

MERGA

MINUTES: EXECUTIVE MEETING

Saturday 4 December 2004

Melbourne

1. **Present:** Phil Clarkson (PC), Jenni Way (JW), Bill Atweh (BW), Linda Gilligan (LG), Gloria Stillman (GS), Robyn Zevenbergen (RZ), Carmel Diezmann (CD), Peter Grootenboer (PG)

2. **Apologies:** Bob Perry (BP)

3. **Minutes of the previous meeting**

Motion: That the minutes of the previous meeting be accepted [Moved: JW;
Seconded: RZ; Carried]

4. **Matters Arising**

4.1 Update on life membership guidelines:

- No action has been taken
- PG and PC to prepare some thoughts for the July 2005 executive meeting.

4.2 The net assets of the organization:

- MG suggested that we need to sustain our net assets = approximately twice our annual income

5.1 President's Report – attached

5.2 Treasurer's Report – attached

5.3 VP (Publications) Report – attached

- Advertisement for new MTED editors to go out mid-January for individuals or a team.
- BA (and PC) need to discuss the desk-top publishing (at Arena) with Helen Forgasz.
- Points from BA – We need to keep an eye on DEST and their points system.
 - Issues around web-based publications and 'open access', copyright, etc.
 - Action: this needs to be discussed further at the next meeting.

5.4 VP (Teaching) Report – attached

- RZ suggested that there is a real need to more clearly define the portfolio of the VP(Teaching) with some clearly defined roles.
- Some examples include attending SMP, working on the teachers' day at the conference, looking after members who are school teachers, getting more MELA-type papers into the proceedings, contact with APMC, etc, and being

a more pro-active member of the editorial board of MTED in soliciting appropriate papers.

- Action: We need to brainstorm ideas to this end and discuss through email and RZ will prepare a job description for the next meeting.

5.5 VP (Conferences) Report - attached

- The VP(Conferences) is an ex-officio member of all conference organizing committees. The executive committee needs to be informed through the VP(Conferences) of the proposed keynote speakers before they are approached. All other matters relating to the conference can be dealt with by the VP(Conferences) – i.e., the executive committee only need to see the budget and program if there are concerns.
- Recommendation 1: the meeting agreed and BP to action.
- Recommendation 2: covered by the bullet point above.
- Recommendation 3: (Some concern about the wording of the first block on Saturday meeting).
- Recommendation 4: see above
- Recommendation 5: the recommendation has been developed into a motion. *Motion: That the University of Tasmania, Sandy Bay Campus be invited to host the MERGA30 Conference from July 3-6, 2007.* [Moved: PG; Seconded: CD; carried]
- The conference in 2008 will be influenced by ICME in Mexico and so the MERGA conference will need to be in a venue that facilitates easy transit (e.g., Sydney, Auckland, Brisbane or Melbourne)
- The suggestions at the end of Ian Putt's report on the Townsville conference be noted for the Conference handbook.
- When registering for a conference as a non-member there is a need for adequate details to be collected for the membership data-base.

5.6 VP (Membership) Report – attached

- Replacement for Jon Ladbrooke- We need to find someone or an organization that will undertake the following tasks:
 - o Maintaining the databases
 - o [see PC]
- Action: BA and JW (in conjunction with GS, MG and Helen Forgasz) will write a letter to a range of possible people/organizations (e.g., MAV, AAMT, AARE, etc) asking for a price for undertaking these tasks. This message will also be put across the email list.

5.7 VP (Research) Report – attached

- Barry Kissane confirmed with PC that AAMT will sponsor the ECA Award for 5 years (2003, 2005 - 2008).
- PG the check the exec meeting minutes of December 2003 for any details.
- AAMT to nominate 2 judges each year
- Action: CD to quickly write a letter to AAMT outlining the procedures for judging and presenting the PIA each year.

- CD to explore the previous winners of the ECA to see if any past recipients still have not received a plaque

6. General Business

6.1 The Website:

- Judy does not want to continue looking after the website after the conference in 2005
- The website is becoming increasingly important and a discussion was held about how the site should be developed and where it should be hosted.
- RZ – students at Griffith are required to develop websites for ‘clients as part of their final assessment. The quality is very good and it would cost MERGA nothing.
- It was suggested we look for a commercial company to host the site.
- We will require a server that provides regular back-ups
- Could have email addresses like president@merga.net.au.
- One possibility is that the person who filled Jon’s position be responsible for maintaining the website.
- Another possibility – that the website be designed so each exec member be able to update their own parts of the site.
- We need to investigate issues of security if people are to send things like their credit card details.
- It may be useful to have an archiving section so things like meeting minutes are not lost.
- A publication section could have links to all papers that are now out of print, all article abstracts, etc
- A data bank of individual and institutional members
- An about MERGA section with things like exec members details
- A sales of publications section
- A conference registration section
- We need to seriously consider the rapid trend away from paper-based journals
- What would the effects be of going to all electronic journals on membership and finances?
- Maybe members might get access to the journal 12 months prior to ‘open access’
- Action: BA and LG to research ‘open access’ journals. RZ to find out the website designers at Griffith. JW to discuss a web design company she has worked with to find out what might be involved. CD to chat with someone (???)
- RZ suggested that someone (BA) contact Romina Jameson-Proctor about the site as she is a MERGA member and an expert in this field. Action: RZ to chat with Romina next week.

6.2 The Victorian Government enquiry into the promotion of mathematics and science education:

- Victorian government contacted PC as the President of MERGA to respond.

- PC is meeting with some Victorian colleagues to discuss our submission.

6.3 Making new members feel more welcome. RZ has heard from a number of new people that we need to be more inviting and asked us to be more proactive in ensuring that new members feel included.

6.4 MERGA 28-Melbourne

- A timeline will need to be established for an electronic 'Policy Meeting' prior to the conference.
- Action: RZ set up a list serve and appropriate time frame (that will close May 24, 2005). PC to contact all members (through JW) to outline the reasons for the process and the process itself. All VP's will need to have their annual reports done by the end of April and put up on the website.

6.5 Next meeting:

- The pre-conference telephone meeting will be a formal meeting
- PC will organize this with Telstra
- Exec meeting will be on Thursday 7 July 2005 at 9:00am at ACU (St Patrick Campus) and will reconvene on Saturday evening 9 July 2005.
- The December meeting will be held in Sydney on Saturday 3 December