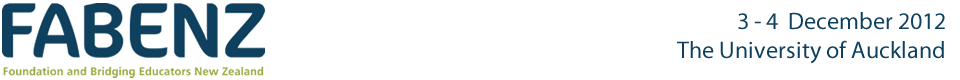
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Executive Committee

Minutes: 11 February 2014

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| PRESENT:Anne T. Kennington, Wintec (Waikato Institute of TechnologyJanet Bland, CPIT; (Christchurch Polytecnic Institute of TechnologyMary Manderson Whitireia Polytechnic;Rae Trewartha, Unitec (Unitec Institute of Technology) | APOLOGIES/AbsentVirginia Archer, Comcol Marlborough; (Community College)Briar Hamilton, Massey University.Jill Davidson, Otago Polytechnic;Maria Meredith, Auckland University;Sharon O'Brien Nelson Marlborough Institute of Technology;Warwick Hill, Waiariki Polytechnic; |

# MINUTES:

The minutes from Exec Meeting 24 October 2013 approved

**Moved**: Rae

**Seconded:** Mary

# Matters arising

* 1. Rae is following up on finding a reviewer for FABENZ accounts

1. **TREASURER’S REPORT**

Attached.

# ITEMS FOR DISCUSSION

**2014 Conference:**

The original flyers notifying members about the 2014 FABENZ conference had incorrect dates. New flyers will be organized and emailed to members. The correct dates are Thursday 4 and Friday 5 December 2014. The location is Bay of Plenty Polytechnic, Windermere Campus, Tauranga.

A Conference Sub Committee will be set up. FABENZ members will include: Rae Trewartha, Unitec; Mary Manderson, Whitireia; Janet Bland, CPIT; and Anne T. Kennington, Wintec. Rae will confirm the members from Bay of Plenty Polytechnic. A teleconference will be held shortly: date and time to be notified by Anne Kennington after consultation with BoP members.

James Gee has been suggested as the key note speaker. Rae will follow up with Lisa Takerei at BoP. The following is a link to his publisher’s blurb for those interested: <http://jamespaulgee.cgpublisher.com/> .

Website: Rae has employed “The Creative Shop” to upgrade the FABENZ website. The cost is $2105.

This cost was approved: **Moved:** Anne

**Seconded:** Mary

It was suggested that the website replace the FABENZ Ning. Rae will investigate requirements for the ongoing maintenance of the website.

**TRoQ:**

The TRoQ review of Foundation programmes have been triggered. Members thought that the latest information sent out from the governance group showed that feedback from the original survey had been listened to.

Anne will send a link to this information to NZ members.

Application to be considered for the Working Group closes on Thursday 13 March. If you are interested in applying you need to do so now.

**Feedback from the Australian Enabling Conference:**

Rae and Mary attended the Australian Enabling Conference in December 2013. The following is short summary of their observations on the conference:

1. Excellent conference/high quality speakers
2. Australian foundation programmes represented were from Universities. There was no TAFE representation (similar to our technical institutes and polytechnics) and no PTEs.
3. Funding model for Enabling education is very different. It is an uncapped environment.
4. There was some excellent research presented. When the papers come out we will put a link to them in our FABENZ website.

The following were observations we should keep in mind when planning our 2014 Conference:

1. A Student Panel should be included. A key message that came from the Australian student panel was how essential students initial contact with the institute was: personal contact was important.
2. We should keep in mind the differing funding model both countries work under when planning workshops.
3. There were no Open Sessions at the Australian conference but these have been successful in the past NZ forums so we should consider including them.
4. Workshops in the Australian conference were 20 minutes with 10 minutes for questions. This proved to be too short. We should consider keeping ours to 45 minutes.

# OTHER BUSINESS:

There was no other business.

1. **NEXT MEETING**

The next meeting will be another teleconference in a month’s time. Anne will send out an email early asking for an indication of the best possible day and time in order to enable more members to take part.

**The meeting concluded at 12 noon**