

#### **Agenda Item 4: Report of the Chair**

The mission of ACUR is to promote and advance the spread of undergraduate research in Australasia. We do this in a number of ways.

##### **We host a conference of undergraduate research**

Since 2012, each year we have run an international conference for undergraduates to present their research in different universities and promoted attendance throughout Australasian higher education. This year is the eighth such conference. Over 900 students have been supported by approximately 40 universities to present their research at these conferences. We are already planning conferences for the next two years. Hosting an ACUR conference is a huge effort and I would like to express my thanks to all the conference committees and host institutions.

##### **We organise other events that promote undergraduate research**

This year as well as our annual student conference, we are providing an opportunity for academics, supervisors, members of the ACUR Steering Group and Institutional managers to exchange ideas, and hear about good practice in supporting undergraduate research engagement. The first **UGR Xchange Colloquium** is to be held in collaboration with The University of Sydney Business School on 4<sup>th</sup> December. An interesting line-up of speakers has been arranged and there will be lots of opportunity for discussion. Registration for this event is now open.

##### **We promote and support undergraduate research provision within universities and colleges and across the Australasian community**

This year, ACUR established a series of memberships open to universities and other organisations as well as to students and other individuals. In January, ninety students who had presented at the 2018 conference became inaugural ACUR student members. In April, institutional membership became available and I'm pleased to report that eleven universities joined within the first 6 months. Membership means that we are able to do more to support undergraduate research within universities and colleges. We now offer consultancy, resources, and complimentary attendance at ACUR events to member institutions. Individual members also receive resources and can attend events at reduced rates.

This year saw the establishment of our **Student Committee** which has been working through social media and in a variety of ways to spread ideas and experiences of undergraduate research amongst students. I am grateful to all the members of the Committee for the work they have done and particularly to Seak Lin Ly for everything she has done to establish and maintain this group.

##### **We raise the national and international profile of undergraduate research provision and achievements**

One of the ways we do this is through our Newsletter (URNA). In 2019 two issues were produced and sent to all Australian and New Zealand Vice-Chancellors. My thanks to the Editor, Eric Pawson, and to the University of Canterbury for supporting its production. In 2020 we plan to host a second exhibition of undergraduate research at Parliament House in Canberra and invite politicians to see the wonderful research that undergraduates are doing.

##### **We liaise with other undergraduate research networks worldwide.**

ACUR is connected to international organisations promoting undergraduate research and this year several members of the Executive had the pleasure to attend the second World Congress on Undergraduate Research at the Carl Ossietzky University in Oldenburg, Germany. Undergraduate student researchers from 35 different countries presented their research including some from Australia and New Zealand.

## And finally

ACUR is administered by a small Executive Group passionate about advancing undergraduate research engagement. I'd particularly like to mention Nicki Lee, Liz Milward, Seak Lin Ly, Eric Pawson and Lilia Mantai who have all been working hard to make possible these events and innovations. They are supported by other members of the Executive and by about 80 people, many holding senior university positions, who represent Australian and New Zealand Universities and some overseas institutions on the ACUR Steering Group.

## Angela Brew Chair of ACUR

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### Agenda Item 5: Treasurer's report

Balance brought forward at 01/07/2018				\$3,573.10
	Income	Memberships	23,840.10	
		Interest	6.85	
		Project donation	1,000.00	
		<b>TOTAL INCOME</b>		<b>24,847.35</b>
	Expenditure	Fees and charges	86.54	
		Stationery and postage	454.16	
		Project payment	500.00	
		<b>TOTAL EXPENDITURE</b>		<b>-1040.70</b>
Balance at 30/06/2019				\$27,379.75

### Points to note

- For the financial year 2018-2019, with the introduction of memberships in April 2019, income grew rapidly.
- Membership fees were established at the 2018 AGM. They are:
  1. Institutional membership (Australian and NZ Universities) = \$3000
  2. Affiliate Membership = \$500
  3. Individual membership = \$75 waged; \$25 unwaged
  4. Student membership = \$10 (since 2019, included as part of conference fee)
- In regard to New Zealand members, it is suggested that they pay the same amounts but in their own currency.
- The option to pay membership fees by Paypal meant that the income from some institutions that chose to pay this way was reduced owing to Paypal charges. Once we discovered this, we advised institutions to pay by direct transfer.
- Administration was done on a voluntary basis, so no costs in respect of administration were incurred during this period.

### Actions:

- 1.1. The AGM is asked to consider and approve the Treasurer's Report for the year 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019
- 1.2. The AGM is asked to approve the membership fees as stated in the Treasurer's Report until the end of 2020.

**AGM 3<sup>rd</sup> October 2019**

## **Item 6: Report of the Executive Committee**

### **Executive members**

- ACUR Chair: Angela Brew (Macquarie University)
- Vice Chair: Denise Wood (Sunshine Coast University)
- Treasurer: Lilia Mantai (The University of Sydney)
- New Zealand Representative: Rachel Spronken-Smith (Otago University)
- Communications: Nicolette Lee (La Trobe University)
- URNA Editor: Eric Pawson (Canterbury University)
- 2019 Conference Convenor: Liz Millward (Newcastle University)
- Student Representative: Seak-Lin Ly (Newcastle University)

### **Executive meetings**

The Executive Committee met twice during the year as required by the ACUR Constitution. Meetings took place by Zoom. In the meantime, there has been regular email communication.

### **Student Committee**

The Executive has received and considered reports of the Student Committee. This included accepting the Student Committee as a sub-committee of the Executive.

The Executive noted a proposal by the Student Committee that there should be a second student representative on the Executive and that one should be in the ascending and the other in the descending role (as defined in the ACUR Student Committee Report). As this constitutes a change to the membership of the Executive as defined by the Constitution, it was agreed to take this proposal to the AGM as required by the Constitution.

### **ACUR Memberships**

The Executive approved plans to open ACUR to memberships and subsequently monitored memberships in the light of the Business Plan. They noted that initial target memberships were achieved but that there was a need for marketing to ensure growing numbers.

### **International representation**

In accordance with the Constitution, the Executive appointed Denise Wood to represent ACUR on the Committee of the World Congress on Undergraduate Research (WorldCUR) and Nicki Lee to represent ACUR for the USA CUR Internationalisation Group. Four

members of the Executive attended the 2<sup>nd</sup> World Congress on Undergraduate Research held in Oldenburg, Germany in May.

### **Website development**

The Executive noted improvements to the website including steps that had been taken to improve its security.

### **Conferences**

The Executive took action to ensure appropriate completion of 2018 conference processes, supported the 2019 conference committee, and considered and approved conference hosts for 2020. They also supported an outline proposal to host the 2021 conference in New Zealand.

### **Other Events**

The Executive considered and approved a proposal to hold a Colloquium for supervisors, academics and university managers (now known as the UGR X-change Colloquium to be held on 4<sup>th</sup> December). The Executive supported a proposal to hold this jointly with the University of Sydney Business School.

### **Administration management.**

In view of the heavy administrative burden placed on some members of the Executive, they agreed to employ the services of an administrator. Executive members are currently taking steps to action this.

### **Actions**

1. The AGM is asked to approve the proposal by the Student Committee that there should be a second student representative on the Executive (as defined in the ACUR Student Committee Report) and to change 13.1 & other references to the Student Representative in Point 16 of the Constitution accordingly.
2. The AGM is asked to note the report of the Executive Committee.