



Annual General Meeting

Wednesday October 3rd 2019 at 1.15 pm

NewSpace Building Room X101, The University of Newcastle, Newcastle NSW.

Minutes

Present

Kim Abell (Central Queensland University); Kristie-Lee Alfrey (Central Queensland University); Althea Bastian (The University of Technology Sydney); Liam Bond (The University of Queensland); Nathan Burke (University of Newcastle); Angela Brew (Macquarie University, Chair); Alison Campbell (The University of Sydney); Jessica Cockerill (The University of Queensland); Sophie Cornett (Western Sydney University); Lachlan Deimel (The Australian National University, via Zoom); Riba Dionisio (Canterbury University NZ); Kenneth Davis (University of Alabama at Birmingham USA); Sally Davis (University of Alabama at Birmingham USA); Danielle Divola (Australian Catholic University); Edward Eden (University of Newcastle); Adrian Fitipaldes (Macquarie University); Ian Fuller (Massey University NZ); Matthew Giakoumatos (University of Newcastle); Lesley Gough (Western Sydney University); Eve Gowen (University of Tasmania); Neenah Gray (Macquarie University); Damian Hall (Western Sydney University); Gavin Height (La Trobe University); Sasha Hermosa (Monash University); Ray Ho (The University of Queensland); Claire Holden (University of Newcastle); Erin Humphries (The University of Sydney); Emma Jackson (Macquarie University); Evan Jobling (University of Newcastle); Dan Johnstone (The University of Sydney); Chanon Kachorn (The University of Queensland); Ainsley Kasparian (The University of Technology Sydney); Alicia Kirk (The University of Queensland); Jessica Ledger (Macquarie University); Joshua Maggiora (The University of Sydney); Jesse Mathew (Macquarie University); Fergal McDonald (Australian Catholic University); Liz Millward (University of Newcastle); Marvin Najem (Macquarie University); Tessa Onraet (The University of Queensland); Nori Park (The University of Technology Sydney); Felix Parker (Central Queensland University); Kaelan Parsons (University of Newcastle); Eric Pawson (Canterbury University NZ); Jennifer Pryor (University of Newcastle); Amanda Rebar (Central Queensland University); Crystal Santos (The University of Queensland, by Zoom); Ivy Scurr (University of Newcastle); Vaibhav Sekhar (Adelaide University); Rachael Smallwood (Central Queensland University); Zoe Stawysky (The University of Sydney); Joanne Wai Sinn Soh (University of Newcastle); Kerri Tang (University of Alabama at Birmingham USA); Molly Turnbull (The University of Queensland); William Voss (Adelaide University); Alison Wang (The University of Queensland); Karen Whelan (Queensland University of Technology, by Zoom); Aoife Wilkinson (The University of Queensland); Sharna Wotherspoon (University of Newcastle); Erica Wright (University of Newcastle); Caitlin Macdonald (The Australian National University); Soraya Zwahlen (The Australian National University).

Apologies

Denise Wood, Nicki Lee, Lilia Mantai, Seak Lin Ly, Rachel Spronken-Smith and Christina de Matos

1. Welcome and introduction

The annual general meeting of The Australasian Council for Undergraduate Research was called to order at 13:19 by ACUR chair Angela Brew who welcomed all present.

2. Minutes of the First ACUR AGM held on Tuesday, 25 September 2018

The minutes of the previous meeting were distributed to members and the ACUR Steering Group prior to the meeting. They were approved without amendment.

3. Matters arising from the minutes.

There were no matters raised that were not otherwise on the agenda.

4. Report of the Chair

- 4.1 Angela Brew began by indicating that the mission of ACUR is to promote and advance the spread of undergraduate research in Australasia. The Constitution lists a number of ways in which this is done and the structure of her report followed these points.
- 4.2 ACUR has hosted a Conference of Undergraduate research each year since 2012. The Chair thanked Liz Milward and her team at the University of Newcastle for all the work they had done to host this year's conference.
- 4.3 ACUR organises other events that promote undergraduate research and the next event is to be held on Dec 4th 2019: An Undergraduate research exchange, aimed at supervisors. The Chair asked student members present to pass on information about the colloquium to their supervisors for them to attend.
- 4.4 In promoting and supporting undergraduate research provision within universities and colleges and across the Australasian community, Individual and institutional memberships were established in April 2019. The Chair expressed the hope that students from all member universities would attend the conference in 2020. She suggested attendees could pass on conference success to their own Vice-Chancellors to increase membership.
- 4.5 The chair reported that the Student Committee was established this year and that its members were spreading the idea of ACUR on social media and in their institutions, and becoming ambassadors for undergraduate research.
- 4.6 The national and international profile of undergraduate research provision and achievements has been raised via the ACUR newsletter (URNA). The Chair thanked Eric Pawson for editing, and Canterbury University for production of the Newsletter.
- 4.7 The Chair indicated that it was hoped to further the Australian national profile of undergraduate research by holding a second Posters in Parliament exhibition in 2020 as a celebration of UG research. Students from member institutions will be able to present in Parliament House.
- 4.8 The Chair also reported that four members of the Executive attended the Second World Congress of Undergraduate Research in Germany in May.
- 4.9 The Chair thanked members of the Executive for their contributions to the work of ACUR, specifically, Nicki Lee, Liz Milward, Seak Lin Ly, Eric Pawson and Lilia Mantai.

It was proposed to accept the Report of the Chair:

Moved by: Eric Pawson

Seconded by: Zoe Stawysky

The report was accepted.

5. Financial Report

- 5.1 In the absence of the Treasurer, the financial report for the year 1st July 2018 to 30th June 2019 was presented by the Chair. She indicated that with the introduction of memberships in April 2019, income grew rapidly. The option to pay membership fees by Paypal meant that the income from some institutions was reduced owing to Paypal charges. Once this was discovered, institutions were requested to pay by direct transfer. Administration was done on a voluntary basis, so no costs in respect of administration were incurred during this period.
- 5.2 Membership fees were established at the 2018 AGM. They are:
 - Institutional membership (Australian and NZ Universities with over 3000 students) = \$3000
 - Affiliate Membership = \$500
 - Individual membership = \$75 waged; \$25 unwaged
 - Student membership = \$10 (since 2019, included as part of conference fee)
- 5.3 The Chair raised the issue in regard to New Zealand members, suggesting that they pay the same amounts but in their own currency. Considerable discussion followed. It was pointed out that:
 - The NZ dollar was not dissimilar to the Australian dollar;
 - If conference expands to include other countries what would happen with fees?

- Other countries might pose a problem should their currencies' exchange rates be markedly different from the Australian dollar;
- It was suggested that everyone should pay the Australian dollar amount due to currency fluctuation in Asian Countries.

5.3 In view of the concern expressed about other countries in Australasia it was suggested that the question of membership fees should be revisited at the 2020 AGM and that the Executive would bring a proposal to the 2020 AGM concerning exchange rates.

It was proposed the membership fees as stated in the Treasurer's Report until the end of 2020 be accepted and that NZ institutions should pay 3000AUD

Moved by: Eric Pawson

Seconded by: Amanda Rebar

A vote was taken. 1 against

The motion was therefore carried

It was proposed to accept the Treasurer's Report for the year 1st July 2018 to 30th June 2019:

Moved by: Sophie Cornett

Seconded by: Felix Parker

The report was accepted unanimously.

6. Report of the Executive Committee

6.1 The Executive had received and considered reports of the Student Committee. This included accepting the Student Committee as a sub-committee of the Executive. The Student Committee had proposed that there should be a second student representative on the Executive; (one to be the outgoing chair of the Student Committee and one to be the incoming chair of the Student Committee). As this would constitute a change to the membership of the Executive as defined by the Constitution, the Executive brought this proposal to the AGM as required by the Constitution.

6.2 In discussion, a number of issues were raised:

- whether the chair of the student committee needed to be an undergraduate.
- the incoming chair of student committee should be affiliated with the next conference host university and completing undergraduate study, but that in the second year the chair-ship is more flexible.
- Considerable disagreement was expressed
- It was suggested that 2 students should be elected to the Executive, and their term of office should remain at 2 years.
- As there seemed to be confusion about the exact issue under discussion, the Chair then clarified the issue to be decided at this meeting: namely, whether there should be a second student representative on the Executive.

6.3 It was then proposed: that that there should be two student representatives on the Executive and the Executive should bring a proposal to the next AGM about lengths of term for Chairs of the Student Committee and whether they need to be undergraduates.

Moved by Angela Brew

seconded by Zoe Stawysky

The motion was carried unanimously

It was then proposed that the report of Executive Committee be accepted:

Moved by: Claire Holden

Seconded by: Sophie Cornett

Carried unanimously

7. Nomination

7.1 Lachlan Deimel from the ANU had been nominated as the new Chair of the Student Committee according to the rules specified in the Constitution. It was noted that the ANU had proposed to host the ACUR conference in 2020.

Nominated by: Seak Lin Ly (former Chair of the Student Committee)

Seconded by: Tandy Wang of the ANU.

7.2 There being no other nominations, the Chair proposed the nomination be accepted as according to the constitution.

A vote was taken - None against

The motion was therefore carried

8. Conferences and Events to note:

8.1 Conference 2019

Liz Millward reported that the level of the talks at this conference was spectacular so well done to all students. The Chair formally thanked Liz Millward and her team for hosting such a splendid conference. She also thanked Lesley Gough for taking minutes for the AGM.

8.2 Conference 2020

The Chair reported that a proposal had been received from the Australian National university (ANU) to host the 2020 conference in Canberra.

8.3 Conference 2021

The University of Canterbury would like to host 2021 conference in Christchurch and some preliminary discussions had been held.

8.4 The Chair reiterated that the Undergraduate Research XChange Colloquium will take place on, 4th December 2019 as mentioned in her report. The Program was available, and students were asked to bring it to the attention of their supervisors.

8.5 The Chair noted that it was hoped to hold a second Posters in Parliament display of undergraduate research in Parliament House, Canberra in 2020.

9 Newsletter Report (URNA)

Eric Pawson, the Newsletter editor reported that two issues were produced per year. It was distributed to all universities across Australia and New Zealand. The newsletter provides an opportunity to share research stories. Students should email contributions for next newsletter. 400-600 words to be submitted to Eric via email (eric.pawson@canterbury.ac.nz) before 31. October 2019.

10 Any other business

No other business being raised, the Chair invited students to email issues any to her at (chair@acur.org.au). She thanked members for their attendance and contribution.

The meeting was closed by the Chair at 14:12.