Minutes of the meeting held on Wednesday, 5\textsuperscript{th} March 2014 at 6:00pm in the Old Senate Room, Irwin Street Building.

Present: Adjunct Professor Warren Kerr AM (Warden), Clinical Professor Lesley Cala, Mr Colin Campbell-Fraser, Mr Terrence Cheong, Ms Devon Cuneo, Mr Ashok Desai, Mr Clifford Gillam, Mr Arthur Hiemstra, Mr Robert Johnson, Dr Susan King, Dr Doug McGhie, Mr Chuan Ong, Mr James Paparo, Dr Fran Pesich, Dr Zarin Salter, Dr Taiwo Sanusi, Mr Jonathan Strauss, Ms Tracy Taylor, Ms Pauline Tremlett.

By Invitation: Mr Tom Henderson (Guild President).

Apologies: Mr Paul McCann AM (Deputy Warden), Associate Professor David Hodgkinson (Immediate Past Warden), Ms Hilary Silbert (Senate), Ms Juanita Perez (Convocation Officer).

Leave of Absence: Mr Paul Appleton, Professor Richard Harper, Mr Ian Passmore OAM.

Mr Christopher Gorham, Acting Convocation Officer, as Executive Officer.

1. **APOLOGIES AND APPROVAL OF LEAVES OF ABSENCE**

There were three requests for leaves of absence received prior to this meeting.

It was

**Resolved 09/14**

That Leave of Absence be granted to Mr Paul Appleton, Professor Richard Harper and Mr Ian Passmore.

Proposed: Ms Pauline Tremlett
Seconded: Mr Terrence Cheong

2. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the Council of Convocation meeting of Wednesday 5 February 2014 appeared at Attachment A of the agenda for this meeting.

It was

**Resolved 10/14**

That the minutes of the Council of Convocation meeting held on Wednesday 5 February 2014 be accepted as a true and accurate record of that meeting.

Proposed: Dr Susan King
3. BUSINESS ARISING FROM THE MINUTES

The Warden indicated that all business arising from the previous minutes of the Council meeting would be addressed in the agenda for this meeting.

4. WARDEN’S REPORT

The Warden delivered his report which appeared at Attachment B of the meeting agenda. He highlighted the work underway to ensure a successful conclusion to the 2014 elections, the preparations currently be made for the First Ordinary Meeting and the discussions that had been held with Jon Stubbs (UWA Student Services) regarding the UWA tender for Academic Dress Services.

5. GUILD PRESIDENT’S REPORT

The Guild President delivered his report, which appeared at Attachment C of the meeting agenda.

Professor Kerr queried whether any consideration had been given to warning new students about parking fines on Orientation Day. Mr Henderson advised that most of the people parking on or near the campus during O-day were actually attending the Writers’ Festival, and that students had been advised to find alternative transport options.

6. TREASURER’S REPORT

Dr Pesich spoke to the Revenue & Expenditure summary for December 2013 and her report, which appeared at Attachments D and E of the meeting agenda. She highlighted that Convocation had to post only a small negative variance at the end of the University’s financial year, which she felt was a good outcome.

Mr Campbell-Fraser raised the possibility of biasing the interest allocation for the short-term pool – currently a 50/50 split between the General Purpose Account and the General Reserve Account – to allocate a greater proportion of funds to the General Purpose, thus allowing Convocation to spend more on current and future initiatives. Dr Pesich advised that this would be a good discussion to have, preferably before the 2014 internal budgets were finalised. The Warden endorsed the need to have a good policy discussion on this issue.

Dr Pesich noted that Convocation did not win its bid for funding of the online voting project, and that it would be necessary for Convocation to re-evaluate the project in light of that outcome.

Ms Cuneo queried whether the expenditure for the mailout to all graduates in December 2013 had been approved. The Warden and Dr Pesich informed the meeting that this expenditure had been approved as part of the 2013 budget and fell within the Registrar’s guidelines for expenditure on Convocation’s statutory responsibilities. The Warden indicated that it was accepted practice that where expenditure fell within the allocation in the approved budget, that each item did not need to be resubmitted to Council for individual approval. This was agreed.
It was noted that this was the first year that Convocation’s statutory responsibilities to advise members of the election and the First Ordinary Meeting had been undertaken by a letter from the Warden, as normally this information was conveyed in the first edition of Uniview each year. However, given the University’s decision to reduce the number of Uniview magazines issued each year from three to two (with the first edition now issued in mid-April), this was no longer possible.

Because this had been the first time that this was necessary, Dr Fran Pesich felt that it may be useful to provide an auditable approval trail for this expenditure by proposing the following resolution:

It was

Resolved 11/14

That the expenditure of $54 390 from the Statute Account be approved retrospectively for the printing and posting of a Transition Brochure, Letter, Reply Slip and Reply Paid Envelope to all members of Convocation with a valid postal address.

Proposed: Dr Fran Pesich
Seconded: Ms Pauline Tremlett

It was

Resolved 12/14

That the expenditure of $2045 from the Statute Account be approved retrospectively for the update and printing of 7000 copies of the Convocation House Brochure.

Proposed: Dr Fran Pesich
Seconded: Ms Pauline Tremlett

Dr Pesich noted that when the year-end financial resolutions were passed, the Web Development Project Grant Account was omitted as it was a new Project Grant number. She requested that Council retrospectively agree to include this PG in those listed for zeroing at the end of each financial year.

It was

Resolved 13/14

That the Web Site Development Project Grant Account (PG 05002027) be zeroed at the end of each financial year.

Proposed: Dr Fran Pesich
Seconded: Ms Pauline Tremlett

Dr Pesich raised several other points which were not covered in her report:
• That Convocation required an audit of its accounts to be presented at the Second Ordinary
  Meeting in September, and that Mr Garry Hubbard had quoted that he would again conduct
  this audit for a fixed fee of $2375, the same cost as last year. Dr Pesich recommended that
  Convocation accept this quote.

  It was

  **Resolved 14/14**

  That Council formally approve the appointment of Mr Garry Hubbard as the auditor for
  the 2013 accounts of Convocation for a fixed fee of $2,375.

  Proposed:  Dr Fran Pesich
  Seconded:  Ms Pauline Tremlett

• That the UWA Historical Society had submitted a claim for reimbursement of $550 towards
  the cost of their Annual Lecture, and that this was part of the approved budget.

• That in light of the rejection of Convocation’s bid for funding of the electronic voting project,
  it was recommended that Convocation review and rework the business case for submission
  in preparation for 2015. Dr Pesich noted that if Convocation had any other projects which
  required University funding, it would be best to start work on those business cases now, as it
  was assumed that budget submissions would open in May.

  **Council requested that the Statutes Committee review the business case for electronic
  voting for resubmission in 2014.**

• That sufficient funds remained in the allocation for the Project Coordinator role to keep Mr
  Gorham employed until the end of May, after which alternate funding would need to be
  secured to retain his services if required.

• Dr Pesich also noted that the Convocation Officer’s role required a degree of visual and
  acoustic privacy which was not available in the current Convocation Office. Dr Pesich asked
  that Council formally acknowledge that the current situation was not acceptable and take
  action on the matter.

  It was

  **Resolved 14/14**

  That Council formally request that the University provide suitable office arrangements for
  its Convocation Officer, including physical, visual and acoustic privacy commensurate
  with University policy and the responsibilities held by the Convocation Officer.

  Proposed:  Dr Fran Pesich
  Seconded:  Professor Lesley Cala

The Warden indicated that as a refurbishment of the South wing of the Administration East
building was currently in the planning stage, this request had already been raised as part of
the brief for the proposed accommodation.
At the conclusion of her report, Dr Pesich formally tendered her resignation as Convocation Treasurer, as her term on Council was ending and she was not standing for re-election.

Mr Hiemstra was elected by acclamation as the new Convocation Treasurer.

The Warden, on behalf of the Council, thanked Dr Pesich for her excellent service to the Council, and called for a vote of thanks.

It was

**Resolved 15/14**

That the Council of Convocation give thanks to Dr Fran Pesich for her exemplary service as Convocation Treasurer.

Proposed: Professor Warren Kerr  
Seconded: Mr Robert Johnson

Mr Campbell-Fraser suggested that a Deputy Treasurer position could be useful in reducing the workload expected of the Convocation Treasurer. Dr Pesich indicated that, in her opinion, the workload problem arose from lack of support from the University’s financial staff, and asked that the Convocation Officer’s position be re-examined in light of the additional financial duties expected of the role due to inadequate support from Financial Services. Professor Kerr advised that such a review was currently underway, and the University would be made aware of the shortfall.

7. **REPORT ON ISSUES OF RELEVANCE FROM SENATE**

As there were no Convocation-elected Senate members in attendance, the only feedback provided to Council was from the Warden who indicated that he had been briefed on the current status of the University’s new Strategic Plan by the Vice-Chancellor and the University Secretary.

8. **NEW BUSINESS FOR DISCUSSION**

8.1 **UWA Tender for Academic Dress Services**

The Warden reported that Convocation, in conjunction with Graduate Women WA (GWWA), had submitted a tender to supply academic dress for graduations. As no formal response on the outcome of the tender had been received, he and representatives of GWWA had met with Mr Jon Stubbs, Director of Student Services, to discuss the issue.

At that meeting, Mr Stubbs had confirmed that the tender had been awarded to Phillips & Father, who had made a substantial contribution to the University as part of their arrangements.

The Warden advised Mr Stubbs that no response to unsuccessful tenders had been received, for which Mr Stubbs had apologised. Following the meeting he arrange for a formal response to be sent to Convocation and GWWA. This had now been received.
At the meeting, Mr Stubbs indicated that it may be possible for some part of the contribution made by Phillips and Father to be allocated towards the funding of Convocation awards. The Warden indicated that he had formally confirmed this offer in writing and was awaiting a response.

Dr Pesich advised, and Professor Kerr supported, that Convocation should maintain a watching brief on the opportunity to provide academic dress services and re-examine the possibility of re-tendering when the contract for preferred provider came up for renewal in five years.

8.2 Participation in UWA Graduation Ceremonies

The Warden reported that he had been in discussion with Ms Jenn Parsons, the new Alumni Engagement Manager in Development & Alumni Relations, and that she had in turn spoken to Ms Daniela Giovannetti, the new Graduations Officer, regarding the way that graduation ceremonies would be conducted prior to the formal procession. One of the initiatives proposed was to have graduate volunteers mingle with the graduands before the ceremony as representatives of the University’s graduate community, informing them of the ways in which they could continue to be part of the University community after graduation. Professor Kerr indicated that any member of Convocation interested in being a graduate volunteer was invited to participate.

The Warden informed Council that there were ongoing discussions between himself, Ms Brenda Tournier (Associate Director, Alumni & Community Relations) and Ms Jo Agnew (Director, Development & Alumni Relations) regarding the inconsistent use of terminology in referring to graduates and alumni, and the use of references to “UWA Alumni” as distinct from “Convocation”. He acknowledged that in the past the existing Memorandum of Understanding between Convocation and Development & Alumni Relations had been used to address such issues, but suggested that it had a primarily legalistic focus, rather than a strategic focus. Rather than delineating separate responsibilities, he was endeavouring to find ways that Convocation and DAR could work together on a cooperative basis.

8.3 Invitation to Professor Lyn Beazley for Membership of Convocation

The Warden stated that he wished to extend an invitation to Professor Lyn Beazley to become a member of Convocation following her retirement from the position of Chief Scientist for WA. He noted that all University staff were entitled to apply for membership subject to Council’s approval, but asked in this case that Council endorse Professor Beazley’s membership without a formal application having been submitted.

Professor Kerr briefly spoke to Professor Beazley’s achievements as Chief Scientist of Western Australia, and suggested that in the event that she should also retire from her position at the University, she could continue her valuable involvement in the community through Convocation. Professor Kerr noted that Professor Beazley’s eligibility for
application to membership was reliant on her staff position, and that if the matter was left too long the opportunity could be missed.

It was therefore

Resolved 16/14

That Council invite Professor Lyn Beazley to become a member of Convocation.

Proposed: Professor Warren Kerr
Seconded: Ms Pauline Tremlett

Ms Cuneo noted that it may be prudent to determine whether there were other distinguished members of staff who could be invited at the same time.

9. COMMITTEES AND WORKING GROUPS

9.1 Statutes Committee

There was no Statutes Committee report.

9.2 Awards Committee

Unconfirmed minutes of the Awards Committee meeting of Tuesday 18 February were tabled at the meeting.

Professor Cala noted that there was an urgent resolution for Council to consider in the matter of the Convocation Prizes in the Faculty of Science.

It was

Resolved 17/14

That Council approves the criteria submitted by the Faculty of Science for four (4) new prizes provided by Convocation, to commence in 2014, as follows:

a. Convocation of UWA Graduates Prize for Achievement in Biological and Earth Sciences
   Value: $550 provided annually
   Awarded to the student with the highest course weighted mark who is eligible to graduate with a Bachelor’s degree with a major in agricultural science, botany, conservation biology, environmental science, geography, human geography and planning, marine science, natural resource management or zoology.

b. Convocation of UWA Graduates Prize for Achievement in Biomedical Sciences
   Value: $550 provided annually
   Awarded to the student with the highest course weighted mark who is eligible to graduate with a Bachelor’s degree with a major in anatomy and human biology, biochemistry and molecular biology, biomedical science, genetics, neuroscience or physiology.
c. **Convocation of UWA Graduates Prize for Achievement in Physical Sciences**  
   Value: $550 provided annually  
   Awarded to the student with the highest course weighted mark who is eligible to graduate with a Bachelor’s degree with a major in chemistry, geology or physics.

d. **Convocation of UWA Graduates Prize for Achievement in Psychological and Sport Sciences**  
   Value: $550 provided annually  
   Awarded to the student with the highest course weighted mark who is eligible to graduate with a Bachelor’s degree with a major in exercise and health, psychological science, psychological society or sport science.

   Proposed: Professor Lesley Cala  
   Seconded: Ms Devon Cuneo

Ms Cuneo indicated that the Sport Scholarships had over a hundred applications for consideration, and that the selection would be made later that evening. The Warden thanked Ms Cuneo and Dr Sanusi for their participation in the selection for the Sports Scholarships.

**9.3 Outreach Committee**

Ms Taylor tabled a report on the recent activities of the Outreach Committee. She noted that the UNISON Sundowner of Wednesday 26 February had been a great success, with 18 representatives from Friends and other community groups attending. The Warden confirmed that the event had resulted in a lot of positive feedback. Ms Taylor indicated that the Outreach Committee intended to continue hosting UNISON Sundowner events on the last Wednesday in May, August and November 2014 and in February 2015, subject to the availability of the University Club Cafe.

Ms Taylor reported that everything was in place for the First Ordinary Meeting of Convocation on Friday 21 March, with Professor Carmen Lawrence as guest speaker.

Ms Taylor indicated that the 50th Reunion for the Graduates of 1964 would be held earlier in the year than previous 50th Reunions, to bring it more in line with the timing of graduation ceremonies of that era. She noted that the date for the Reunion was Saturday 31 May, and that a Save the Date notice to graduates of 1964 would be sent later in the week.

Ms Taylor asked that Council consider the tabled suggestions of potential guest speakers at the Second Ordinary Meeting of Convocation. There was general assent that both Professor Lyn Beazley and Mr Akram Azimi (Young Australian of the Year 2013) would make excellent candidates. Professor Kerr indicated that the Outreach Committee would continue to consider guest speakers for this event.

**9.4 Communications Committee**
Mr Hiemstra reported that the electronic newsletter to alumni, to which Convocation had contributed content, had been sent out the previous Friday. He stated that while strong efforts had been made to raise Convocation’s profile within the publication, he felt that the Convocation material had been marginalised by the newsletter’s layout. He noted the need for prominent and responsive communication between Council and graduates, and that the current arrangement was not fulfilling that need. In light of those concerns, he indicated that the next meeting of the Communications Committee would discuss Convocation’s future involvement in the Alumni Relations newsletter.

Professor Kerr noted the Committee’s concerns, and stated that he would present them in his next discussion with the Associate Director of Alumni Relations and report back to Council.

9.5 Membership Committee

Unconfirmed minutes of the Membership Committee meeting of Tuesday 17 December 2013 appeared at Attachment G of the meeting agenda.

Dr King noted that the Membership Committee meeting of Tuesday 18 February 2014 did not have quorum. However, she indicated that there had still been an in-depth discussion of a framework to structure the various membership categories which had been very valuable.

Dr King stated that planning was still underway for the Raiser’s Edge database presentation to Council, which unfortunately had to be postponed from its planned date in February. Professor Kerr indicated that the presentation would take place before the next Council meeting, and would include consideration of questions from Council members regarding the database.

10. OTHER BUSINESS

10.1 Draw for the Winner of the iPad Air Competition

The Warden drew from the collected reply slips of those who had responded to the Convocation mailout to determine the winner of the competition.

Reverend Jessie Allen-Williams, of Augusta, was selected as the winner.

Professor Kerr indicated that Reverend Allen-Williams would be notified of her prize, and he hoped that she might attend the First Ordinary Meeting to collect it.

There being no further business, the Warden declared the meeting closed at 7:50pm.