of membership (Constitution Items 4 and 5). Proposed that amendments outlined in the "Categories of Membership" paper be accepted.
 - Moved By: Denise Wood

- Seconded By: Samantha De Silva
 - Passed Unanimously
- C. Ratification of Constitution
- Moved by: Eric Pawson
 - Seconded by: Hannah Schurholz
 - Passed Unanimously

6. Establishment of the Executive Committee

- Nominations are as follows:
 - ACUR Chair: Angela Brew
 - Proposed by: Nicolette Lee
 - Seconded by: Dawn Bennet
 - Vice Chair: Denise Wood
 - Proposed by: Angela Brew
 - Seconded by: Lilia Mantai
 - Treasurer: Lilia Mantai
 - Proposed by: Angela Brew
 - Seconded by: Rhianne Hoffman
 - New Zealand Representative: Rachel Spronken-Smith
 - Proposed by: Eric Pawson
 - Seconded by: Angela Brew
 - Communications: Nicolette Lee
 - Proposed by: Angela Brew
 - Seconded by: Paula Newitt
 - URNA Editor: Eric Pawson
 - Proposed by: Angela Brew
 - Seconded by: Rachel Spronken-Smith
 - Student Representative: Seak-Lin Ly
 - Proposed by: Liz Milward
 - Seconded by: Angela Brew
- Elections run by Laura Cripps as the Chair was nominated for a position.
- Proposed that nominations passed on block.
 - Moved by Laura Cripps
 - Seconded by Harry Carey
 - Passed Unanimously
- Co-opted Positions appointed by the Executive (as elected above)
 - Executive Officer: Rhianne Hoffman
 - 2018 Conference Coordinator: Neridah Baker
 - 2019 Conference Coordinator: Liz Milward

7. Membership Fees

- Fees are proposed as follows:
 - Proposed \$3000 for Institution; \$1000 for institutions with less than 3000 students.
 - Affiliate membership: \$500
 - \$75 for those waged – specified as full-time employed
 - \$25 unwaged, part-time and retired

- \$10 for students
- These fees do not affect whether students can present at a conference, but Universities will need to be members for their students to be eligible to present at Posters in Parliament.
- The Draft Business Plan suggests particular membership entitlements for each category of membership. The full benefits of membership still need to be defined by the Executive.
- Membership fees for students who present at a conference are included in their conference registration fee. Such fees cover membership for the following year.
- Recommended that fees are set as set out above.
 - Moved by Denise Wood
 - Seconded by: Seak-Lin Ly
 - Passed Unanimously

8. Conferences

- A. Revised conference hosting proposal document
 - It was proposed that the revised Conference Hosting Proposal document be accepted
 - Point taken for further discussion on whether the document should mention that conference profits could be given to ACUR
 - Moved by Denise Wood
 - Seconded by Eric Pawson
 - Passed Unanimously
- B. Conference Reports
 - i. ACUR 2018 (Neridah Baker, La Trobe University)
 - 66 Registrations, 58 Presentations, 5 submitted full papers
 - Potential publication of papers is being explored
 - Financial report appears that the conference will break even
 - ii. ACUR 2019 (Liz Millward, University of Newcastle)
 - Will be covered in presentation to members following AGM
 - The decision about conference hosting was taken by the Interim Executive, prior to the inaugural AGM following receipt of the Conference Hosting Proposal prepared by The University of Newcastle and in consultation with the Steering Group.
- C. General Conference Issues
 - Concerns were expressed about having concurrent sessions which require delegates to choose which papers to attend.
 - The desirability and practicality of recording sessions through “lecture-capture” processes to provide an ACUR version of “TED-Talks” was discussed. Liz Millward reported that in 2019, it may be possible to do this.
 - Conference delegates expressed the desire to contact each other after the conference. It was pointed out that this may be resolved with a membership list or email list that can be provided to participants and through social media such as Facebook.
 - A number of questions were raised about publication online of abstracts, papers, and images taken during the conference. The need for students to be made aware of publication of their abstracts or papers was stressed. Clarity about referencing conference presentations in future work was needed to avoid concerns about plagiarism in theses or other publications. The implications regarding

acknowledgement of research funding sources and adherence to ethics agreements if information is put on line were also of concern for some delegates. Students need to have the opportunity to decline to have images in which they appear published online.

- Issues around registration in relation to collecting dietary requirements and accessibility issues for potential participants require attention.

9. Newsletter Report

The Newsletter Coordinator, Eric Pawson reported that:

- *Undergraduate Research News Australasia (URNA)* appears twice a year in May and November, and includes material sourced from conference presenters and participants
- Sent in hard copy to every vice chancellor in Australia and New Zealand, so that Vice Chancellors become familiar with ACUR
- Paid for by the Assistant Vice Chancellor at the University of Canterbury. The Chair thanked the University of Canterbury for its support of ACUR.
- Proposed that the Report of the Newsletter Coordinator be accepted by the meeting.
 - Moved from the Chair
 - Seconded by Liz Millward
 - Passed Unanimously

10. Any Other Business

- The time and place for next AGM is proposed to be at the 2019 ACUR conference at the University of Newcastle with details to be confirmed closer to the date of the conference (within constitutional parameters).

Meeting closed at 1:31 p.m.