

ANNUAL GENERAL MEETING

Tuesday, 25 September at 12.30-1.30pm,

The Boardroom, Donald Whitehead Building; Level 1; DW-101,

La Trobe University, Bundoora, VIC.

Apologies

- Anne Cummins (ACU)
- Geoff Crisp (UNSW)
- Daniel Johnstone (Sydney)
- Rhianne Hoffman (Macquarie)
- Richard Baker ANU
- Darrel Evans (Newcastle)
- Susan Rowland (UQ)
- Paula Newitt (ANU)
- Lilia Mantai (Sydney)
- Rachel Pitt (UQ)
- Tina Acuna (UTas)
- Jamie Quinton (Flinders)
- Christina de Matos (ANDU)
- Nikki Lee (La Trobe)
- Philip Poronik (Sydney)

Documents circulated prior to the AGM

- ACUR Constitution
- Categories of membership
- Draft Business Plan
- Revised Conference hosting proposal document
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Members of the Interim Executive who have assisted in preparing documents

Denise Wood

Eric Pawson

Rhianne Hoffman

Lilia Mantai

Nicolette Lee

Thanks to the following people who have provided comments on documents

Geoffrey Crisp, UNSW

Anna Wilson, University of Stirling, UK

Nicolette Lee, La Trobe university

Dawn Bennett , Curtin University

Lilia Mantai Sydney University

Pip Paterson, Sydney University

Sandra Laursen, Boulder Colorado USA

Susan Rowland, University of Queensland

Darrell Evans, Sydney University

Christine de Matos (Notre Dame Australia)

Beth Ambos (CUR)

Jamie Quinton (Flinders)

Kogi Naidoo (CSU)

Liz Milward (Newcastle)

2. Report of the Chair

ACUR Development

- ~ 2012 First ACUR conference held at Macquarie University
- ~ 2013 OLT Seed Grant to ensure conferences sustainable. ACUR Council established
- ~ 2014 Posters in Parliament exhibition and celebration of undergraduate research, with 32 students from 18 universities presenting research in Parliament House, Canberra.
- ~ *Undergraduate Research News Australasia (URNA)* established

Current Status

- ~ 7 conferences (with this one) at 6 different universities
- ~ 720 Students from 27 Australian and 2 New Zealand Universities presented at ACUR conferences
- ~ 77 Active members of Steering Group from 30 Australian and 4 New Zealand Universities and 14 experts worldwide.
- ~ 13 Issues of *Undergraduate Research News Australasia (URNA)* published
- ~ 2017 ACUR Incorporated in NSW

Future plans

- ~ 2nd Posters in Parliament exhibition (2019 or 2020)
- ~ 2nd Summit on Integration of Research, Teaching and Learning
- ~ Workshops for supervisors
- ~ Impact evaluation of conference presenters' outcomes
- ~ Future conferences
- ~ Student travel support

Advancing undergraduate
research in Australasia

3. Treasurer report as of 18th Sep 2018

by Dr Lilia Mantai: Interim/Acting Treasurer since 2017

Achievements so far:

- Bank account opened with Westpac
- ACUR established as an incorporated association late 2017
- Donations function set up with PayPal and linked to ACUR website

Future tasks/needs identified:

- Direct potential donors to ACUR Donations website
- promote Donations feature at ACUR conferences and communication NOTE: donations not to be confused with conference related funding that should go directly into hosting institution's account?
- Potentially develop a short video to introduce ACUR and link to the Donations button (donations are more likely if there is a direct brief and people behind it, eg video, explaining what the organisation does)
- Explore crowdfunding sources for UGR projects, eg IGNITE platform for Macquarie University students and staff

Date	Description	Debit	Credit
15-Dec-17	DEPOSIT ADELAIDE UNI (Donation)		\$3,738.76
26-Feb-18	Reimbursement Angela Brew for Incorporation Fee	(\$167.00)	
21-May-18	PayPal set up test transaction		\$0.50
26-Jun-18	DEBIT CARD PURCHASE POST MACQUARIE CENTRMA	(\$78.00)	
18-Sep-18	Total Interest paid		\$1.92
	Balance as of 18.Sep 2018		<u>\$3,496.67</u>

4. Matters arising from these reports not otherwise on the agenda

5. ACUR Constitution

5a. The meeting is asked to approve the changes to the role of the Steering group brought about by the establishment of the Executive (necessary for Incorporation) as detailed in Items 15 and 16 of the Constitution.

5.b. Categories of Membership (revision of Points 4 & 5 in Constitution)

- Membership
 - ~ Institutional membership is open to Australasian universities and institutions of higher education eligible for funding under the Australian Higher Education Support Act (2003) and the New Zealand Education Act.
 - ~ Affiliate membership is open to other organisations interested in undergraduate research and its development.
 - ~ Individual membership is open to individual persons ~~and groups~~ including students.
 - ~ Membership is congruent upon payment of any annual membership fees which may be determined by ACUR under this constitution.
 - ~ Student conference presenters are deemed to be individual members for the year succeeding their conference presentation and for such students the fee will be deemed to have been paid.
 - ~ Membership entitlements are not transferable.

6. b. Summary of nominations

	Name of person nominated	Name of person making the proposal	Name of person Seconding the proposal
Chair	Angela Brew	Nicolette Lee	Dawn Bennett
Vice Chair	Denise Wood	Angela Brew	Lilia Mantai
Treasurer	Lilia Mantai	Angela Brew	Rhianne Hoffman
NZ Representative	Rachel Spronken-Smith	Eric Pawson	Angela Brew
Communications	Nicolette Lee	Angela Brew	Paula Newitt –
URNA Editor	Eric Pawson	Angela Brew	Rachel Spronken-Smith
Student Representative	Seak-Lin Ly	Liz Milward	Angela Brew

6.c. Co-opted positions for note

Executive Officer	Rhianne Hoffman
2018 Conference Convenor	Neridah Baker
2019 Conference Convenor	Liz Millward

7. Proposed Membership fees (page 3 of Draft Business plan)

Institutional membership: Australasian universities and institutions of higher education with over 3,000 students eligible for funding under the Australian Higher Education Support Act (2003) and the New Zealand Education Act. Fee = \$3000 per annum. Under 3,000 students Fee = \$1000

Affiliate membership: other organisations interested in undergraduate research and its development. Fees = \$500 per annum.

Individual membership: individual persons and groups including students
Full-time waged Fee = \$75; Unwaged, part-time and retired fee = \$25

Student membership = \$10: For the year succeeding their conference presentation. Fee included in Conference registration = \$10.

Membership Fees: summary of comments

- Specific comments have been received from 14 Steering Group members. The documentation was prepared by 5 members of the Interim Executive, making a total of 19 active ACUR 'members' who have commented on the Constitution, Revised Hosting proposal document, Business Plan, and categories of membership document.
- Commentators all supported the levels of membership fees.
- Issues raised:
 - ~ Will the money come from DVCA or DVCR? .(GC)
 - ~ Need to come from high level contacts so that institutional memberships aren't coming from small groups (NL)
 - ~ Concern about the willingness of institutions to pay, but if it's couched as membership for all academic staff should be okay.(DB)
 - ~ These are small fees for a university.(SR)
 - ~ Should there should be a variation in institutional membership (Large and small) as per the one for affiliate organisations to encourage smaller universities etc, ie with both smaller student bodies and less research income, in order to encourage them to stay involved in ACUR? Perhaps as an interim/transitional measure? (CM)
 - ~ How to differentiate Large and Small affiliate institutions: e.g. on the average budget per year of that organization, or the number of employees. Both will be arbitrary designations. Alternatively, have a flat fee for the affiliate membership. (EA)

8. Conferences

- a. Revised conference hosting proposal document
- b. Conferences reports
 - I. 2018
 - II. 2019
- c. General conference issues

▪ CONFERENCE GUIDELINES

THE AUSTRALASIAN COUNCIL FOR UNDERGRADUATE RESEARCH INC:

1. decides on the hosts and venue for the annual conference;
2. permits the conference to be branded as the official Australasian Conference of Undergraduate Research and use its logos and website;
3. Conferences are underwritten by the host institution and ACUR does not subsidise it, nor does it make any claim on any profits arising from the conference;
4. Student delegates become student members of ACUR through a \$10 membership fee being included in their conference fee.
5. undertakes to lobby for funding for student delegates;
6. undertakes to ensure a breadth of representation across the higher and tertiary education sector on the steering group;
7. advertises the conference through the acur.org.au website and through social media;
8. advises and helps the host institution team by being represented on the conference committee.

ACUR EXECUTIVE

An Executive committee comprising the Chair, the Vice Chair, The Treasurer, the serving conference organiser, the New Zealand Representative, **co-opted members** and the Executive Officer acts for ACUR in all matters of policy and practice. In regard to ACUR conferences, on the advice of the Steering Committee the Executive:

9. Newsletter report

Undergraduate Research News Australasia

Australasian Council for Undergraduate Research – Issue 12 • November 2017



Editorial

This newsletter follows a very successful 2017 Australasian Conference for Undergraduate Research (ACUR) at The University of Adelaide in late September. The photographs on this page will give something of the flavour of this lively event. For me, it was distinguished by the excellence of the presentations: I'm not sure that I have been to an academic conference before where everyone was so well organised, articulate, and enthusiastic, let alone able to stick to time and a dress code!

The newsletter contains a number of different perspectives on the conference, starting with the 'official view' from Helen Nagai who headed the team that ran it so well. But it has been quite illuminating to see what different participants took from the occasion, and how they prepared for it, or have followed up. I'm grateful to Anna Emmsley (Macquarie), Julia Grigoriou-Gore, Georgia Brazzani and Joe Ho (Jadavide), Tiana Blazevic (Jadavide), Ali Agha Ali (Macquarie), Matthew Flower (ANU) and Mark Postleit (Canterbury) for writing some illuminating perspectives that reveal a lot about their experiences of undergraduate research.

Photos: Scenes from the conference, including the welcome to Country from Uncle Paul Graham.

There is also a discussion of the Living Laboratory initiative in Christchurch, a short piece by Rachel Spronken-Smith about the US Council on Undergraduate Research, and Angela Brew's report as chair of ACUR. This outlines the work that has been done to make the organisation self-sustaining, so that it can play an increasingly effective role in promoting undergraduate research. The student stories here make it clear just how valuable this mission is.

Eric Pawson
University of Canterbury

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Undergraduate Research News Australasia

Australasian Council for Undergraduate Research – Issue 13 • April 2018



Editorial

This issue of the newsletter contains advance notice of the next Australasian Conference for Undergraduate Research (ACUR), to be held in late September at La Trobe University, Melbourne. There is also news of the Second World Congress on Undergraduate Research, which will be in late May 2019 at Carl von Ossietzky University Oldenburg, in northern Germany. These both promise to be exciting occasions for student researchers and their faculty, and it will be good to see as many as can make it at these occasions.

The newsletter has however been written mainly by undergraduate researchers themselves, from fields as diverse as plasma physics, education and anthropology. It has to be said, as an editor, that working with students is a joy: material arrives quickly, beautifully written, and with a strong sense of story. Each author is clear about what their undergraduate research experience has meant to them, and how it has shaped their academic pathways. The excitement of discovery and a sense of self-determination shine through: quite clearly enough to dispel the views of more jaundiced lecturers!

One who is definitely not jaundiced is Angela Brew, the chair of ACUR, who has done so much to promote the practice of undergraduate research and opportunities to showcase it in Australasia. Angela writes about this from her perspective, as well as providing the Chair's report. In this, she refers to the possibility of another Posters in Parliament session in Canberra, and maybe in Wellington too. This is complemented by a report about this year's Posters on the Hill in Washington DC.

Eric Pawson
University of Canterbury

Undergraduate Research News Australasia: Issue 13 1

10. *Any other business*
