Executive Committee Meeting 01/2022	
February 24 & 25 2022, via zoom	

Item	Action/Decision Log	Comments
1	Welcome & introduction of newly appointed members	• Professor Julie McLeod, University of Melbourne - President Elect • Professor Anna Sullivan, University of South Australia - Research Development Coordinator • Dr Ellen Larsen, University of Southern Queensland - Ordinary Member Early Career Researcher • Dr Olivia Johnston, Edith Cowen University - Ordinary Member
2	Acceptance of minutes of meeting held Nov 22 & 25 2021	• Moved Michele Simons, second Nicole Mockler, passed
3	Acceptance of management reports	• Secretary's Report – Moved Anna Sullivan, Second Julie McLeod, passed • Treasurer's Report – Moved Robert Parkes, Second Anna Sullivan, passed • President's Report – Moved Robert Parkes, Second Nicole Mockler, passed
4	2021-2022 Budget	• Update to reflect new FineHaus management agreement; forecast position to end of financial year reviewed in detail
5	Association Calendar reviewed and updated	• Key dates: Operations, Conference, Portfolios; in progress ongoing
6	Executive Committee Terms of Office	• Terms ending in 2022 confirmed in preparation for 2022 election
7	AARE Conference Chair Vacancy	• EOI Draft approved for circulation
8	AARE Conference Theme and Invited Speakers	• Theme, Radford and Keynote speakers approved
9	AARE Conference Format	• Opportunity for streamed preconference/keynote sessions to be explored fully in the planning process
11	Governance Training	• All Executive Committee members participated in workshop delivered by FineHaus Management • Governance Audit was reviewed
12	AER Portfolio Report	• Book Editor EOI approved for circulation • Call for submissions for book proposals approved • Acceptance of report: Moved Ellen Larsen, Second Ilektra Spandagou, passed
13	ECR Report	• Event planning in progress • Acceptance of report: Moved Anna Sullivan, Second Nicole Mockler, passed
14	Communications Coordinator Report	• Resignation of Robert Parkes received and acknowledged; approval to call for EOI to fill vacancy • Acceptance of report: Moved Nicole Mockler, Second Julie McLeod, passed
15	SIG Report	• Approval to introduce new major+ grant level for stronger SIGs; grants to be opened in context of budget decisions • Acceptance of report: Moved Michele Simons, Second Anna Sullivan, passed
16	Research Development Report	• EOIs for Research Development & Advocacy Committee approved for dissemination • Progress on Summit collaboration with cADRE and ACEL working party • Acceptance of report: Moved Nicole Mockler, Second Ilektra Spandagou, passed
17	2022-2023 Budget preparation	• Budget bids sought from Executive Committee

18	Approval of governance initiatives to June 2022 and 2022-2023	• Constitution change
		    o Formation of sub committee
		• Investment in desk work to update governance processes
		• Strategic plan
		    o Executive planning day in June
		    o Membership sub committee to oversee member survey and member data collection methods
		    o Executive to consider fee increase for ordinary members

19	Approval of strategic initiatives	• MCERA Gold membership - in principle support for maintaining relationship and sponsorship; desire to review sponsorship levels and gleaning more benefit for AARE and AARE members • EMT to continue scholarship/bursary opportunities and theory workshops in 2022-2023
19	AARE Submission to Senate Inquiry on political interference in ARC process	• Circulated for feedback; approved for submission 25th February

Executive Management Team
Fortnightly, via zoom

Month	Action/Decision Log
JAN	Coordination of February Executive Committee meeting
JAN	Exit of Canberra office finalised
JAN	Approval/commencement of conference management agreement with Conference National
JAN	ACEL meeting; MOU development
JAN	ASIC Reporting – notification of changes to Directors of a registered body
JAN / FEB	Desktop governance audit completed
JAN / FEB	Governance workshop developed
JAN / FEB	Oversight of recruitment and appointment of Conference Chair
FEB	2022 Conferences Standing Committee formed, first meeting 18th Feb
FEB / MAR	2022 Conference Budget development (continuing)
MAR	Dissemination of EOIs • Research & Research Advocacy Standing Committee • Communications Coordinator (Executive Committee) • Book Editor
MAR	Appointment of Awards Coordinator (Executive Committee)
MAR	Australian Educational Research Leaders' Summit • development of budget and event plan • invitee list • invitation disseminated • development of program (continuing)
MAR	Conference speaker invitation letters distributed
MAR	Approval of conference branding
MAR	Review and approval of SIG funding guidelines and information for 2022-2023 grant period
MAR	Drafting of Financial Delegations Policy for Executive Committee approval
MAR	Cancellation of workers compensation insurance
MAR	Development of Theory Workshop program for 2022 (continuing)
MAR	Revision of Executive Committee Roles & Responsibilities (continuing)
MAR	Development of 2022 Membership Renewal Campaign and 2022-2023 Pricing Strategy (continuing)
ONGOING	Approval of expenses in accordance with budget; administration of fortnightly payments