



## AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION LTD

### 22nd ANNUAL GENERAL MEETING

Tuesday 18 May 2011

ALIA House, Deakin ACT

### MINUTES

#### 1. Notice of Convening Meeting

The meeting opened at 6.03 pm on Tuesday 18 May 2011. The President, Graham Black, in accordance with the Association's constitution, gave notice of convening the meeting. He welcomed everyone to the meeting and introduced the Vice-president/President-elect, Margaret Allen, the Executive Director, Sue Hutley, and Averill Edwards who had been appointed as Parliamentarian for the Annual General Meeting. 30 members were present which constituted a quorum.

Voting rights for members voting in person were established. No proxies had been received. The Parliamentarian noted that tellers were available should this be required.

#### 2. Apologies

Apologies were received from Andrew Hocken, Jane Hardy, Frieda Evans, Cheryl Hamill, Michelle Brennand, Stuart Ferguson, Fiona Blackburn, Matthew Griffiths, Alison Edwards, Felicity Williams and Grisoula Giopoulos.

**Moved: That the apologies be accepted.**

Moved: Graham Black

Seconded: Vanessa Little

**Carried**

#### 3. Minutes of the 2010 AGM, Tuesday 18 May 2010

**Moved: That the minutes of the Annual General Meeting held on Tuesday 18 May 2010 be confirmed as a true and correct record of the meeting.**

Moved: Graham Black

Seconded: Ian McCallum

**Carried**

#### 4. Presentation of the Annual Report 2010 and financial statements

**Moved: That the Annual Report 2010 and financial statements as tabled be received.**

Moved: Graham Black

Seconded: Brenda McConchie

**Carried**

**5. Election of Directors**

The President noted that Vanessa Little was unopposed as of 18 January 2011 for the position of Vice-President (President-elect) and has been elected Vice-President (President-elect) with her term to start at the ALIA AGM on Tuesday 18 May 2010. The President further noted the election of Kathryn Cass and Joseph Cullen as directors of the Association as at the ballot on 18 January 2010 for the term commencing from the AGM on Tuesday 18 May 2011 and they consent to act as directors of the Association until the 2013 Annual General Meeting.

**Moved: That the meeting notes that Vanessa Little was declared elected as Vice-president (President-elect) and Kathryn Cass and Joseph Cullen were declared elected as directors of the Association for the term commencing from the 2011 Annual General meeting to the 2013 Annual General Meeting.**

Moved: Graham Black

Seconded: Roxanne Missingham

**Carried**

The Executive Director (and Company Secretary) then reported to the meeting that Andrew Hocken provided written notice on 28th April 2011 of his resignation from the Board of Directors. He noted increased work pressures as the main reason for his resignation.

This has therefore created a casual vacancy within the ALIA Board of Directors.

The Executive Director further advised that as provided for Under ALIA By-law 5 - Board of Directors, Part 5, Section 9, that the incoming President, Margaret Allen, will be making an appointment to the casual vacancy, of a current, personal financial member, as soon as possible.

**6. Appointment of Auditors**

**Moved: That Price Waterhouse Coopers be appointed the Association's auditors for 2011.** The President noted for the meeting that this reflected a merger of PWC and Walter Turnbull, our previous Auditors.

Moved: Graham Black

Seconded: Vanessa Little

**Carried**

**7. Fixing of Auditors' Fees**

**Moved: That the remuneration of Price Waterhouse Coopers, the Association's auditors, be fixed by the directors for the ensuing 12 months.**

Moved: Graham Black

Seconded: Kathryn Cass

## **Carried**

### **8. Reports**

#### **i. President's Report**

2010 was a year of significant achievement for ALIA, but unfortunately it was a year when we once again ran at an operating loss. I would like to briefly outline some of those achievements, provide some guidance about our financial performance, and outline the measures this Board has set in place to address our financial situation.

#### **Our achievements.**

Firstly and most importantly ALIA membership grew by 4% in 2010. This performance bucked national and international professional association recruitment trends. My thanks to all our new and ongoing members for their support.

2010 was ALIA's year of advocacy. This was in direct response to lobbying and advocacy issues raised in the 2008 survey of members as well responses from members in the 2009 National Advisory Congress. Our lobbying and advocacy initiatives and activities included:

- Every Member an Advocate workshops
- Federal Election Campaign information
- Inquiry into School Libraries and Teacher Librarians
- Internet filtering
- being a founding partner of the Safer Internet Group
- Book Industry Strategy Group

In addition to these ALIA also worked closely with other founding partners and supporters to plan for 2012 the National Year of Reading.

Guidelines for Australian Special Libraries were revised, and the National Vision and Framework for Public Libraries was finalised.

On the education front, ALIA hosted the first ever Library and Information Sector Higher Educators forum, and ALIA published Library Technician Education in Australia: State of the Nation.

In response to the Victorian bushfires and unknowingly in preparation for the climatic events that affected NSW, Queensland and Victoria in late 2010 and early 2011 the resource kit, The ALIA Guide to Disaster Planning, Response and Recovery for Libraries was produced.

2010 was the year ALIA could have been hosting IFLA. In its stead ALIA hosted the tremendously successful ALIA Access Conference in Brisbane.

And 2010 saw ALIA present its highest award, the HCL Anderson Award, to Jan Fullerton, the retiring Director-General of the National Library of Australia.

#### **Our financial performance.**

The 2010 financial statements show that ALIA delivered a deficit of \$551,281. This is the third time in four years that ALIA has run an operating deficit. The deficits for the other two years were of a similar magnitude. ALIA is not an organisation with unlimited reserves so it is critical that this trend is reversed. I would like to provide some guidance on the 2010 results and the plans the Board of 2010/11 has set in train for the future.

2010 saw a number of factors come into play simultaneously, a perfect storm if you like.

1. The impact of the Global Financial Crisis. The GFC had a twofold impact on ALIA's finances. Firstly, it reduced the value of ALIA managed fund investments, and secondly it reduced the value of income received from these investments. By way of example the difference in return from our investments between 2009 and 2010 was approximately \$175,000.
2. Loss of key personnel. Unfortunately, ALIA's Finance Director left the organisation at a critical time. Due to the circumstances at the time ALIA was left with no alternative but to call in contractors to assist managing and reporting the Association's finances.
3. Financial management system. Some years ago ALIA invested in an Enterprise Resource Management System used by a number of not-for-profit organisations. While this system has proven to be effective for managing membership, it proved not to be as effective as a financial management system. After some rigorous processing and report testing a decision was made to revert to MYOB. The testing and conversion of the finance data occurred during the period when contractors were assisting ALIA. Budgeting under these conditions was also problematic. The costs of contractors to assist with managing the Association's finances and convert the data from one system to the other exceeded the normal salary costs attributable to the then Finance Director.

### **Addressing our financial performance.**

The Board of Directors has a fiduciary responsibility to members of ALIA to ensure ALIA is well managed and remains solvent. While ALIA is in a sound financial situation, the Board of Directors has taken steps to ensure the trend of operating losses is reversed. These include:

- Running a balanced, business unit focussed, budget for 2011
- Hiring a Chief Financial Controller with experience in a not-for-profit membership based organisation
- Hiring a Chief Operating Officer whose primary responsibility is the efficient operations of National Office
- Reviewing expenditure and better managing assets
- Reviewing investments and implementing an investments policy that aims to ensure ALIA invests in secure, low risk investments while at the same time maximising returns
- Effectively managing cash flows
- Obtaining additional financial support from partner associations to assist us with our broad industry based advocacy and lobbying work, e.g. NYR
- Investigating additional revenue streams

ALIA is of course a membership driven organisation. While the Board has taken the measures outlined above, it is equally important for our membership to continue to grow or stabilise at worst. Any significant decline in membership will necessitate further action by future Boards. Equally, ALIA is subject to the vagaries of national and international economies and markets, so it is important for future Boards to review these measures in light of the current financial situation.

As I close my report I would like to thank all our members for their support, involvement, and engagement. I'd like to thank Sue and her dedicated team here at National Office for all their hard, and often unrecognised, work and support.

Finally, I would like to thank my fellow Board members for their investment of time and energy in ensuring ALIA is well governed. I wish retiring Board members Gillian Hallam and Kate Sinclair all the best in their post-ALIA Board endeavours. I thank Andrew Hocken for his contribution to the Board. To the continuing and new Board members Margaret Allen, Vanessa Little, John Bayliss, Julie Rae, Joseph Cullen and Kathryn Cass, I wish you well in what will be another challenging but exciting year for the ALIA.

**Moved: That the report of the President be received.**

Moved:       Graham Black  
Seconded:    Sherrie Quinn  
**Carried**

## **ii.       Executive Director's Report**

Graham Black has ably summarized most of the major activities for 2010 as does the Annual Report and all of our great stories in inCite during the year have also highlighted our news.

2010 was again a challenging year for the Association. But for me as Executive Director there were some great achievements in a year when we really focused on Advocacy.

- Submissions and contributions to discussions on the National Broadband network, school library inquiry, and internet filtering. We also appeared as a witness representing the Safer Internet Group at the Joint Select Committee on Cybersafety
- Our annual campaigns like Library and Information Week, National Simultaneous Storytime, Library Lovers Day and Summer Reading Club are still a critical part of our advocacy.

ALIA is an official observer at the Book Industry Strategy Group and I continue as a member of the DBCDE Cybersafety Working Group.

The formation of the Safer Internet Group and the lobbying against mandatory ISP filtering will be remembered during 2010.

The formation of the National Year of Reading 2012 Founding Partners Group. And all the groundwork needed for the National Year of Reading. As 2012 will also see the 75<sup>th</sup> Anniversary of the Association, it certainly will be a big year.

FaHCSIA Project - titled, The Library Initiative - a \$1M project to deliver digital playback players in public library was planned for delivery during 2011.

#### Professional Development

- Brokering a deal with EBL eBooks to complement our ProQuest LIS journals for members
- ALIA Training was re-cast in 2010 to ensure greater profitability during 2011

We re-signed the Memorandum of Collaboration with the State Public Library Associations and PLA and we also undertook the excellent collaborative project of the Standards and Guidelines for Australian Public Libraries.

Twitter, Facebook and the blogs and wikis continued to be a part of our communications strategy. We achieved the goal of greater media coverage and issued a number of media releases, and we undertook many radio interviews throughout the year.

The School Library Inquiry will be long in my memory as a large body of work in 2010. Ending with the hiatus of the committee with the federal election and the re-starting of the Inquiry later in the year. I am pleased to advise that the final report of the committee will be tabled in Parliament this coming Monday 23<sup>rd</sup> May 2011. This will be the first significant library-related report to be tabled in our federal parliament for a very long time and will have implications for all library sectors in Australia.

Speaking of parliament, 2010 saw the first female leader of Australia and an election. Our Federal Election lobbying work and kits and resources were well received and other associations have commented that they also have used the resources to lobby at the local level.

In terms of conferences, 2010 was the year of ALIA Access – a different model, but a successful one.

There were many other events during the year, organised in partnership with committees, groups and National Office.

In regard to the financial situation, ALIA National Office staff and especially our Financial Controller, Harry Carroll and our Chief Operating Officer, Rob Miller have worked very hard on bringing our finances back into line in 2011 so far. It has meant cutting back and changing many things, and those of you on Advisory Committees here tonight would well know this.

This time last year the new Executive Team at ALIA National Office formed and I am pleased to say is really working well. Along with Harry and Rob, we have Janetta Mascilongo and Adam McLeod on the team.

Since the last AGM our State Managers and Project Officers have also played a key role in ‘getting things done’ - Sue McKerracher who conducted Every Member an Advocate around Australia and the National Year of Reading

During 2010 Jane Hardy also assisted with Human Libraries Australia project.

In 2010 we also conducted a non-Member survey and we are just about to release the results of that survey in mid-2011.

Making ALIA membership an essential part of our members professional lives will always be what we strive for. “ALIA” is not just the Board and National Office. Members really are core to getting our business done, and we thank each and every one for their financial support, and their volunteering support.

The Board of Directors volunteer their time and skills to deal with wide ranging, urgent, long-term, strategic and unique issues every year. A functioning board is critical to the success of our Association. We thank Graham Black, Kate Sinclair and Gill Hallam as outgoing Directors, for their time, their dedication, their expertise, and their commitment. With the resignation from the board of Andrew Hocken we also say thank you and goodbye to Andrew.

I wish to extend my thanks to Graham Black, our outgoing president.

Graham has provided a calm leadership through a year of change. Nothing fazed him during his term as Vice-President and President. We look forward to continuing to work with Graham as he will be a valuable link for ALIA and the university libraries.

Each year, I acknowledge the hard work, and enthusiasm of the National Office staff. It has been great to work with my Executive Team. For steering the ship into brighter waters Rob and Harry are a great combination of skills and good humour and giving us another perspective. Thanks Rob and Harry. To Janetta for leading the ‘library’ team within the office, my thanks. Robyn Ellard, left us as Director Member Services early in 2011 and thanks to Adam for taking over the reins there.

To all of the other staff that work with the ALIA Executive Team, my ‘Annual’ thanks too.

Finally, I would like to acknowledge on behalf of the Association the amazing work done by our standing committees, advisory committees, conference committees, group coordinators, and the many volunteers who donate their time, energy, and skills to the Association and the profession. We would not be here without you all.

**Moved: That the report of the Executive Director be received.**

Moved: Sue Hutley  
Seconded: Sherrie Quinn  
**Carried**

## **9. General business**

There was no general business raised

**10. Conclusion of the meeting**

There being no further business the President declared the 22<sup>nd</sup> Annual General Meeting of ALIA closed at 6.35 pm.

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President

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Date