



# ACODE 2014 ANNUAL GENERAL MEETING Minutes

9.30-10.00am, Friday 7<sup>th</sup> November 2014  
Yasuko Hiraoka Myer (YHM) Room 106, Sydney Myer Asia Center (Building 158)  
The University of Melbourne

## **PART A: PRELIMINARY BUSINESS**

### **1.0 Attendance and Apologies**

ACODE Secretariat	Karen Halley
ACER	Pru Mitchell
Auckland University of Technology	Mark Northover
Charles Sturt University	Philip Uys
Edith Cowan University	Sue Stoney
Flinders University	Nicola Parkin
La Trobe University	Ric Canale
Macquarie University	Andrew Burrell
Macquarie University	Helen Carter
Queensland University of Technology	Frances Eden
University of Adelaide	Liz Heathcote
University of Auckland	Cathy Gunn
University of Canberra	Alan Arnold
University of Melbourne	Deborah Jones
University of NSW	Patrick Stoddart
University of Southern Queensland	Michael Sankey
University of Sydney	Colin Lowe
University of Tasmania	Gerry Kregor
University of the South Pacific	Theresa Koroivulaono
University of the Sunshine Coast	Ian Wright
University of Waikato	Nigel Robertson
University of Western Sydney	Carol Russell
University of Wollongong	Bill Ashraf
University of Wollongong	Romy Lawson
Victoria University	Lisa Germany

**Apologies:** Stephen Marshall, Jac Smit, Garry Allan, Nick Ford

### **2.0 Minutes of previous Annual General Meeting – 8 November 2013, Brisbane**

Moved ... Alan Arnold    Seconded ... Michael Sankey

### **3.0 \*Identification of unstarred items for discussion**

Items 6 and 7 starred

#### 4.0 \*Adoption of items not starred for discussion

MOTION: That all items on the Agenda not starred for discussion, be noted and where recommendations have been made, that these be adopted as resolutions of ACODE.

#### 5.0 Matters arising from previous Annual General Meeting

### **PART B: ITEMS FOR DISCUSSION**

#### 6.0 Financial Reports

6.1 2013 Auditor's Report

6.2 2014 Profit & Loss Statement

#### 7.0 Executive Officer's Report

#### 8.0 Declaration of election results

President Carter announced the results of the Elections and as we only had 2 nominees for 2 vacant positions, a vote was unnecessary.

Nigel Robertson, University of Waikato NZ, is the new Treasurer and Philip Uys, Charles Sturt University, is elected as an Executive member.

The new ACODE Executive comprises:

<b>President 2014-15</b>	<b>Executive Member 2015-16</b>
Helen Carter Macquarie University □	Philip Uys Charles Sturt University
<b>Vice-President □ 2014-15</b>	<b>Executive Member 2014-15</b>
Stephen Marshall Victoria University of Wellington NZ	Cathy Gunn University of Auckland
<b>Treasurer 2015-16</b>	<b>Executive Member Seconded 2015</b>
Nigel Robertson University of Waikato NZ	Lisa Germany Swinburne University
<b>Executive Officer</b>	
Karen Halley	

The President warmly thanked Ric Canale and Alan Arnold for their dedicated work on the Executive.

The President also thanked Sue Stoney, Edith Cowan University, for her participation in ACODE and as CADAD liaison and wished her well in retirement.

Ian Wright, University of the Sunshine Coast, passed on his appreciation to the President for her work on ACODE.

Meeting Closed 9.40am

**Helen Carter**  
**President, ACODE**

#### EXPLANATION

Note that the Agenda for this Annual General Meeting follows that proposed by the Executive in June 2003.

Unstarred items on the Agenda will not be discussed but any recommendations they contain will be covered by a single motion covering all unstarred items.

Any unstarred item may be identified for discussion by request to the President at any time up to item 4 on this agenda.

**Please Note: Each member institution has *one* vote only. Members with affiliate status do not have voting rights, however are able to participate in discussion at the discretion of the President.**

4 June 2014

Australian Council of Distance Education and E-Learning

Building 1 - C26 Teaching and Learning

University of Canberra

BRUCE ACT 2601

Dear Sirs,

Australian Council of Distance Education and E-Learning

64 939 648 740

### Engagement Letter

Thank you for the opportunity to provide our professional services to you for the year ended 31<sup>st</sup> December 2013.

This letter explains our understanding of the terms of the engagement and we ask you to sign and return the attached copy of this letter to confirm that it is in accordance with your understanding of the agreed arrangements.

#### Objective and Scope of the Engagement

We will conduct these services in accordance with the relevant professional and ethical standards issued by the Accounting Professional and Ethical Standards Board Limited (APESB) and the Tax Agent Services Act 2009. Our services are limited for this purpose only.

We will prepare the following documents for distribution to the executive and members of the organisation for the purposes agreed to in this engagement.

- Audit of 2013 Financial Statements

Subject to receiving, in a timely manner, all information requested by us, we anticipate that the 2013 services will be completed by 15 June 2014.

The disclosure of irregularities including fraud or other illegal acts or errors that may exist cannot be relied upon by this engagement. Any such matters that come to our

*Liability Limited by a scheme approved under Professional Standards Legislation*

attention in this regard will be communicated to you. We make no assumption of responsibility for reliance on our report by any person or entity other than yourself and parties indicated in the listed above.

The documents listed above shall not be used for any other purpose other than the purpose for which they are prepared; our report will include a disclaimer to this effect.

Any advice provided to you by our firm is only an opinion based on our firm's knowledge of your particular circumstances.

### **Responsibilities**

Under the Accounting Professional and Ethical Standards Board APES 220 - Taxation Services a member in public practice shall provide a client with a statement in writing that:

- The responsibility for the accuracy and completeness of the particulars and information provided by the client rests with the client;
- Any advice given to the client is only an opinion based on the member's knowledge of the client's particular circumstances.

### **Your Responsibilities**

You are responsible for the accuracy and comprehensiveness of the details and information you provide to us.

To ensure that your Financials are prepared in a timely manner please ensure that you provide us with all of the information required for the completion of the audit as soon as practically possible. Subject to receiving all the information requested, we anticipate that these services for 2013 will be completed by 15 June 2014.

### **Our Responsibilities**

Information required by us in the course of this engagement is subject to strict confidentiality requirements and we will not disclose that information to other parties except as required or allowed by law, or with your written consent.

Our firm's quality control procedures have been established and maintained in accordance with APES 320 - Quality Control for Firms and, as a result, our files may be subjected to review under the Institute of Chartered Accountants in Australia & New Zealand quality control review program. By accepting our engagement, you acknowledge that, if requested, our files relating to this engagement will be made available under this program. We will advise you if this should occur.

## Fees

In accordance with our Quality Assurance procedures, we would like to inform you of the estimated fee for this assignment.

This estimate is based upon the information we have to hand regarding your affairs. The actual fee will depend upon the length and complexity of the work required and includes miscellaneous expenses incurred to complete this engagement. However, if we become aware during the assignment of the fee materially exceeding the estimate, we will contact you to discuss the matter.

Service	Estimated Fee
2013 Audit Fees	\$2,600

We will keep you advised regarding the status of the assignment and our ongoing fees for our services.

## Limitation of Liability

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Council's website <http://www.professionalstandardscouncil.gov.au>.

## Ownership of Documents

All original documents obtained from you in respect to this engagement shall remain your property; however we reserve the right to make copies of the original documents for our record.

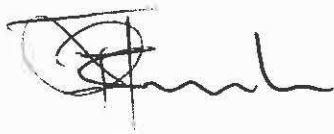
Ownership of the Financial Statements & Income Taxation Returns produced as part of this engagement will vest in you. All other documentation produced by us in respect of the engagement will remain the property of the firm.

In the event of a dispute, the firm has a policy of exploring a legal right of lien over any client documents in our possession.

This letter will be effective for future years unless we advise you of any change to our arrangements, in which case a new letter of engagement will be prepared.

If you have any queries in relation to this please let me know.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Joe Tonkin', with a stylized initial 'J' and 'T'.

Joe Tonkin

Tonkin Accountants

Enclosed: Engagement confirmation

To Tonkin Accountants,

I have read your engagement letter date 4 June 2014 and acknowledge details of the engagement.

Signed:

Dated:

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KAREN HALLEY - EXECUTIVE OFFICER

Australasian Council on Open  
Education and E-Learning

Financial Statements

For the year ended 31st December 2013



# **Australasian Council on Open Education and E-Learning**

## **Annual Report for the Year Ended 31 December 2013**

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**Australasian Council on Open Education and E-Learning**  
**Income and Expenditure Statement**  
**For the Year ended 31 December 2013**

	2013	2012
	\$	\$
<b>Revenue</b>		
Learning Technologies Leadership Institute	102,003.27	-
ACODE Membership Fees	120,926.00	158,533.36
Interest		
Bendigo Bank - Cheque Account	1,070.71	2,068.51
Bendigo Bank - Institution Account	633.61	947.97
Reimbursements Received	<u>29,067.95</u>	<u>12,913.37</u>
	253,701.54	174,463.21
<b>Expenditure</b>		
Advertising	6,972.69	228.00
Auditor's Remuneration		
- Audit & review of financial reports	2,600.00	2,500.00
Bank Charges	188.05	182.00
Computer Expenses	5,483.59	-
Conference Fees	28,401.12	13,972.12
Depreciation	335.00	558.00
Gifts in lieu of payment	919.71	-
Honorariums	9,142.73	-
Insurance	2,009.09	2,009.09
Printing, Postage & Stationery	3,660.93	1,098.44
Salaries	15,000.00	-
Service Fees - Executive Officer	96,000.00	82,000.00
Travelling Expenses	57,206.05	25,538.66
Web Site Maintenance	24.00	6,035.45
Workshop Expenses	<u>-</u>	<u>326.36</u>
	227,942.96	134,448.12
<b>Profit before Income Tax</b>	<u><u>25,758.58</u></u>	<u><u>40,015.09</u></u>

*The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached .*

**Australiasian Council on Open Education and E-Learning**  
**Balance Sheet**  
**As at 31 December 2013**

	2013	2012
	\$	\$
<b>Equity</b>		
Retained Profits	281,256.99	248,887.44
<b>Total Equity</b>	281,256.99	248,887.44
Represented by:		
<b>Current Assets</b>		
Bendigo Bank - Cheque Account	98,441.25	126,747.30
Bendigo Bank - Institute Account	60,830.52	69,473.02
Bendigo Bank - Term Deposit	50,000.00	-
Trade Debtors	69,635.22	59,088.60
Provision for GST	1,848.00	-
	280,754.99	255,308.92
<b>Non-Current Assets</b>		
Plant & Equipment	1,561.00	1,561.00
Less Accumulated Depreciation	1,059.00	724.00
	502.00	837.00
<b>Total Assets</b>	281,256.99	256,145.92
<b>Current Liabilities</b>		
Provision for GST	-	7,258.48
	-	7,258.48
<b>Total Liabilities</b>	-	7,258.48
<b>Net Assets</b>	281,256.99	248,887.44

*The accompanying notes form part of these financial statements.*

**Australasian Council on Open Education and E-Learning**  
**Notes to the Financial Statements**  
**For the Year ended 31 December 2013**

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**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (NSW). The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial statements.

**(a) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less.

**(b) Property, Plant and Equipment**

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

Leasehold Improvements	20 %
Leased Plant and Equipment	40 %
Office Equipment	40 %

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

**(c) Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

All revenue is stated net of the amount of goods and services tax (GST).

**Sale of Goods**

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

**Australiasian Council on Open Education and E-Learning**  
**Notes to the Financial Statements**  
**For the Year ended 31 December 2013**

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Dividend Revenue

Dividends are recognised when the entity's right to receive payment is established.

Rendering of Services

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

(d) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

**Australiasian Council on Open Education and E-Learning**  
**Notes to the Financial Statements**  
**For the Year ended 31 December 2013**

	2013	2012
	\$	\$
<b>2. Profit</b>		
<b>Expenses</b>		
Employee Benefits Expense	15,000.00	-
Depreciation and Amortisation Expenses	335.00	558.00
Advertising	6,972.69	228.00
Bank Charges	188.05	182.00
Insurance	2,009.09	2,009.09
Printing, Postage & Stationery	3,660.93	1,098.44
Other Expenses	199,777.20	130,372.59
	<u>227,942.96</u>	<u>134,448.12</u>
<b>3. Profit for the Year</b>		
Profit before income tax expense from continuing operations includes the following specific expenses:		
<b>Charging as Expense</b>		
<b>Movements in Provisions</b>		
<b>Depreciation</b>		
- Depreciation of Property, Plant and Equipment	335.00	558.00
<b>Other Provisions:-</b>		
- Employee Benefits	9,142.73	-
<b>Net Expenses Resulting from Movement in Provisions</b>	<u>9,477.73</u>	<u>558.00</u>
<b>Remuneration of the Auditor:-</b>		
- Audit & review of financial reports	2,600.00	2,500.00
	<u>2,600.00</u>	<u>2,500.00</u>
<b>4. Cash and Cash Equivalents</b>		
Bendigo Bank - Cheque Account	98,441.25	126,747.30
Bendigo Bank - Institute Account	60,830.52	69,473.02
Bendigo Bank - Term Deposit	50,000.00	-
	<u>209,271.77</u>	<u>196,220.32</u>
<b>Reconciliation of Cash</b>		
Cash and Cash Equivalents	<u>209,271.77</u>	<u>196,220.32</u>
	<u>209,271.77</u>	<u>196,220.32</u>

*These notes should be read in conjunction with the attached Compilation Report.*

**Australiasian Council on Open Education and E-Learning**  
**Fixed Asset and Depreciation Schedule**  
**For the Year Ended 31 December 2013**

Asset	Private Use	Cost Price	Cost Limit	Opening W.D.V 01/01/2013	Additions Disposals	Gain/Loss on Disposal	Capital Gains	---- Depreciation Rate	---- Depreciation \$	Accum Deprec 31/12/2013	Closing W.D.V 31/12/2013
<u>Plant &amp; Equipment</u>											
Laptop		1,561		837				40.0% DV	335	1,059	502
<b>Total</b>		<u>1,561</u>		<u>837</u>					<u>335</u>	<u>1,059</u>	<u>502</u>

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The invoices for membership for 2015 have been issued and funds are beginning to be received from these. Please see me if you have not received these for approval.

Please report any changes to membership/alternate for updating.

We welcome back The University of Western Australia and Notre Dame. Unfortunately we have lost Torrens University for 2015, but we have had interest from Tabor Adelaide in joining us as a paid affiliate as well as a couple of other institutions that I am following up with.

The Annual report has been distributed to all universities and I do have some extra copies available at ACODE 66.

The Executive have met twice since ACODE 65 online and have also had a face to face meeting prior to this to discuss a few relatively important matters which will be highlighted in the Presidents report.

The latest analytics say the new website is now viewed by many more visitors which is very exciting news and we are also attracting some Twitter followers.

The Working group for the Learning Technologies Leadership Institute is well into planning for next year's conference, more of this in the Presidents report. The save the date postcards have been distributed today. Please make sure that the date is saved in your diary and please think about any possible candidates from your area that you wish to have this valuable personal development experience.

Karen Halley

Executive Officer

3<sup>rd</sup> November 2015