

Australian Science Communicators Annual General Meeting 2019 Agenda

Date: 26 November 2019

Start time: 5.30pm (AEDT)

Venue: Board Room, National Computational Infrastructure (NCI), 143 Ward Street, ACTON, Canberra OR via teleconference (using Zoom)

Items for Discussion

1. Confirmation of members attending, apologies
2. Notification of proxies
3. Minutes of 2018/19 AGM
4. President's report
5. Treasurer's report
 - a. presentation of statement of accounts
 - b. determination of annual membership fee
 - c. determination of capitation to be returned to branches
 - d. determination of honoraria (for 2019)
6. Nomination/Election/Appointment of addition Committee/National Executive members (four members – that will then take the role of 2 x Vice President, Secretary and Treasurer)
7. Nomination/Endorsement of National Council members (one representative from each branch), if branch AGM has already taken place
8. Motion to change the Constitution

We are proposing to reduce the required number of meetings of the 'Committee' (National Council) from six (6) to four (4) as it is has proved difficult to gather group members (spread across three time zones) together for six meetings per year.

22 Committee meetings and quorum

(1) The committee must meet not less than ~~six~~ four times a year at the place and time and in a manner that the committee may decide.

9. Any other business
 - a) 2020 Conference – 16-19 February 2020, Melbourne
 - b) Unsung Hero Award
 - c) Reinvigorating the branches – 'So you're running an ASC State Branch guide'

Australian Science Communicators Annual General Meeting 2019 Minutes

Date: 26 November 2019

Start time: 5.30pm (AEDT)

Venue: Board Room, National Computational Infrastructure (NCI), 143 Ward Street, ACTON, Canberra OR via teleconference (using Zoom)

[Meeting opened at 5.40pm]

Meeting chaired by Lisa Bailey as President.

Items for Discussion

- **Confirmation of members attending, apologies**
 - 18 members attended with voting rights, 1 member attended as an observer (see attached list)
 - In Person: Aidan Muirhead, Paul Richards, Adam Huttner-Koros, Phil Dooley, Camille Thomson, Craig Cormick, Suzette Searle, Lisa Bailey
 - Via Teleconference: Cass Rowles, Peter Wheeler, Kirsten Gottschalk, Karina Judd, Teresa Belcher, Scott Daniel, Lynette Plenderleith, Errol Hunt, Jackie Bondell, Astha Singh
 - 25 members offered apologies of those 18 members registered proxies.
 - Apologies with Proxy:

| | |
|-----------------------|------------------|
| Adam Barclay | Teresa Belcher |
| Akanksha Tiwary | Astha Singh |
| Amy Nisselle | Teresa Belcher |
| Cobi Calyx | Lisa Bailey |
| Deborah Jane Crossing | Dr Lisa Bailey |
| Emma Kate Donnelly | Teresa Belcher |
| James Hutson | Lisa Jarvis |
| Janine Young | Teresa Belcher |
| Jay Ridgewell | Teresa Belcher |
| Jennifer Metcalfe | Theresa Belcher |
| Jesse Paul Shore | Lisa Bailey |
| Jirana Boontanjai | Teresa Belcher |
| Linden Ashcroft | Lisa Bailey |
| Miriam Sullivan | Cassandra Rowles |
| Tamara Pinkerton | Teresa Belcher |

| | |
|-------------------|-----------------|
| Tara Roberson | Teresa Belcher |
| Thomas Carruthers | Camille Thomson |
| Sarah Lau | Teresa Belcher |

- Apologies (without proxy): Ian Musgrave, Toss Gascoigne, Sarah Brooker, Andrew Grodecki, Heather Handley, Deborah Crossing

- **Minutes of 2018 AGM**
 - Craig Cormick moved to accept minutes; Teresa Belcher seconded motion carried, => minutes accepted

- **President's report moved, Phil Dooley, seconded Craig Cormick**
 - *Report attached below.*

- **Treasurer's report**
 - *Report attached below.*

- a. **presentation of statement of accounts**

Audited by: Mrs Vivienne Seedsman, Canberra.

Phil Dooley moved to accept the statement of accounts for the past financial year; Scott Daniel seconded ==> motion carried

Noted that GST registered for coming year.

- b. **determination of annual membership fee**
 - Membership fee to be increased as per the CPI increase , (as proposed in exec strategy meeting in 2015). 1 July 2020, apply CPI, and annually afterwards. Moved by Suzette, Seconded Paul Richards: passed **ACTION Aidan/Kali**
 - Corporate Membership to be changed from 6 x associate memberships to change to 3 x individual (full) memberships. Changing from current (\$522) to \$567+CPI eff 1/7/20. Additional (11th and beyond) charged at associate membership rate. Moved Aidan Murray, seconded Phil Dooley. Passed. **ACTION Aidan/Kali**

- c. **Determination of capitation to be returned to branches**

Lisa Bailey pointed out the rules for capitation to ensure the branches are in a position to access and use the funds.

WA and Vic members proposed changes to the capitation amounts and procedures.

ACTION Executive to model proposed changes. To be proposed at a Special meeting at 2020 Conference

Lisa moved: Phil Seconded, passed.

d. Determination of honoraria

Aidan noted that the following honoraria are payable, in recognition of those who take on these roles. Honoraria of \$1000 each payable to the President, Secretary and Treasurer. Honoraria of \$500 each payable to the two grants program co-managers.

Moved that honoraria arrangements can be paid for 2019; Aidan moved: who seconded? seconded motion ==> carried

ACTION Aidan to circulate audited report.

6. Nomination/Election/Appointment of additional members (Treasurer, Secretary, Vice-President x 2)

Lisa Bailey remains as President (elected unopposed)

Phil Dooley and Aidan Muirhead would like to remain on the Executive Council. Teresa Belcher steps down as Secretary, but remains on council as Vice President.

Phil Dooley: Secretary: Moved Lisa, seconded Suzette – Passed

Lynette Plenderleith – Vice President: Moved Scott, Seconded Lisa – Passed

It was moved that Public Officer and Auditor be appointed (as per By-Law 5)
Public officer: Suzette Searle: Moved Aidan, seconded Phil

Auditor: Vivienne Seedsman – Moved Lisa, seconded Aidan

7. Nomination/Endorsement of National Council members (one representative from each branch), (if branch AGM has already occurred)

ACT: Shared Hannah Feldman/Karina Judd (subsequently confirmed)

QLD: Tara Roberson

NSW: Astha Singh

VIC: No nominations – Committee all standing down. **ACTION: exec to address this.**

SA: Lisa Bailey

WA: Heather Bray – had AGM last week

NT: N/A (below minimum 10 financial members)

TAS: N/A (below minimum 10 financial members) Michael Helman is keen to get a branch up

ACTION: Phil to get contact details of current reps for each state

The Victorian Branch executive noted the energy required to run a branch, and the executive noted the difficulty in achieving a quorum for National Committee meetings.

ITEMS for discussion

- Is there a better way to organise meetings than via synchronous teleconferences? **ACTION Exec to discuss next step**
- Should national committee meetings be opened to all members to attend? Recommended as a by-law change. **ACTION Phil to draft**

A request was made for more timely reporting on national committee meetings to the membership. **ACTION: Lisa to circulate report, followed by full minutes.**

9. Motion to change the Constitution

The following amendment was proposed and voted on:

Amendment: to reduce the required number of meetings of the 'Committee' (National Council) from six (6) to four (4) as it is has proved difficult to gather group members (spread across three time zones) together for six meetings per year.

Jackie Bondell noted National Council meetings had not occurred this year, had not been scheduled in a timely fashion. Pointed out that well planned meetings with actions and reporting clearly stated will improve motivation. **Action: Phil**

22 Committee meetings and quorum

- (1) The committee must meet not less than ~~six~~ **four** times a year at the place and time and in a manner that the committee may decide.

Lisa Bailey moved the amendment, Suzette Searle seconded; approved by the majority → motion carried.

10. Any other business

Any other business

- 2020 Conference – 16-19 February 2020, Melbourne. Planning underway, program first draft soon to be published. A number of sponsors are on board, so hope to have a financially successful conference. Ticket sales at this stage slow.
- Special General Meeting to be run at Conference in February 2020, to cover
 - Capitation procedures. (models provided)
 - ACT proposed change to quorum conditions.
 - By-law change re National Council observer/proxy attendance**ACTION : Program committee to schedule. Phil to prepare meeting**
- Unsung Hero Award – Lisa Bailey to call for applications, award to be made at Conference.
- Reinvigorating the branches – 'So you're running an ASC State Branch guide' was tabled. **ACTION – Lisa to circulate guide cvia website post**
- Proposal from ACT branch to change branch quorum (via Special General Meeting or Branch Constitution/Rules) – deferred to Special Meeting at the Conference.
- Lynette Plenderleith requested past minutes be circulated – Exec agreed to post in a member area (access to members only). **ACTION Exec to create AGM page on website.**

- g) Lisa Bailey proposed a vote of thanks to Teresa Belcher for her hard work as National Secretary.
- h) Can we have corresponding members – overseas and those in states and territories that don't have their own branch
 - a. For example we join Tasmania and Victoria?
 - b. Lisa – Branch guide may give some guidance on this

DEFERRED

Meeting closed at 820 pm

ASC AGM November 2019

President's report

2019 has seen us celebrate 25 years of the ASC. It's been my first year as President, and I'd like to thank everyone who has been invaluable in helping me throughout the year, especially the executive committee and Kali as our invaluable executive officer.

Activity over the year:

- Regular communication through the ASC Channels including SCOPE, our member newsletter, the ASC-list and the Facebook Group. These avenues continue to provide useful ways for members to promote, seek collaboration or advertise and find new job opportunities.
- ASC has celebrated our 25th anniversary with a recording on the future challenges for Science Communication, recently broadcast on ABC Big Ideas. We've also been collating reflections from past ASC presidents on not only the past but future challenges for Australian science communicators in the coming decade, currently being published through the ASC site.
- We were represented at the Eureka Science Awards.
- I participated in the World Conference of Science Literacy held in Beijing in October 2019 in my capacity as ASC President. In a plenary session to the conference I outlined the scope of science engagement activity in Australia and our future challenges including increasingly fragmented audiences, and ability to translate scientific knowledge into policy outcomes in a climate (no pun intended) of increasing environmental threat.
- Also as part of this conference ASC has been invited to participate in a working group to establish an international organisation – the World Organisation for Science Literacy. I will approach this with interest in the spirit of fostering international collaboration.
- We have also been busy preparing for the next National Conference, to be held in Monash in February 2020 with the generous support of our host partner the Monash Sustainable Development Institute. With a wide range of submissions I look forward to our (almost) annual conference event, the only of its kind for our unique mix of science engagement practitioners and researchers.

I'd like to acknowledge our outgoing Secretary Teresa Belcher for her contribution to ASC over the last 3 years.

I'd like to congratulate the state branches on supporting a wide range of diverse activities for our membership including

- The Storytelling for Science Communicator's workshop in Melbourne in July
- The Friday AI Desko events in Canberra
- The 2019 ASC Careers event in Brisbane
- Communicate to Inspire event in Perth

And many many more.

Challenges have been expressed about the difficulty branches face in understanding what kind of support or processes they have access to in order to support their state based activity. I appreciate the work that goes in from all our dedicated volunteer committee members, and so we look in 2020 to take action on this feedback with

- an improved communication schedule of regular meetings
- easy access guide on how to access capitation and grant funding to support state based activities, tabled here for review.

[Proposed meeting schedule for 2020](#)

| Week | Week commencing | Key Events | Meeting Agenda |
|------|-----------------|---|--|
| 1 | 6-Jan-20 | | |
| 2 | 13-Jan-20 | | ASC2020 review and planning - Sponsorship and Program review |
| 3 | 20-Jan-20 | Unsung review committee decides on awards | |
| 4 | 27-Jan-20 | | ASC2020 review and planning - Logistics and Registrations |
| 5 | 3-Feb-20 | | |
| 6 | 10-Feb-20 | | ASC2020 review and planning - Logistics and Registrations |
| 7 | 17-Feb-20 | ASC2020 CONFERENCE | |
| 8 | 24-Feb-20 | | |
| 9 | 2-Mar-20 | | |
| 10 | 9-Mar-20 | | ASC2020 Review - Audience evaluation feedback, future planning |
| 11 | 16-Mar-20 | | National Council Meeting |
| 12 | 23-Mar-20 | | |
| 13 | 30-Mar-20 | | |
| 14 | 6-Apr-20 | | Exec Planning meeting |
| 15 | 13-Apr-20 | | |
| 16 | 20-Apr-20 | | |
| 17 | 27-Apr-20 | | |
| 18 | 4-May-20 | | National Council meeting |
| 19 | 11-May-20 | | |
| 20 | 18-May-20 | | |
| 21 | 25-May-20 | | |
| 22 | 1-Jun-20 | | Exec Planning meeting |
| 23 | 8-Jun-20 | | |
| 24 | 15-Jun-20 | | |
| 25 | 22-Jun-20 | | |
| 26 | 29-Jun-20 | | |
| 27 | 6-Jul-20 | | National Council Meeting |
| 28 | 13-Jul-20 | | |
| 29 | 20-Jul-20 | | |
| 30 | 27-Jul-20 | | |
| 31 | 3-Aug-20 | | Exec Planning meeting |
| 32 | 10-Aug-20 | | |
| 33 | 17-Aug-20 | | |
| 34 | 24-Aug-20 | | |
| 35 | 31-Aug-20 | | |
| 36 | 7-Sep-20 | | National Council Meeting |
| 37 | 14-Sep-20 | | |
| 38 | 21-Sep-20 | | |
| 39 | 28-Sep-20 | | |
| 40 | 5-Oct-20 | | AGM Planning meeting |
| 41 | 12-Oct-20 | | |
| 42 | 19-Oct-20 | | |
| 43 | 26-Oct-20 | | National Council Meeting |
| 44 | 2-Nov-20 | | AGM Planning review |
| 45 | 9-Nov-20 | | |
| 46 | 16-Nov-20 | AGM (TBC) | |
| 47 | 23-Nov-20 | | |
| 48 | 30-Nov-20 | | |
| 49 | 7-Dec-20 | | |
| 50 | 14-Dec-20 | | |
| 51 | 21-Dec-20 | Christmas | |
| 52 | 28-Dec-20 | New Year | |

Treasurers report

Summary

2019 has been a modest year for the Australian Science Communicators association. After a successful conference in November of 2018, the postponement of the 2019 conference to February of 2020 affected the income of the association for the 2019 financial year.

This report summarises the annual accounts for 1 September 2018 to 31 August 2019.

Income

Income for this period derived primarily from membership subscriptions (\$51,843), ticket sales for the Nov 2018 conference (\$87,825), sponsorship of the Nov 2018 conference (\$11,700) and ticket sales for the Feb 2020 conference (\$9,825).

Overall the association's income for the 2018/19 financial year was \$161,249* - an increase of \$109,986 on the previous year.

Expenditure

Major expenditure for the year included salary costs for the Executive Officer to deliver the Nov 2018 conference, and annual leave (\$60,912), the cost of the conference related activities and requirements e.g. catering, venue staff (\$60,821), the cost of maintaining our online presence and membership management infrastructure (\$8,470), and superannuation (\$5,787).

Overall the association's operational expenditure for the 2018/19 financial year was \$153,311 - an increase of \$63,629.

Assets

At the end of the 2018/19 financial year, the ASC bank accounts held a total balance of \$11,760, and with liabilities of \$3,448 the ASC's total equity at 31 August 2019 was \$8,312.

To put this in context, please see below the liabilities and equity of previous years:

| | Liabilities | Assets | Equity |
|---------|-------------|----------|----------|
| 2018/19 | \$3,448 | \$11,760 | \$8,312 |
| 2017/18 | \$8,583 | \$8,957 | \$374 |
| 2016/17 | \$2,865 | \$41,657 | \$38,792 |
| 2015/16 | \$19,643 | \$19,688 | \$45 |

As such, the association's current debt free financial position and regulatory bill of health means the ASC executive has a firm platform to build upon; to drive initiatives and new opportunities that benefit branches and members.

*The ASC was deregistered for GST effective 26 August 2018 for the 2018/19 financial year as the association income was well below the \$150k income threshold.

During the 2018/19 financial year, due to conference related income, the association reached the \$150k income GST threshold, and we are in the process of re-registering for GST.

The ASC must collect GST for a period of 12 months (i.e. the current financial year) and can then deregister if the association's annual income has fallen below the GST threshold once again.

Membership

Since the increase to membership fees was introduced at the beginning of 2016, the rate at which members renew their membership has held steady with increases and decreases in numbers aligning with conference years. Each year of 2016, 2017 and 2018 included a conference. Member numbers are smaller in 2019, a non conference year. It is expected these numbers will expand again in 2020.

Available figures based on calendar years (not our reportable year):

2016:

New: 264

Renewals: 299

Lapsed: 412

2017:

New: 272

Renewals: 336

Lapsed: 202

2018:

New: 262

Renewals: 248

Lapsed: 350

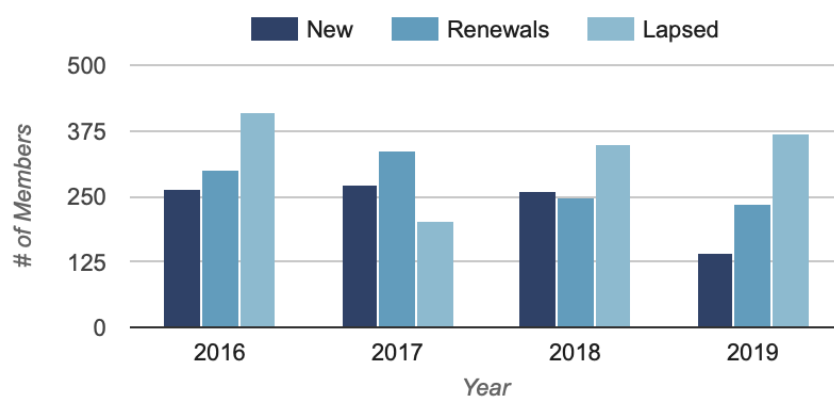
2019 to date:

New: 144

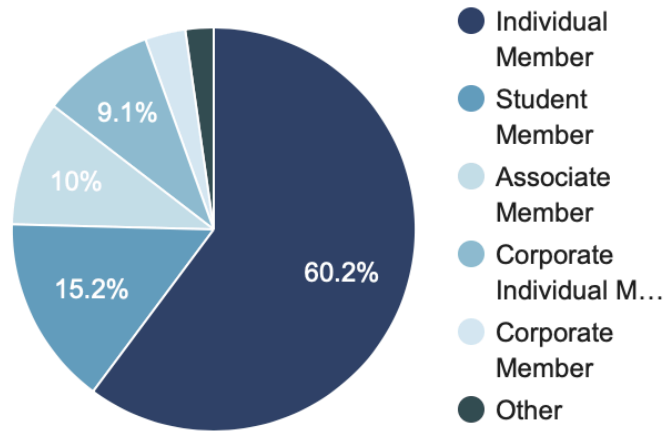
Renewals: 235

Lapsed: 368

Member Count



Active Members by Member Type



The current costs of ASC membership is (per annum):

| | |
|---|-------|
| Individual membership | \$189 |
| Student membership (with valid student identification) | \$87 |
| Associate membership (for retirees, members living overseas, or parental or other leave, or otherwise not currently active in science communication) | \$87 |
| Corporate membership (Standard corporate membership offers up to ten employee members for the price of only six Associate memberships, and additional employees at a discounted rate. It includes one vote in ASC elections) | \$522 |

Corporate members

- ANSTO
- Australian Academy of Science
- Australian National Maritime Museum
- Department of the Environment and Energy, Australian Government
- FLEET (ARC Centre of Excellence in Future Low-Energy Electronics Technologies)
- Griffith University, Marketing and Communications
- MOD.
- Questacon
- Science in Public
- The Social Science