

## Annual General Meeting

Friday 30 September 2022 at 1:00pm AEST

University of Sydney Business School and Abercrombie Building, Abercrombie Building (ABS), Darlington Ln & Abercrombie Street - Via Zoom Meeting

## Minutes

### Present

Angela Brew	Macquarie University	Oliver Medd	Australian National University
Georgia Acutt	University of the Sunshine Coast	Jack Miller	Australian National University
Donna Bennett	Office Logistics	Benjamin Mountford	Australian Catholic University
Emma Brown	University of the Sunshine Coast	Charles O'Neill	Australian National University
Carmine Buss	University of the Sunshine Coast	Dot Pagram	Australian National University
Lisa Cary	La Trobe University	Pamela Rowntree	Queensland University of Technology
Laura Dillon	Western Sydney University	Judor Fuca Tameseu	University of Sydney
Margaret Hutchison	Australian Catholic University	Olivia Urbaniak	University of Sydney
Mikayla Hyland-Wood	Australian National University	Emma van Der Schyff	University of Sydney
Dan Johnstone	University of Newcastle	Julian Walker	Western Sydney University
Max Kirkby	Australian National University	Bailey Wemyss	University of the Sunshine Coast
Siobhan Lenihan	Deakin University	Leon Wiesner	University of Queensland
Caitlin MacDonald	Australian National University	Denise Wood	University of the Sunshine Coast
Lilia Mantai	University of Sydney	Vincent Yuan	Western Sydney University

### Apologies

Ian Fuller	Massey University	Rachel Spronken-Smith	University of Otago
Meg Stuart	Australian Catholic University		

### 1. Welcome and introduction

Welcome!! The annual general meeting of The Australasian Council for Undergraduate Research was called to order at 3:00pm by ACUR Chair Angela Brew who welcomed all present.

### 2. Minutes of the Fourth Annual ACUR AGM held on Friday 17 September 2021

The minutes of the previous meeting held via Zoom on 17 September 2021 were distributed to registrants prior to the meeting.

**Motion: That the Minutes of the AGM held on 17 September 2021 be accepted**  
**Moved by Lilia Mantai and seconded by Denise Wood**

**Carried**

### 3. Business arising from the minutes – Nil

## 4. Financial Report

An audit of the accounts has been carried out as required in the ACUR Constitution (17.1) and the audit report has been circulated. The deficit for this period was \$6,254.

***Motion: That the ACUR 2021-2022 Financial Report be considered and approved  
Moved by Angela Brew and seconded by Max Kirkby***

***Carried***

### 4.2 Membership fees: To approve the membership fees as stated in the financial Report for the remainder of the 2022-23 financial year

- \$3,000 for Institutions
- \$1,000 for institutions with less than 3,000 students
- Affiliate membership: \$500
- \$75 for those waged – specified as full-time employed
- \$25 unwaged, part-time and retired
- \$10 for students (since 2019, included as part of conference fee)

***Motion: That these Membership Fees be approved  
Moved by Angela Brew and seconded by Lisa Cary***

***Carried***

## 5. Report of the Chair

The Report of the chair had been circulated prior to the meeting.

We have been learning about the diverse requirements of universities and the challenges they face post-pandemic, and we have responded as far as our limited time and resources have allowed.

**Membership:** There's been a small increase in Institutional Memberships, but we haven't yet gained all the universities that we lost in the pandemic. However, we've targeted particular universities that have been using our services to encourage membership. Sometimes decision-makers are unaware of the use that their staff and students are making of ACUR so we've been trying to bridge that gap this year.

**Website:** Updates to the website take place on an ongoing basis. Our member institutions are visible with their logos now displayed prominently on the website, and up-to-date conference information is always a priority. In addition, new resources have been added and this year a section displaying profiles of people involved in the concerns of ACUR has been established.

**Events:** Plans are well advanced for the second ACUR Exchange Colloquium entitled *Creating career-ready graduates: The role of undergraduate research* which is to be held on 1st February 2023 at Notre Dame University, Broadway, Sydney. Further details will be available shortly.

We like to be able to announce the next year's conference at the end of this year's but owing to changes in personnel, the university we were negotiating with recently decided not to proceed, so we are now seeking a university to host the ACUR conference in September 2023.

The Chair expressed personal thanks to all the members of the ACUR Executive Committee and the Student Committee for all the work they had done this year to make ACUR the vibrant and dynamic organisation that it undoubtedly is, she thanked Donna Bennett for keeping us all on track, and thanked Lilia Mantai for bringing this year's ACUR conference to The University of Sydney.

***Motion: That the Report of the Chair be accepted  
Moved by Angela Brew and seconded by Leon Wiesner***

***Carried***

## 6. Report of the Executive Committee

In 2020 the Executive carried out a strategic planning exercise as required by the Constitution every two years. The current Executive Committee Report details progress on the projects that were identified. For example,

**A project to Enhance Profiles and Support Recognition has come to fruition this year** and for example, profiles of ACUR members are now available on the ACUR website showing thumbnail photos, short bios, interests, and

activities in UGR, publications, etc., and links to social media. A website section with case studies of good practice is still being developed. Discussions about podcasts are still in train.

**Three Research and Evaluation projects** have been pursued.

We evaluated the ACUR Undergraduate Research Writing competition (2020) to look at **Undergraduate engagement in research during the COVID-19 pandemic**. It found that accessibility to research during the pandemic was restricted for some students but enhanced for others, that new research methods had to be devised since fieldwork and face-to-face collaboration, for example, were restricted. Preliminary findings were presented at a conference in December 2021 and a paper for publication is in preparation.

We have looked at the **impact of the ACUR Conference and related events for Undergraduate Researchers on Student Learning Outcomes and Future Research Aspirations** through a survey being sent to past ACUR conference presenters. We've published the findings in the ACUR Newsletter *Undergraduate Research News Australasia* Issue 21, May 2022. Respondents reported that presenting at an ACUR conference gave them confidence in presenting and opened their eyes to research in different disciplines. We're hoping to gain some more responses from the survey so that wider publication can be undertaken.

A collaborative project between ACUR and the Centre for Research in Assessment and Digital Learning (CRADLE) at Deakin University examined: **Strategies being used in Australasian universities to assess student learning in undergraduate research**. The research highlighted a wide range of strategies used to assess undergraduate research. And found that traditional assessment methods don't fully fit the purpose or goals of research activity conducted, but academics tend to go the extra mile in providing developmental feedback, work that is under-recognised by institutions. Findings were published in the ACUR Newsletter, and an article is now in review in a peer-reviewed journal.

#### **Further achievements this year include:**

- Used the Induction document completed in 2021 to induct new Student Committee members into ACUR.
- Published a substantially revised Conference Guidelines document – subsequently used by the 2022 conference organising committee.
- Published a marketing brochure designed to attract new institutional members - and an increase in membership.
- Published a Sponsorship Framework document – which was used when gaining sponsorship for the 2022 conference.
- Published two issues of Undergraduate Research News Australasia (URNA Issues 20 and 21).
- Preparation for a second ACUR Exchange Colloquium on 1st February 2023.
- Strengthened links with other organisations to promote undergraduate research.
- Established a range of new Executive Committee positions to meet workload requirements.

During the year the Executive Committee noted that section 25.7 of the Constitution regarding Proxy voting conflicted with section 24.1 Changes to the Constitution need to be agreed at an AGM therefore The Executive Committee advises the removal of section 25.7.

**Motion: That the AGM accept the suggested changes to the ACUR Constitution**  
**Proposed by Angela Brew, seconded by Lilia Mantai**

**Carried**

**Motion: It was proposed that the report of the Executive Committee be accepted**  
**Moved by Lilia Mantai, seconded by Benjamin Mountford**

**Carried**

## **7. Student Committee Report**

The Student Committee report had been distributed prior to the AGM. Highlights included:

- Max worked with Oliver Hervir, Rachelle Tay, Veronica Padilla, and Olivia Jessop (previous head).
- Focused on student ambassador program throughout Australia
- Worked on increasing membership outside the Eastern seaboard, making contact with Adelaide University, University of Western Australia and Charles Darwin University.
- Veronica has been working on compiling a list of opportunities for undergraduate researchers including scholarships. Now looking at the best way to publish this.

- Ongoing projects include: better engagement with first nations research; increase the diversity of the student committee including states and backgrounds, leveraging through the ambassador program.
- Revising social media engagement and posting strategies to increase the reach of the wider ACUR community.
- Max will continue on the committee as the descending head with Charlie O'Neil taking on the Head role in 2023 to continue working on these projects.
- The Chair thanked the Student Committee with special thanks to Max for his leadership in the inclusive way they promote and advance undergraduate research across Australia and New Zealand.

***It was proposed that the report of the Student Committee be accepted  
Moved by Charlie O'Neil, seconded by Carmen Buss***

***Carried***

## **8. Nominations**

8.1 The Head of the Student Committee is nominated to serve for two years; one in the ascendant position and one in the descendant position. So each year a new Head is appointed to serve in the Ascendant position. The Chair thanked Olivia Jessop who is ceasing to be the descending head this year and hope she continues to engage in research with ACUR. We have received one nomination for the Head of the Student Committee.

	<b><i>Name of person nominated</i></b>	<b><i>Name of person making the proposal</i></b>	<b><i>Name of person Seconding the proposal</i></b>
<i>Student Rep</i>	<i>Charles O'Neill</i>	<i>Max Kirkby</i>	<i>Lilia Mantai</i>

***It was proposed that the nomination for the Student Representative be accepted  
Moved by Angela Brew and seconded by Max Kirkby***

***Carried***

Charles noted he had had a rewarding experience at the conference and was looking forward to working with Max to continue working on the strategic goals over the next year. Charles will be looking for volunteers, and encourage students to contact him to join the student committee.

8.2 The positions of Chair, Vice-Chair, Treasurer, NZ Representative are all nominated positions for two years and the two-year period comes to an end at this AGM. Some new positions created by the Executive this year included: Sponsorship and partnerships leader; Member liaison officer; Events coordinator; and Research director as well as General Executive members. The General Executive Members will be assigned different tasks as required.

In accordance with the Constitution nominations were called for. The Chair handed over to the Executive Officer, Donna who reported on the process of nominations for Executive positions. No election was required, as only one nomination was received for each position.

	<b><i>Name of person nominated</i></b>	<b><i>Name of person making the proposal</i></b>	<b><i>Name of person Seconding the proposal</i></b>
<i>Chair</i>	<i>Angela Brew</i>	<i>Lilia Mantai</i>	<i>Denise Wood</i>
<i>Vice Chair</i>	<i>Denise Wood</i>	<i>Lilia Mantai</i>	<i>Angela Brew</i>
<i>Treasurer</i>	<i>Lilia Mantai</i>	<i>Denise Wood</i>	<i>Rachel Spronken-Smith</i>
<i>NZ Representative</i>	<i>Rachel Spronken-Smith</i>	<i>Ian Fuller</i>	<i>Angela Brew</i>
<i>General Exec Member</i>	<i>Ian Fuller</i>	<i>Rachel Spronken-Smith</i>	<i>Angela Brew</i>
<i>General Exec Member</i>	<i>Olivia Urbaniak</i>	<i>Lilia Mantai</i>	<i>Angela Brew</i>
<i>General Exec Member</i>	<i>Emma van der Schyff</i>	<i>Lilia Mantai</i>	<i>Angela Brew</i>
<i>URNA Editor, Conference Coordinator &amp; Executive Officer</i>	<i>Co-opted positions</i>		

***It was proposed that the nominations for the Executive Committee be accepted  
Moved by Donna Bennett and seconded by Margaret Hutchison***

***Carried***

## 9. Conference and Events

### 9.1 Conference 2022

- The Chair congratulated Lilia, Dan, Olivia, Emma & Nicki for creating a fantastic 2022 conference.
- 110 submissions were received from universities across Australia (0 from NZ).
- Around 100 presenters showcasing their work over two days of conference.
- Around 35-40 students are from the host University of Sydney. Others from all around the country.
- Students have appreciated hearing about other disciplines, hearing from other students, meeting peers and we can witness a vibrant community, connecting and exchanging ideas and phone numbers.
- The conference has received an amazing level of sponsorships, with lots of prizes on offer.
- 89% of delegates are attending their first conference.
- Students noted that they liked the opportunity to engage with people on all levels and roles with ACUR
- Getting to meet the Executive and student members as well as see the judges, was a valuable experience.
- It was valuable to see other disciplines in science and research but would like to find a way to allow people to see more talks.
- The Chair, on behalf of the Executive, expressed our profound thanks to everyone who has been involved, to make the conference a success including session chairs, judges, panellists and keynotes speakers and the team working behind the scenes.

### 9.2 Conference 2023

ACUR are yet to find a host for 2023, but is committed to having a conference in 2023.

### 9.3 Other Events

The Chair announced that the second ACUR Undergraduate Research Exchange Colloquium will take place on 1<sup>st</sup> February 2023 at Notre Dame University Sydney. It will be a one-day event entitled "Creating career-ready graduates: The role of undergraduate research".

## 10. Newsletter Report (URNA)

- Lilia has been the editor of URNA since early 2020. All URNA issues are on the website.
- The issues published since the last AGM are:
  - Issue 20 presented the ACUR 2021 online conference winning presentations.
  - Issue 21 featured reports and research findings from the studies that the Executive members have been involved in.
- The next issue is coming out in November. It will cover the winning presentations from 2023.
- We will start working on this issue straight after the conference and there will be a call-out for all the presenters to submit a story, so there is an opportunity for students to publish their work beyond this conference. Please note it may not be published in the November issue, but possibly in future issues.
- URNA is disseminated to all members and steering committee members around the world as well as to all universities in Australia and New Zealand. There are 1900 on the ACUR database that it is distributed to.
- An invitation to keep URNA in mind as a possible outlet for news, research or anything that goes around in institutions, that has to do with undergraduate research, and that the rest of Australia and NZ should know about.
- There is a template on the website for those considering publishing a story,.

***It was proposed that the report of the Newsletter Editor be accepted  
Moved by Leon Wiesner and seconded by Angela Brew***

***Carried***

## 11. Any other business

Lilia thanked Angela for driving the work behind the Council, providing us with the vision, and helping us fulfill the mission of ACUR. "Thank you for your diligence, commitment, and dedication to what we do and what we stand for."

No other business was raised, the Chair thanked members for their attendance and contribution.

The meeting was closed by the Chair at 1:56 pm.