

## AARE Office Report – February 2020

### General

I am happy to report that all abstracts presented at the conference have been placed on the website. All presentations have also been uploaded to Youtube and linked to the appropriate pages of the website. The photographs have been received and this year they are very good and will be very useful in our marketing.

All end of year, post AGM reporting has been completed.

### Membership

As of 25 February we have 789 financial members. This is an increase from the 729 members we had in November, however it is still down from 816 from November 18.

### Mailchimp v's Campaign Monitor – an update

Last meeting I provided a breakdown on two email marketing programs, Mailchimp and Campaign Monitor and I proposed we move to Campaign Monitor. Unfortunately, on further investigation I found out that Campaign Monitor is not compatible with the data that we can get off our system, in particular the SIGs data. This would mean that each time we pull off our membership data to place into Campaign Monitor we would have to spend time reorganising the data. Although it can be done it is clumsy and time consuming so in discussion with Lisa Batten, I decided to touch base with Mailchimp again and see if we could work out the problems we were having with this system. Most of these issues have now been sorted so we are planning to stay with Mailchimp and update to a paid system with them.

### BERA symposium invite.

AARE received an email from BERA inviting us to submit a symposium for inclusion in their program this year. The call for nominations has gone out now.

### Preparation for the move from a conference PCO

As will be/or has been reported during the Conference report. Work has continued regarding moving from the PCO to bringing the conference management in house. This has included:

1. Discussing the financial requirements with Figures Matters and working on having a solution that does not include having to create a new bank account and ensuring that Figures Matter has the capacity to take on the extra BAS and general work that this will create.
2. Managing the recruitment process and placing the advert on Seek.
3. Updating the Conference website, including the Partnership and Exhibition pages in preparation for contacting them.
4. Updating the list of partners from last year.
5. Investigating the changes required in the office to create a space for a second person (if they are Canberra based). Further work will need to happen. Including:
  - a. Disposing of the large desk and purchasing two new smaller more streamlined desks.
  - b. Purchasing a new chair

- c. Purchasing two new screens and continuing to upgrade the computer system allowing for multiple log ins. Or if not working from the office, then purchasing a laptop.
- d. Purchasing a new mobile phone and plan for this staff member
- e. If they are not going to work in the office then discussing access to internet and if need be purchasing a wifi dongle for them.