
Subject: ACUR AGM

Location: The University of Sydney AND Remote access location via Zoom <https://uni-sydney.zoom.us/j/81291277169?pwd=NWtZVDdJanByeEQwZUV6WHVlcm1XUT09> Password: 726348

Start: Fri 30/09/2022 1:00 PM

End: Fri 30/09/2022 2:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: ACUR Admin

Required Attendees:

AGENDA

1. Welcome, introduction and Attendances/Apologies
2. [Minutes of Annual General Meeting held on 17 September 2021](#)
3. Business Arising from Previous Annual General Meeting
4. Financial Report
 - 4.1. To consider and approve the [Financial Report for the year 1 July 2021 to 30 June 2022](#)
 - 4.2. Membership fees: To approve the membership fees as stated in the financial Report for the remainder of the 2022-23 financial year (same as 2021-2022).
5. [Report of the Chair](#)
6. [Executive Committee Report](#)
 - 6.1 to consider removing section 25.7 of the [Constitution](#) regarding Proxy voting as it conflicts with section 24.1
7. [Student Committee Report](#)
8. Executive Committee Nominations (2022/23)
9. Conferences and Events to note:
 - 9.1. Conference 2022
 - 9.2. Conference 2023

9.3. Other Events (2023)

10. [Newsletter Report](#) (URNA)

11. Any other business

Australasian Council for Undergraduate Research Incorporated

ABN 34 121 898 756

Financial Statements

For the year ended 30 June 2022

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Independent Auditor's Report

Australasian Council for Undergraduate Research Incorporated
Statement by Members of the Executive
Committee For the year ended 30 June 2022

The committee have determined that the association is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the committee the accompanying accounts:

1. present fairly the financial position of Australasian Council for Undergraduate Research Incorporated as at 30 June 2021 and the results and cash flows of the association for the year ended on that date in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:

Chair



Treasurer



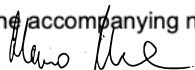
Australasian Council for Undergraduate Research Inc.

Suite 154, 4/16-18 Beenleigh Redland Bay Rd,
LOGANHOLME QLD 4129

**Income & Expenditure Statement
for the Year ended 30 June 2022**

	2022	2021
Income		\$
Membership Fees	41,440	36,720
Event Registration		0
Event Sponsorship		500
Interest Income		14
Other Income	161	161
Total Income	41,601	37,395
Expenditure		
Advertising	110	0
Bank & Merchant Fees	671	761
Stationery	346	528
Postage		309
Insurance	946	834
Statutory & License Fees	61	60
Travel		0
Association Management	42,440	29,752
Printing	6	30
Postage		40
Dues & Subscriptions		3,893
Website/IT	3,274	1,083
Event Catering		0
Project Payments		0
Competition Expenses		1,600
Total Expenditure	47,855	38,890
Surplus/Deficit of Income over Expenditure	-6,254	-1,495

The accompanying notes form part of these financial statements



26/Sept/2022

Australasian Council for Undergraduate

Research Inc.

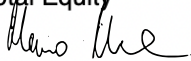
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Balance Sheet [Last Year Analysis]

June 2022

6/09/2022
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	This Year	Last Year
Assets		
Current Assets		
Westpac Business #642093	\$23,430.62	\$36,893.80
PayPal	\$5,935.03	\$28.32
Other Assets		
Prepayments	\$3,500.71	\$2,731.89
Total Other Assets	\$3,500.71	\$2,731.89
Total Assets	<u>\$32,866.36</u>	<u>\$39,654.01</u>
Liabilities		
Current Liabilities		
Trade Creditors	\$5,922.39	\$6,456.51
Total Current Liabilities	<u>\$5,922.39</u>	<u>\$6,456.51</u>
Total Liabilities	<u>\$5,922.39</u>	<u>\$6,456.51</u>
Net Assets	<u>\$26,943.97</u>	<u>\$33,197.50</u>
Equity		
Retained Earnings	\$6,318.06	\$7,812.69
Current Year Earnings	-\$6,253.53	-\$1,494.63
Historical Balancing	\$26,879.44	\$26,879.44
Total Equity	<u>\$26,943.97</u>	<u>\$33,197.50</u>



26/Sept/2022

Australasian Council for Undergraduate Research Incorporated

Notes to and forming part of the Financial Statements

For the year ended 30 June 2022

Note 1 - Statement of Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

Dr Mauricio Marrone
mauricio.marrone@gmail.com
043-304-2966

INDEPENDENT AUDIT REPORT

To the members of the Australasian Council for Undergraduate Research Incorporated

SCOPE

I have audited the financial statements, being a special purpose financial report, comprising the Balance Sheet as at 30 June 2022 and the Income and Expenditure Account of the Australasian Council for Undergraduate Research Incorporated, ("Association") for the year ended 30 June 2022. The Association's Committee is responsible for the financial statements and has determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the needs of the members. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members of the Australasian Council for Undergraduate Research Incorporated. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members. I disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material mis-statement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with Australian accounting standards and other mandatory professional reporting requirements and statutory requirements so as to present a view of the Association which is consistent with my understanding of its financial position and the results of its operations.

LIMITATION OF SCOPE

As in the case of similar organisations, it is impracticable to extend my examination of income beyond that information which is recorded in the books of account.

The audit opinion expressed in this report has been formed on the above basis.

INDEPENDENCE

In conducting the audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

AUDIT OPINION

In my opinion, the financial statements present fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the Australasian Council for Undergraduate Research Incorporated as at 30 June 2022 and the results of its operation for the year then ended.



Mauricio Marrone

Date: 26 September 2022

Report of the Chair 2021-2022

Introduction

A core ACUR value is the transformative power of research in all its forms as a vehicle for individual and collective learning. Through our outreach in understanding the role that ACUR plays and can play in Australasian universities, and through our research to understand the ways undergraduate research flourishes in our universities, we have this year learnt a lot. We have particularly learnt 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 has allowed.

Membership

This year has seen a small increase in Institutional Memberships, however Individual Memberships remain low. As is our custom, Student Memberships were offered to undergraduates who presented at the 2021 ACUR online conference. This year we have targeted particular universities that have been using our services to encourage membership. Making senior decision-makers aware of the use that their staff and students are making of ACUR has proved particularly important. So in an effort to bridge the gap between senior decision-makers and people on the ground who are implementing undergraduate research, we have notified all the people on our database in a particular university to let them know that their university has joined or renewed their membership. This has proved fruitful as we have received some positive feedback.

Sponsorship

We rely on institutional members for financial support. However, if we are to grow the levels of support that we can provide to undergraduate research students, e.g. bursaries for research projects and travel, sponsorship is needed. With this in mind, we have prepared a Sponsorship Framework and advertised for a leader to take this important work forward.

URNA

Two informative Issues of the ACUR Newsletter *Undergraduate Research News Australasia* (URNA) were published in November 2021 and May 2022 under the leadership of our Editor Lilia Mantai. As detailed in her report, these include articles on undergraduate research undertaken by student members and by university departments, collaborative research on undergraduate research led by the ACUR executive, as well as information on upcoming books, the work of the ACUR Student Committee, and reports on events, such as the 2021 ACUR Conference.

Website

Updates to the website take place on an ongoing basis. We have now made our member institutions visible by displaying their logos prominently on the website, and of course, 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. This is to be extended in the coming year demonstrating the breath of expertise in undergraduate research engagement across Australasia. We hope you will add your profile.

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 have been negotiating with a university to host the annual **ACUR Conference of Undergraduate Research** in 2023, but owing to changes in personnel, it has recently decided not to proceed, so we are now seeking a university to host the ACUR conference in September 2023. Please contact me if you would like to explore this possibility.

Finally

I'd like to extend my personal thanks to all the members of the ACUR Executive Committee and the Student Committee for all the work they have done this year to make ACUR the vibrant and dynamic organisation that it undoubtedly is. I want to thank Donna Bennett for keeping us all on track, and I particularly acknowledge the leadership of Lilia Mantai in bringing this year's ACUR conference to The University of Sydney.

Angela Brew,
Chair of ACUR

Report of the Executive Committee 2021-2022

Executive members

- ACUR Chair: Angela Brew (Macquarie University)
- Vice Chair: Denise Wood (University of the Sunshine Coast)
- Treasurer: Lilia Mantai (The University of Sydney)
- New Zealand Representative: Rachel Spronken-Smith (Otago University)
- URNA Editor: Lilia Mantai (The University of Sydney)
- 2022 Conference Convenor: Dan Johnstone (The University of Newcastle)
- Student Representatives: Max Kirkby (Australian National University) and Olivia Jessop (The University of Queensland),
- Executive Officer: Donna Bennett (Office Logistics)

Executive meetings

The Executive Committee met four times during the year. Meetings took place by Zoom on 6th December 2021, 25th February, 10th May, and 15th August 2022. In between, there was regular email communication.

Strategic Plan

The Executive Committee is required by the Constitution to conduct a review of its activities every two years. This year it has continued to work on the Strategic projects agreed in February 2021. The next review is due early in 2023.

Strategic Project 1 – Increase Membership

Strategic Project 2 – Gain Sponsorship

Strategic Project 3 – Enhance Profiles and Support Recognition

Strategic Project 4 – Research and Evaluation

Strategic Project 5 – Induction into the Executive including the Student Committee

Progress

Progress on Strategic projects 1 and 2 are detailed in the Report of the Chair.

Strategic Project 3 – Enhance Profiles and Support Recognition.

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. Work is also progressing to populate undergraduate research opportunities that may now be entered on the ACUR website.

Strategic Project 4 – Research and Evaluation

Three research and evaluation projects have been pursued.

(i) Undergraduate engagement in research during the COVID-19 pandemic

This project examines undergraduate researchers experience of engaging in the ACUR Undergraduate Research Writing competition (2020). It suggested that accessibility to research during the pandemic was restricted for some students but enhanced for others (e.g. through the online environment). New research methods had to be devised since field work and face-to-face collaboration, for example, were restricted. Preliminary findings were presented in the Society for

Research into Higher Education (SRHE) conference in December 2021. A paper for publication is in preparation.

(ii) The impact of the ACUR Conference and related events for Undergraduate Researchers on Student Learning Outcomes and Future Research Aspirations

A survey was sent to past ACUR conference presenters and the findings were published in the ACUR *Newsletter Undergraduate Research News Australasia* Issue 21, May 2022. Respondents reported that presenting in an ACUR conference gave them confidence in speaking and explaining ideas succinctly, and that it opened their eyes to research being undertaken in different disciplines. It is hoped to gain some more responses from the survey so that wider publication can be undertaken.

(iii) Strategies being used in Australasian universities to assess student learning in undergraduate research: A scoping project.

This project was a collaboration between ACUR and the Centre for Research in Assessment and Digital Learning (CRADLE) at Deakin University. It was a successful final year Honours project conducted by Chris Swain, a psychology undergraduate and findings were published in the ACUR *Newsletter Undergraduate Research News Australasia* Issue 21. The research highlighted a wide range of strategies used to assess undergraduate research. Traditional assessment methods do not fully fit the purpose or goals of research activity conducted, but academics tended to go the extra mile in providing developmental feedback, work that is under-recognised by institutions. An article for publication in the international journal *Higher Education Research and Development* is in review.

Strategic Project 5 – Induction into the Executive

The document written in 2021 to induct new committee members into the Executive was used in 2022 to induct new Student Committee members into ACUR.

Further achievements in 2021-2022

- 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

Change to the Constitution

The Executive Committee advises that section 25.7 of the [Constitution](#) regarding Proxy voting conflicts with section 24.1, and recommends its removal.

Executive Committee Membership

In an effort to spread the work of the Executive Committee and to engage in necessary new activities to support its work, some new Executive positions have been established and nominations called for. The Executive Committee urgently needs people to liaise with outside organisations, to work with member institutions, to assist with event planning, to carry out research on undergraduate research, and indeed simply to assist with projects already in train.

23. Presiding Member

- 23.1. The Chair or, in the Chair's absence, the Vice-Chair, is to preside as chairperson at each general meeting of ACUR.
- 23.2. If the Chair and the Vice-Chair are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

24. Making of decisions

- 24.1. Unless otherwise required by this Constitution, votes shall be determined by a simple majority of Members voting (a) at a meeting, in person (via their institutional nominee or alternate) or by proxy, or (b) in a postal or electronic ballot to all individual members and institutional members' nominees.

25. Voting

- 25.1. Each member organisation shall have two votes. Nominees will vote on behalf of the organisation that they represent.
- 25.2. Each individual member shall have one vote.
- 25.3. Where voting takes place during an ACUR conference, organisational members are entitled to nominate a person, who may be a student, to vote on its behalf
- 25.4. Affiliate organisations have no voting rights.
- 25.5. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 25.6. A member is not entitled to vote at any general meeting of ACUR unless all money due and payable by the member to ACUR has been paid.
- 25.7. Proxy voting must not be undertaken at or in respect of a general meeting. (Note. Schedule 1 to the Act provides that an association's constitution is to address whether members of ACUR are entitled to vote by proxy at general meetings).

26. Postal or electronic ballots

- 26.1. ACUR may hold a postal or electronic ballot (as the Executive determines) to determine any issue or proposal (other than an appeal under clause 17).
- 26.2. A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

27. Use of technology at general meetings

- 27.1. A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of ACUR's members and members' institutional representatives a reasonable opportunity to participate.

28. Amending the Constitution

- 28.1. This Constitution may be amended by a majority of members with voting rights in person by their representatives or by proxy at a meeting if notice of the proposed amendment has been given one month prior to the meeting.
- 28.2. An application for registration of a change in ACUR's name, objects, or constitution in accordance with Section 10 of the Act is to be made by the Chair or an Executive member.

Student Committee Report for ACUR AGM 2022

Our committee was reduced in size for 2022, to facilitate optimal cooperation and autonomy to achieve our goals. All members of the committee should be very proud of their work and have laid a solid foundation to be built upon in 2023 and beyond.

Members: and notable mentions for their effort and engagement

Head: Max Kirkby.

Deputy Head: Oliver Hervir. Organised email correspondence and consistently engaged at meetings. Supported and helped execute multiple projects.

Secretary + Conference Director: Rachelle Tay. Generally organised and assisted with logistical tasks.

Careers Director: Veronica Padilla. Was crucial to compiling student opportunities and 'how to get into research' seminars. Strong attendance and engagement.

Outgoing Head: Olivia Jessop.

Projects

Projects completed:

- Established framework + made contacts for ACUR Ambassador Program: Max.
- Established ongoing partnership with the Higher Education Research and Development Society of Australasia (HERDSA): Max.
- ACUR Newsletter content: Max.
- Assisted with conference planning and idea generation: Max and Oliver.
- Generated multiple seminars and presentations for undergraduate students concerning research and its benefits: Oliver.
- Expansion of social media concepts and ideas: Rachelle.
- Compiled opportunities for undergraduate research scholarships, research assistant positions and other casual academic positions: Veronica.
- Idea generation for how to best connect with international organisations and members: Max, Oliver, and Veronica.

Projects ongoing:

- Assessing methods to better engage with First Nation's research.
- Increasing the diversity of the ACUR Student Committee to more states, backgrounds and individuals throughout Australia and New Zealand.
- Creation of an induction manual for the ACUR Student Committee.
- Revision of social media engagement and posting strategy for increasing the advertising of ACUR to the wider community.

Suggestions of areas to aim to improve in future:

- Avenues for increasing the promotion of Student Committee sign up in 2023 (different universities and states).
- Maintaining student committee participation.
- Leveraging student networks/societies at undergraduate universities to increase the awareness of ACUR as an organisation.

Documents to be handed over to the new head:**For general information:**

- Current Terms of Reference.
- Info on ACUR as an organisation.
- Emails to new members (automatically sent out by admin to new members).
- ACUR 2022 student committee positions
- ACUR Flyer 2019 (contains aims and purpose).
- ACUR Information.
- ACUR Student Ambassador framework and existing contacts.
- ACUR Seminars for Undergraduate Students.

Relevant to student projects:

- Executive committee induction manual in case wants to be edited for student committee.
- List of the 2022 projects.
- ACUR Student Ambassador framework and existing contacts.
- ACUR Seminars for undergraduate students.
- Status of research positions for students.

Report on *Undergraduate Research News Australasia* (URNA)

Introduction

ACUR's biannual newsletter *Undergraduate Research News Australasia* (URNA) was established in 2010, so it is now in its 13th year. All issues are [available on the ACUR website](#). Since the last AGM meeting ACUR published Issues 20 and 21.

Issue 20 featured the ACUR 2021 conference, which was the first online ACUR conference and hosted by the Australian National University under the theme "Your Search, Our Future". URNA20 published the winning conference presentations in different categories and a diverse range of research stories submitted by undergraduate research students across Australasia. Issue 21 featured reports and insights from various research studies conducted by the ACUR Executive members, e.g. assessment of undergraduate research, impact of ACUR conferences, the undergraduate writing project. Importantly, URNA21 announced the ACUR2022 conference which takes place 28-30 September at The University of Sydney.

URNA is disseminated to all members and Steering Committee members around the world as well as to all universities in Australia and New Zealand (approximately 1200 individual email contacts).

Submissions

Submissions are welcome. Should you wish to contribute, [please contact the editor, Dr Lilia Mantai](#) and use the [template provided on our website](#) to submit your research story. Articles should be between 300 and 500 words in length, following the latest APA referencing style, with an appealing title and a photograph (if active or research-related, all the better).

The following November Issue 22 will feature the winning presentations and the outcomes of the ACUR2022 conference. The next Call for Articles will be sent in March/April 2023 for the May 2023 Issue 23.

Lilia Mantai
Editor, URNA