Minutes of meeting no. 3 of the
TechNet Australia Steering Committee

Meeting held Saturday 12 August, 2006 in Rm 320a, of the Applied Science bldg, UNSW. Meeting started at 10am and concluded at approx. 4.15pm.

MINUTES CONTENT:
Itemised summary of the day's discussion
Appendix includes – information from action responses (up to 21 August) that have not been circulated to the group.
      Appendix 1: TNA website capacity – CT email 16 August 2006
NOTE:
Not included with minutes- draft action responses that have already been circulated to the group.
1. Logo design options – SH TNA googlegroup August 14 2006
2. Tor-version 2 – LF TNA googlegroup August 14 2006
3. Invite – EE Email 17 August 2006 (TNA.doc

In attendance:

Sandra Chapman (UWoll), Eileen Emmerson (UNSW), Lynn Ferris (UNSW), Elizabeth Halladin (UWA), Mark Hayne (QUT), Susie Head (Griffith), Peter Kay – Chair (Adelaide), Gregory Moor (UTS), Jennie Nelson (UWS), Kate Noble – Secretary (UNSW), Myles Ryan (CSU), Camillo Taraborrelli (UNSW), Greg Tevelen (QUT)

1.   *Welcome:*

Eileen Emmerson welcomed the group and covered some brief housekeeping issues before handing proceedings over to Peter Kay. Peter expressed his appreciation of everyones' efforts to get here, and continued, saying that we each have a lot to offer, and we each have our own ideas, so it is important to consolidate all of these. It is important that we are each clear in our minds about what is TechNet Australia, and that we leave today with this understanding.

2.   *TechNet Australia (TNA) Terms of Reference (TOR)*

The group initially started working on the draft TOR provided by PK but moved to the draft TOR attachment to the agenda, as this format was considered more in keeping with accepted university protocol.

Discussion:

(a) LF has already done an internet search and has found that Microsoft uses the word TechNet, but no-one appears to have registered the name. We are currently using Technet (lower case 'n') for the website. LF to organise a more comprehensive search with the view to registering the name TechNet Australia (UNSW TechNet to cover costs).
Action: LF, search and register

(b) All agreed on the preferred name "TechNet Australia", (upper case 'T' and 'N'), however, pending the outcome of the search, would accept "Technet" (lower case 'n').

(c) There was discussion as to whether we might be excluding some technical staff (eg CSIRO) if we indicated that TNA was essentially university-based, and might

this also preclude some opportunities to get funding. It was agreed that the term 'higher education sector' would be used instead of 'university' and 'tertiary'. This still provides a limit to help keep TNA controllable but doesn't stop people from CSIRO and such from attending conferences.

(d) It was agreed that the term 'general staff' would not be used in the TOR to refer to technical staff because different higher education sectors used different descriptors. It was agreed that technical staff could be referred to as 'employee representatives'.

(e) UNSW secretariat (website: www.secretariat.unsw.edu.au) might give guidance to methods and formats that are acceptable to university councils and governments, plus whether or not to incorporate. 'Unincorporated' might be more flexible/portable.

(f) The committee discussed the aim of raising 'the profile of technical staff and their expertise' and agreed to change the word 'expertise' to 'contribution'.

(g) Committee agreed to remove the continual references to 'Australia', and, 'in Australia', as this is in the definition of TNA and is also implied by the name TNA.

(h) The question was raised; do we continually need to say 'technical staff'? No conclusion.

(i) Make-up of the committee: it was agreed that, ideally, the committee (TNAC) would have at least one representative from each state.

(j) Current TNAC member list on the TNA website was reviewed. SH advised she was replacing Steven Boyd. All those at today's meeting are considered part of TNAC and details were added if they were not already.
Action: CT to put the updated committee list on the TNA website.

(k) Further discussion of the TNA draft TOR included reference to the Australian Robotics Association as an example of the structure for the TOR in the long term.

(l) Regarding membership, it was noted that we need to decide if we want a registered member base, whether members are paying or non-paying, whether to perhaps have sponsorship from higher education institutions.

(m) It was agreed that committee membership (and therefore general membership?) needed to include the possibility of ex-officio members, because retired technical staff not only had the technical experience-base that would be invaluable to TNA, but would also have more time to be able to dedicate to TNA.

(n) It was agreed that, ideally, the TNAC would convene quarterly, and ideally, there would be at least one annual face to face meeting. It was suggested that the committee could meet immediately before the start of each conference, and that the outcome of the meeting could be included in a TNA interest group session during the conference. It was mentioned that this could also be the

appropriate time and place to nominate and vote for members of the next TNA committee.

(a) It was agreed that, for TNAC purposes, a quorum required a minimum of half the number of committee members *plus one*, and that the Chair, or their delegate, must be participating in the meeting.

(o) It was agreed that the TNAC meeting agenda should include a standing item called "Chair's Report".

(p) It was agreed that meeting minutes would be posted on the TNA website once accepted by the TNAC. The secretary or delegate would prepare minutes and the draft sent to the committee as soon as practicable (within a week of the meeting if possible).

(q) Discussion continued on the draft TOR. Anything not decided during the session was highlighted in red and a subcommittee formed to finalise the draft. MH suggested two versions: one for if we incorporate and one for if we decide not to incorporate. The subcommittee consists of LF, MH, GT
Action: LF, MH, GT. to finalise draft of TOR. Time frame: 6 weeks (23 September, 2006), then send out to committee.
Action: Committee to then consider the draft for 2 weeks.

3.   *Lunch-break and Update on 2007 Conference (Susie Head – Griffith)*

In summary:

- Conference organisers using QuickPlace as communication tool.

- 11 committee members as there are 5 campuses, aim to represent all groups.

- Conference theme "tech smarter". Organisers gave away 3 ipods to help come up with a logo.

- Initially, the conference was to be held in Brisbane. The South Bank venue has limited space so would have had to cap number of delegates if it were to be used. To remain in Brisbane would have increased costs to include a suitably sized venue. Additionally, South Bank is all 'arts' rather than a mixture of disciplines. Griffith uni on Gold Coast chosen as venue because it can accommodate 300 delegates and has access to other disciplines.

(a) The organising committee has compiled a contact list of technical staff from as many areas as possible nationally (including Qld TAFE) in order to promote the 2007 conference. SH suggests this list would be useful as an initial TNA membership base.

- Plan to start the conference Wednesday pm with a welcome plus tours of the campus, and also the anatomy and dental sites. Conference presentations and interest groups on the Thursday and Friday.

- Streams:

  i. Technology and innovation (best practice)

  ii. Workforce, exchange of skills, cross skills

  iii. Life/work balance

  iv. OHS

  v. Organisational sustainability

  vi. Theme X – what are YOU doing better?

- Organisers have had website problems due to the uni restructuring it's website. Suggestion arose that organisers can use TNA website to house the conference website.

- SH suggested that the TNAC could meet on the Wednesday morning, with a Friday TNA interest group. The TNAC could present a brief report to the interest group, new committee members could be voted in.

4.   TNA Website

Discussion included logos, what information we wanted the website to have and what we wanted it to do, control of what went on the website.

(a) Anything to do with conferences in one place. PK has presented a guide developed by the TNSA committee, for organising a conference (based on the 2004 conference).

(b) PK is in the process of writing a guideline that can go on the website, for how to set up a TN group at an institution.

(c) Suggestion for a guide to writing your first paper presentation to be on the website. JN said she could provide information toward this

Action: JN to provide information

(d) Suggestion for one-page windows so that you didn't have to scroll

(e) Suggestion to have the conference logo as the active link for each conference.

(f) Suggestion to put the electronic version of all papers under each conference on the TNA website. It was noted there is a problem with this as many presenters only provide their power point presentation with their abstract, rather than the paper.

(g) Suggestion to also include an archive of the conference website.

(h) Suggestion that future conference websites be hosted on the TNA website. This was considered a good way to get TNA exposure.

(i) The UNSW TN group is currently paying for the website, which costs close to $300 per year. It was suggested that the TechNet group holding the next conference pay for the website until the conference is over, then responsibility for payment would fall to the next conference organiser. The committee agreed. It was mentioned that this would help pay the costs until TNA became financial.

(j) TNA website is currently held independently by Melbourne IT so it is not dependent of any university. Does TNA website have a maximum capacity? Might we need to get extra capacity?
Action: CT to find out.

(k) Deciding what does and doesn't go on the TNA website:

> 1. It was agreed that, if a conference were using the TNA website to host the conference website (as apposed to using their own institution's), then anything to do with the current conference would be the responsibility of the conference organisers, and would not need to pass through the TNA committee for approval.

> 2. It was agreed that, for anything else intended for the TNA website, would need to be approved by the committee first. The item/idea would be sent out to the committee, with 14 days allowed for a reply. A non-reply would be assumed as consent.

(l) CT gave the committee a tour of the website.

(m) It was agreed that TNA needs a logo. SH has some suggestions, being logos designed but not used for the 2007 conference.
Action: SH to circulate the suggestions as an attachment to our googlegroup

(n) Website content. What do we want it to do? It's a resource. We need a title page with 5-6 buttons eg

- What is TNA
- Conferences etc
- TOR
- Googlegroups
- Local/State TechNet groups

(o) The website says who we are, what we're trying to do. It needs to encourage people to join their local chapter.

(p) Website can have a framework for setting up local TechNet groups.

(q) Some local groups can help set up TechNet groups in other states.

(r) Suggestion: have local, state as well as national groups. Another suggestion that instead of a state group, have cluster organisations (regional), which would be of help to individuals who don't have a local TN.

(s) Website can assist those who don't have a local TN, or an area where there may be a couple of small TN groups, by having a "what's on" in the various states/areas. Individuals can then have an opportunity to see what's on locally and to participate.

Action: CT to update website as needed

5.   Methods of Communication

(a) Googlegroups is currently being trialled. At the moment the TNA googlegroup is being restricted to members of today's group but only half the group has accepted MH's invitation to register. MH gave a live demonstration.

(b) MH created a new googlegroup called TechNet Australia Committee, (different to TechNet Australia googlegroup which will be for all members).

(c) Anyone searching googlegroups for TNA will be directed to the TNA website.

(d) TNA googlegroup should be restricted to avoid abuse.

(e) MH & CT to be TNA googlegroup managers

(f) Will probably need a method to archive the communications at some point.

(g) Googlegroups will let you send attachments.

6.   Break.

The group broke for afternoon tea and an opportunity to discuss and build on ideas – especially where individuals had volunteered to provide actions.

7.   Funding

(a) Discussion on why TNA would needs money:

- Website

- Administration costs

- 1 annual, paid, face to face TNAC meeting

(b) AVCC would not be able to assist with funding as they are just a committee, however, it was agreed that support from the AVCC was very important as it would help get support from other areas, including individual universities.

(c) General consensus that there would not be individual membership fees

(d) There could be some funds from conference profits.

(e) It was suggested that it would be feasible to get universities and other higher education facilities to pay up to $500 pa (figure not finally decided). For their

money they could perhaps have their logo on the TNA website as a sponsor. Perhaps TNA members from sponsor organisation could have a reduction of conference registration fees. It was agreed to seek individual sponsorships.

(f) Concern was raised about funding from sponsor organisations as it could come with restrictions regarding how the money can be spent.

8.   AVCC

(a) The committee agreed that the AVCC is important if TNA is to have credibility

Action : MH to draft letter to Peter Coldrake

(b) The committee agreed that we need a patron.

Action: ALL –to provide PK & MH with suggestions for a TNA Patron

9.   Conference discussion eg frequency, level of TNA involvement

(a) Conference frequency:
There was concern that 2 years may be too long between conferences. It was agreed to aim for one conference each calendar year, at a time of year to suit the host university, with a maximum of 18 months between conferences.

(b) At each conference, a host university for the next available year's conference can be lined up (ie several years ahead)

(c) TNA website to have archive of previous conferences and information to assist the organisation of future conferences.

10.   Further discussions

(a) **TNA Membership:**

i.   SH can provide a good list of technical staff, which can become the basis of the TNA membership.

ii.   If people are a member of a local TN group then they are automatically a member of TNA

iii.   It was agreed that once the TOR and the web etc were settled, TNAC would contact all on SH's list of national technical staff.

iv.   Comments were made that members' technical concerns need to be dealt with locally by the local TN, otherwise things can become unwieldy for TNA.

(b) **Membership Invitation/registration:**
It was agreed that, as described in 10(a) and where possible, all national technical staff would be officially invited to become members of TNA. JN would get the contact list from SH and send an email to everyone inviting them to register by going to the TNA website. Their email address would automatically go to googlegroups once accepted.

In order to restrict membership to technical staff (ie exclude advertisers and inappropriate membership) there would need to be qualifiers. Anyone with an email address that included '.edu.au' would be accepted. Other email addresses would get an automatic enquiry requesting justification for inclusion. This would help ensure that retired technical staff were not excluded. Registration would include filling in an electronic form that would provide TNA with data such as:

    i.   Name

    ii.   University/institution/subdivision

    iii.   Email address

    iv.   Phone number (optional) with area code

    v.   Work discipline

    vi.   Employment status (eg f/t, p/t, permanent, casual)

    vii.   Time in the job

    viii.   Areas of interest tick boxes

Action: CT to put membership registration on website once the TOR etc were settled   *Time frame: 2 months*

Action: JN to then send email letter of invitation   *Time frame: 2 months*

(c) **Marketing/publicity**: The question was raised; do we need a marketing and/or publicity person? No conclusion.

(d) **What do people want from TNA?**:

    a. Support in creating local chapters

    b. UWoll suggested cluster groups to help share local ideas (eg UWoll cluster with UWS)

    c. UWS has 6 forums per year, initially started through professional development groups. Forum topics include: preparation of conference posters using power point; how to give oral presentations; virtual tour PowerPoint presentation about an area speakers from: Timetabling and the involvement of technical staff; complaint resolution unit.

    d. How can TNA support local groups? Approach staff developments, support at conferences via interest groups, starting your own TN group.

    e. Suggestion that individual TN groups can use the TNA website to house their local TN website if there is a problem using their organisations website.

f. TNA as a resource centre.

g. Suggestion that people can gain points by presenting papers. At a later stage papers can be per reviewed and a point system implemented. Refereed papers and non-refereed papers and posters.

h. We need to be able to publish papers but need an ISBN . Conference CDs need to have the abstract and presentation but also needs the paper as well. How do we get people to provide the paper? Suggestion that initially selected papers be peer reviewed and only these published with the ISBN.

<u>Action: GT</u> to get details of what is required to have papers refereed.

i. MH commented that after each conference there is a hiatus that TNA needs to fill in order to maintain enthusiasm

11. Review and Close:

PK again thanked all for their effort in attending today's meeting and for their input throughout the day. A lot of topics had been covered with a significant amount achieved throughout the day, continuing over the next few months, as people chased up their action items. A brief summary was given (see below) as to the items that were requiring action, including the time frame in which to get back to the committee, and a special thanks was given to all those who had volunteered their time for these.

PK also thanked Eileen for organising the venue and lunch, and Camillo, for handling the website and providing electronic versions of documents that were used during the day.

Summary of actions arising from the minutes

- Lynn Ferris: search and register the name TechNet, for TechNet Australia (Para 2a).

- Camillo Taraborrelli: to put the updated committee list on the TNA website (Para 2j).

- Lynn Ferris, Mark Hayne, GregTevelen to finalise draft 2 of the TOR. Time frame: 6 weeks (23 September, 2006), then send out to committee. Committee to then consider the draft for 2 weeks. (Para 2q).

- Jennie Nelson: to provide information toward a guide to writing paper presentations (Para 4c).

- Camillo Taraborrelli: to find out the capacity of TNA website (Para 4j).

- Susie Head: to circulate logo suggestions as an attachment to our googlegroup (Para 4m).

- Camillo Taraborrelli: to update website as necessary (Para 5)

- Mark Hayne & Camillo Taraborrelli: to be TNA googlegroup managers (Para 5e)

- Mark Hayne: to draft letter to Peter Coldrake (Para 8a).

- Everyone: to provide Peter Kay & Mark Hayne with suggestions for a TNA Patron (Para 8b).

- Camillo Taraborrelli: to put membership registration on website once the TOR etc were settled. Jennie Nelson: to then send email letter of invitation   *Time frame: 2 months* (Para 10b)

- Greg Tevelen: to get details of what is required to have papers refereed (Para 10h).

End of minutes.

Appendix 1

TNA website capacity – CT email 16 August 2006

```
I am just getting back to you in regards to the capacity of the
technetaustralia.org website, which is 6.87MB. Space is taken up on a website
with images. Linked files and other web pages don't. Also, to inform you that
the website is hosted by our school (Chemical Sciences & Engineering) server,
which hardly costs anything [I was told by our IT is was approx. $20 per year].
Melbourne IT don't host the web site, they only host the DNS - Domain Name
System.
 Regards.


------------------------------------------------
Camillo Taraborrelli
University of NSW
School of Chemical Sciences & Engineering
Food Science & Technology
Sydney,    2052
Ph: 61 02 9385 5670
Fax: 61 02 9385 5931
Email: c.taraborrelli@unsw.edu.au
```