

Art Education Victoria Inc

Minutes of the Annual General Meeting

Held at the Australian Children's Television Foundation,
Smith Street, Fitzroy
6.00pm 23 July 2008

1. PRESIDENT'S WELCOME: Irene Lynch

2. APOLOGIES: Tania Tickyj, Arda Culpan, Melissa Avery, Rachel Main, Nancy Whittaker, Helen Gourlay, Wes Imms, Susan Paterson, David Godkin, Lesley Hodgson, Graham Nash, Jill Edwards, Jeff Sheldon, Tricia McCormack, Kim Wootton, Cheryl Angus, Debra Child, Jenny Brusey, Sam Gordon, Alexandra Mavridis, Louisa Nicholls.

ATTENDANCE: Irene Lynch, Deborah Cohen, Narelle Lemon, Mihaela Brysha, Georgia Ensor, Anthony Wood, Poppy O'Connor, Marnee Watkins, Marilyn Benson, Lou Chamberlin, Max Darby, Michele Davies, Amelia Dickins, Anastasia Foster, Kathryn Hendy-Ekers, Patricia Hunt, Ginetta Ito-Cannon, Jeanette Jennings, Helen Kostiuk, Dianne Schiller, Bernice White, Helena V. Nimwegen, Cathy Price, Silvie Kranbeck, Marian Strong, Gabrielle Symons, Andrew Landrigan.

3. MINUTES OF 2007 AGM.

Motion: that the minutes of 2007 AGM be accepted
Narelle Lemon/ Anastasia Foster
Carried

4. ANNUAL REPORT OF COUNCIL: Irene Lynch

It is with pleasure that I present this annual report from Council for Art Education Victoria's Annual General Meeting for 2008.

The purpose of this report is to inform AEV members of the work we have completed in the past year and to provide an evaluation of the activities undertaken.

I would like to put this report in context , into 'the big picture'.

AEV aims to promote and support high quality Visual Arts Education as an essential component of a balanced curriculum for all students at all years of schooling in Victoria.

We are an effective association that fosters the development and supports the maintenance of the highest quality standards for the teaching of Visual Arts. This has been achieved through a broad range of professional development and student programs, the publication of resources, liaising with government representatives, and relevant state, national and international organisations.

Effectiveness is best measured by the maintenance and growth of memberships. This we have achieved and are proud of the following figures:

MEMBERSHIP	2006	2007	2008
Individual	188	225	230
Concession	6	24	47
Primary Schools	46	52	72
Secondary Schools	160	208	211
Multi-Campus / P - 12	36	32	31
Corporate	3	11	14
University libraries			2
Totals	439	552	647

How else effective have we been this past year?

We have fostered the development of **teacher professional knowledge, practice and engagement** by providing professional development programs and visual arts resources.

There have been eight VCE, ten VELs & four student programs delivered this financial year. Each has had a specific learning focus delivered by modelling and exploring effective practice to support the highest quality art education standards.

What is the evidence? The analysis of participant evaluations supports these claims. An overwhelming majority measured the value, relevance and effectiveness as high to very high, and requested further similar and developmental opportunities.

VELs Assessment has been a special focus for programs this year. Another focus we have continued to support art teachers in regional Victoria. These teachers are especially grateful for the access and equity we provide by bringing PD into the regions, including Warrnambool, Ballarat and Sale. Metropolitan venues have been broadened with programs in Knox, Coburg, Canterbury as well as centrally in Melbourne.

VCE Programs had fewer numbers than expected in 2007 but have improved significantly again in 2008. Folio and Exam preparation programs are the main focus.

The AEV Annual Conference continues to be the highlight of each year. Teachers rated the conference as extremely high in value. Many indicated the opportunity to engage in a range of practical and curriculum centred programs was highly valued and relevant. The opportunity to learn from each other formally and informally was acknowledged in the engaging atmosphere that AEV conferences are well known for. The conference theme was especially appreciated and as was the exploration and interpretation from many perspectives.

AEV Publications are being snapped up by art teachers. The quality and relevance is extremely appreciated. CD's are the current preferred publication format, but we will need to develop web-based delivery in the near future. The AEV Journal ARTicle has now gone full colour. This has added an extra cost, but the value it adds is important. Feedback is positive and encouraging. A few teachers from interstate now subscribe, just for the journal and we can grow this number.

AEV has advocated for the visual arts by responding to a range of consultation papers,

and maintained and developed its international connections. Marian Strong, AEV' Executive attended the World Creativity Summit on AEV's behalf, and gave a presentation in Korea on AEV's publications. This was also deemed part of her professional development. The response overseas was extremely favourable to the publications discussed. Consequently the publication Symbols of Peace is being produced in at least two editions, One for VELS and a more generic version, suitable for national and international use. The World Creativity Summit is organized by the World Alliance of Arts Educators with support from UNESCO. Marian is working in the 'Advocacy Group' for arts education. This involvement has increased the global reputation of AEV. Another past AEV (ACTA) president, Graeme Nash, is also involved internationally.

Council is mindful of change and developments that impact upon art education and we are pro-active where-ever possible. Some of these changing contexts in which we all work include : the increasing use of new technologies, speed and ease of communications; new art and educational research, theories and practice; changes in school practice and structures, new professional learning requirements, adapting new learning and teaching approaches; increasing workloads beyond the classroom; assessment and reporting changes, changes in curriculum; state, and national and international developments.

Change is the only constant. This is certainly true for AEV as well as for the teaching profession. Changes and developments may be viewed as negative, but AEV sees them **as new opportunities and potentials for art education.**

This past year has seen AEV initiate many changes to adapt to the environment in which we operate. In governance and management terms, it is called 'risk management'.

Consequently, after much deliberation, Council has proposed the Special Resolutions that we will vote on soon. To put it simply, Council believes the proposals are a sensible safe-guard. Given the current economic environmental and educational climate these proposals are needed to ensure AEV can continue operating and maintain compliance with the Incorporations Act.

In the last century, Art Education Victoria or ACTA as it was also called, responded positively to the needs of the time with a 'club- like' model. Now it is time we make provisions so that we may adapt to the changing needs of the 21st century. Networks are both personal face to face and virtual. Council believes and is being encouraged by the Department of Education to make much more use of the new technologies, at all levels of operation.

Volunteerism in the current education/work climate is problematic across associations. Some associations have already adapted to the new technologies quickly and are managing affairs quite differently. We need to move with them.

AEV has been pro-active in succession planning and we celebrate fresh new members to Council. Council operational guidelines have been developed including anti-bullying and harassment policy. AEV's policy is being used by WorkSafe as an ideal model for associations and small business. PD support for

Council and staffing has seen changes in the past year which can and has been disruptive,

but we believe AEV support for members has continued with only a few hiccups. Stability and continuity is important and on behalf of Council I wish to thank the ongoing Councillors and staff for their commitment and professionalism.

I wish to also thank all Councillors for their work and contributions to AEV and the profession as a whole. There a number who are 'retiring' from Council at this AGM.

Melissa Avery, Rachel Dean and Tania Tickyj.

All three have been valued members of Council and I wish to thank wish them all the best for the future. Tania Tickyj, sadly is ill tonight and unable to attend. However, Tania deserves a special thank you.

Council wishes to have recorded its gratitude to Tania Tickyj for the many years of service in many positions on Council, the enormous contribution made not only to AEV but to the profession as a whole through her AEV service: At the last meeting, Council unanimously agreed to offer Tania Tickyj life membership of AEV, which I am pleased to tell you she has accepted.

Thank you, Irene Lynch, President, on behalf of AEV Council

Irene asked that report be accepted

Moved: Kathy Hendy-Ekers/Gaby Simons. Carried

5. PRESENTATION OF AUDITOR'S REPORT

Deborah Cohen, delivered this report and read the following notes from the Treasurer Tania Tickyj (an apology this evening).

AEV Treasurer's Report: Financial Year ended 31st March 2008

It is with pleasure that I can report that the association has finished its financial year making a 'profit' for the third year in a row. This means we have again been more than successful covering our expenses as we operate.

Points to note:

1 The AEV financial year is from 1st April to 30th March, so the finances cover sections of two school years, and at times can cause confusion when reading the audited reports for a given year, in isolation.

2 Income and Expenditure Statement: 'Profit / Loss'

2a Profit

This means that we have a surplus from the general activities listed. We are a 'not-for-profit' association not a commercial organisation. All 'profits' are generated to cover expected and possible future costs of the association. Investments are explicitly for that. The profit from general activities 2008 is \$1,617.

This amount does not include 'Investments' and 'Receivables' – amounts we are owed. The 'Balance Sheet' shows this.

2b. Miscellaneous Expenditure \$14,073

The auditor included this amount in the 2008 expenses, when it should have been included in the previous year's audit. The entry was, unfortunately, not attributed correctly in 2007 in our accounting system (MYOB) at the correct time, that is, it was entered into the accounts after the 'books were closed' and back dated. You will notice the purchase of new computers and the total cost of the photocopier lease does not appear in current Expenditure.

We made extensive enquiries with the auditor about this problem and I will quote from his emailed response:

The journal entries for this expense were possibly back-dated, and as such the \$14,000 does not appear in the profit and loss. Since they may have been back-dated to say 30 March 2007, the expense does not appear in the (Audited) Financial Report for 2007.

Unless we manually record this amount as Miscellaneous Expense for the 2008 year (which we have done), it will be as though the amount escaped into an 'accounting black hole' so to speak, but most importantly the Balance Sheet will not balance and the Retained Earnings will not agree with the prior year.

This is generally as a result of back-dated journal entries.

The auditor has rectified this problem and also mentioned it in the Notes for Council to consider and to be aware of.

When the miscellaneous amount is taken into account, the profit becomes \$15,690. And the adjusted profit for 2007 would be \$13,030. The actual amount of 'profit' each year is relatively unimportant. What is important is the fact that we are continuing to operate with financial success and stability.

- **2008** \$1,617 + \$14,073 = **\$15,690**
- **2007** \$27,000 - \$14,073 = **\$13,030**
- **2006** **\$18,000**
- **2005** - **\$4,000**

2c. Publications

Council has prioritised the development of in-house resources created specifically to meet the needs of Victorian teachers and I believe the income from these publications, \$31,187, has borne out the wisdom of this decision.

2d. Professional Development activities:

You will note that the income for these activities has dropped in comparison to the last financial year.

The principle reason for this is that 2006/7 was the year in which we had many professional development activities addressing the introduction of the Victorian Essential Learning Standards.

In this AEV financial year we have had much less demand for VELS professional development. As a matter of interest I bring to the AGM's attention the changing nature of PD requirements on the part of our members. Members are making requests for specifically focussed school, network or district PD requests. Marian has developed a number of programs that she has taken to networks in regional and metropolitan areas to specifically

meet requests. This fits in very closely to the imperatives of DEECD in demanding focussed and ongoing PD rather than one off sessions.

2e. Membership

The actual amount of membership subscriptions paid has increased by approximately \$2,300 from the previous year. There has been a continual growth in the numbers of members. This is a very healthy sign to be noted.

Approximately 70% of expected memberships have been paid prior to the end of March and the provision in auditor's report Note 4 for trade debtors \$26,681, includes members who had not renewed by the end of March. Many of these have since resubscribed. Unpaid members have again had membership reminders sent out.

3 Balance Sheet

3a. Current Assets

Cash (Cheque account) at 31 March 2008

2008	\$61,659	2007	\$26,832
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I recommend that between \$20,000 & 30,000 be continually retained in the general cheque account. Amounts of \$5,000 above \$30,000 should be placed into the investment account, and money should be returned to the cheque account when the balance falls below \$20,000. Moneys from the investment account can be retrieved within 24 hours, for immediate use if necessary.

3b. Investments

These are steadily growing and act as a safeguard for financial viability.

3c. Receivables

Trade Debtors (See Auditors Note 4)

You will note that the Receivables (Trade Debtors) is substantially less than last year. This is due to a concerted effort during 2008 to follow up unpaid memberships, and invoices sent for PD or resources.

3d. Inventory

You will note the inventory has been adjusted to reflect the changes in books we hold. Previously, out of date books and archived materials were included in the inventory. These are not redeemable for cash and consequently have been removed. This drop of approximately \$15,000 would impact on the comparative Total Current Assets between last year and this.

4 Cash Flow Statement

4a. Receipts from members

The amount of received from members this year has risen from \$48,411 to \$89,556. This is due in part to a concerted effort in early 2008 to follow up unpaid invoices and an increase in memberships.

4b. Cash flow from financing

The Fuji-Xerox Multi-function Centre is leased with an option to keep it at the end of the lease. The total amount on the lease appears as borrowing.

5 GST

Mid 2007 AEV's GST payment was altered to pay in Quarterly estimated instalments. This means that the ATO estimates what is believed to be our tax liability in advance and we pay that estimated amount. However, it has been drawn to our attention that this year, we are paying more GST than we had previously. As a consequence, we are reverting to the previous system. This will mean that the tax liability will be calculated directly upon our income and expenditure activities.

6 AEV's General financial situation

AEV is in a very healthy financial situation, having more than \$170,000 in capital at the end of the AEV financial year.

I believe that as AEV is in a sound financial position I am pleased to submit the Auditor's report to the AGM.

Tania Tickyj, Treasurer AEV

Motion: That this Annual General Meeting of Art Education Victoria receives and accepts the auditor's report as presented.

Moved: Deborah Cohen / Marilyn Benson Carried

Questions noted for Council:

Clarification requested for the following: Credit card and travel expenses, Advertising costs, Miscellaneous expenditure

Thanks to the Treasurer for the detailed report.

6. SPECIAL RESOLUTIONS Marian Strong

The rules for voting were explained, proxy votes received were tabled and assigned and the procedures for putting and voting on the Special Resolutions was explained.

The AEV Council's reasons for the proposed changes were read and asked the members to support these Council recommendations.

SPECIAL RESOLUTIONS

Changes to the AEV Constitution

Explanation: It is recommended that for good governance, association constitutions be reviewed regularly, preferably every 2 years. The last time the AEV constitution was revised was 2004. Since then many changes have and are occurring at school, system and association levels.

This year AEV Council has considered changes to minimise 'risk', improve efficiency, succession planning and the operations of Council to enhance the delivery of the AEV mission.

The Council puts to this AGM and recommends that AEV members approve:

SPECIAL RESOLUTION 1. (See AEV Constitution 2004 page 4, Admission.)

That Item 3.3 (c) be altered to read

On becoming a Member, the person will be issued with a membership number.

Currently reads: On becoming a Member, the person will be issued with a membership number *and card*.

Explanation: Delete '*and card*.'

Reasons:

- Saves unnecessary expense, is wasteful and of no discernible benefit to the association.
- Members are already sent their number with their membership tax invoice.
- Creating, laminating and posting hundred's of cards is costly and time consuming.

The Motion was read with Council's reasons.

The motion was then opened for debate.

The motion was read again and moved.

Moved: Deborah Cohen/Narelle Lemon

Carried unanimously

SPECIAL RESOLUTION 2. (See AEV Constitution 2004 page 13, Composition of Council)

That Item 10.2 be altered to read

The Council shall consist of such number of Councillors determined by the Council from time to time, being *no fewer than 6 and no more than 12* Councillors (including the President), and the Executive Officer.

Currently reads: The Council shall consist of such number of Councillors determined by the Council from time to time, being no fewer than **10** and no more than **15** Councillors (including the President), and the Executive Officer.

Explanation: Reduce the minimum number of AEV Council members from **10 to 6** and the maximum from **15 to 12**.

Reasons:

- Demands upon art teachers time in schools has increased dramatically in recent years, making it more difficult for members to commit to volunteering as Councillors.
- Increasing the efficiency of operations has meant Council can continue the high quality provision of services, activities and publications to members without a large Council.
- Less time will be required for succession planning, with fewer Council members.
- Governance advice based upon research indicates that 6 is the optimum number.

The Motion was read with Council's reasons.

The motion was then opened for debate with arguments for and against.

The motion was read again and moved.

Moved: Gabrielle Symons/ Poppy O'Connor

Carried by a 3/4 majority

SPECIAL RESOLUTION 3. (See 2004 AEV Constitution page 17, Proceedings of Council, Quorum)

That Item 12.3 (a) be altered to read

Any **four** Councillors constitute a quorum for transacting the business of a Council meeting.

Currently reads: Any **six** Councillors constitute a quorum for transacting the business of a Council meeting.

Explanation: Reduce the number of Councillors that constitute a quorum from **6 to 4**.

Please consider this resolution with special resolution 4

Reasons:

- The Associations Incorporation Act requires only four (4) as quorum.
- Time. Council members find themselves unable to attend some meetings due to increasingly heavy workloads and other after hours meetings.
- Scheduling difficulties. Despite Council currently varying the days of the week meetings are held, to enable attendance, members still find difficulty attending all meetings.
- Travel and costs. Councillors find the time it takes to travel and the cost of driving in heavy traffic to get to meetings increasingly prohibitive.

The Motion was read with Council's reasons.

The motion was then opened for debate with arguments for and against.

The motion was read again and moved.

Moved: Deborah Cohen / Georgia Ensor

Carried by a 3/4 majority

SPECIAL RESOLUTION 4. (See 2004 AEV Constitution page 17, Proceedings of Council, Quorum)

That Item 12.3 (b) be altered to read

No business may be transacted at a Council meeting unless a quorum is present **in person or by teleconference.**

Currently reads: No business may be transacted at a Council meeting unless a quorum is present.

Explanation: Remove full stop and **add 'in person or by teleconference.'**

Please consider this resolution with special resolution 3

Reasons:

- Efficiency. Council should be able to make greater use of electronic telecommunications to ensure the maximum number of Council members can participate at minimum personal cost.
- Time. Council members find themselves unable to attend some meetings due to heavy workloads, other after hours involvement and time commitments.
- Scheduling difficulties. Despite Council currently varying the days of the week meetings are held, to enable attendance, members still find difficulty actually attending all meetings in person.
- Travel and costs. Councillors find the time it takes to travel and the cost of driving in heavy traffic to get to meetings increasingly prohibitive.
- This method is being used increasingly by associations and it is already part of the AEV Executive rules.

The Motion was read with Council's reasons.

The motion was then opened for debate with arguments for and against.

The motion was read again and moved.

Moved: Narelle Lemon / Marilyn Benson

Carried by a 3/4 majority

7. Election of new Councillors

Under the current Constitution AEV may have a maximum of 15 Councillors.

There are 4 Councillors whose term of office is still current, 3 retiring at this AGM, and 3 co-opted Councillors who have decided to join us and nominate as official members of Council, plus a further 6 nominations have been received, making a total of 13.

Nominations received (in alphabetical order by surname):

Lou Chamberlin
Georgia Ensor
Ginetta Ito-Cannon
Helen Kostiuk
Narelle Lemon
Luisa Nicholls
Poppy O'Connor
Marnee Watkins
Anthony Wood

As this is less than the maximum allowed, there is no need for an election, all those nominated are declared elected. Congratulations

8. Election of President

Marian Strong took the Chair.

One nomination for President was received: Irene Lynch
Irene was declared as President of AEV, congratulations

All new councillors and the president are congratulated.
Thanks to all for attending.

Meeting closed 7.15pm