

**Minutes
Committee of Management Meeting**

Venue: Level 8, St James Centre, 111 Elizabeth Street, Sydney

Time: Tuesday 30 September 2003, 5.00pm to 7.00pm

Present: Dr Don Weatherburn (President & Chair), Dr Kathy Daly (Vice President), Dr David Tait (Secretary), Ms Jenny Mouzos (Treasurer), Dr Russell Smith (ACT & Public Officer), Professor John Pratt (Editor ANZJC), Professor Janet Chan (NSW), Dr Mark Israel (SA)

Observers Dr Dean Wilson (Vic), Professor Philip Stenning (NZ)

1. Apologies Dr William Tyler (NT), Dr Anita Gibbs (NZ), Dr Lorraine Mazzerole (Qld), Professor Kate Warner (Tas), Dr Jennifer Balint (Vic), Dr David Indermauer (WA)

2. Minutes of Previous Committee Meetings The President referred to the Minutes of the previous Committee Meetings of 2 and 3 October 2002 and 4 September 2003 which had been circulated and called for any amendments. It was unanimously resolved that the Minutes of the previous meetings be confirmed as true records.

3. Matters Arising from Previous Meetings:

(a) Compliance Matters The advice from Dr Smith sent to members on 6 October 2002, below, was received and Dr Smith thanked for providing this information.

(b) Journal Contribution Agreement – Dr Smith referred to the terms of the revised Journal Contribution Agreement with Australian Academic Press (see documents circulated with Notice of AGM). It was resolved that this be forwarded to Mr Stephen May at AAP for his approval and that the Committee review the effect that this document has on submissions to the Journal after 12 months.

(c) Journal Publishing Agreement – Dr Smith referred to the terms of the revised Publication Agreement with Australian Academic Press (see documents circulated with Notice of AGM). It was resolved that this be forwarded to Mr Stephen May at AAP for his approval and that DR Smith seek to negotiate terms favourable to the Society.

(d) Electronic Publishing Proposal with W. S. Hein – The President discussed this Proposal (see documents circulated with Notice of AGM) and it was resolved that the President advise W. S. Hein & Co that the contract with AAP was being re-negotiated and that W. S. Hein should contact AAP following the commencement of any new Agreement to discuss their Proposal further. It was noted that the legal advice that the Society had received was that the Society could not enter into an agreement in respect of back-issues of the Journal without the consent of every past author, but that an Agreement could be negotiated between W. S. Hein and AAP in relation to future editions of the Journal.

(e) Procedures for Appointment of Editor – Dr Kathy Daly presented a paper on the selection procedures associated with the position of editor of the Journal in which the procedures adopted by other comparable journals were reviewed. It was agreed that the editor should be appointed for a 3 year term and that a selection committee for the appointment of the editor be established by the President on the advice of the Committee. Dr Daly agreed to prepare a set of Selection Criteria for discussion at the next Committee meeting in 2004. The President thanked Dr Daly for her work in preparing this report.

(f) Editor's Report and Journal Frequency / Volume – Professor Pratt presented his Report that would be tabled at the AGM and discussed the question of the number of issues of the Journal to be published each year and whether special issues including issue of crime measurement should be published. It was resolved that three issues continue to be published each year with the possibility of one of these being a special subject matter issue. The question of the publication of an additional fourth issue was deferred for further examination. The Treasurer was asked to determine the exact cost of publishing a special issue of the Journal.

(g) Membership Fees – The President noted the revised fee structure that is to be submitted to AGM and the discounts applicable for two-yearly payment (see documents circulated with Notice of AGM). It was resolved that this be raised at the AGM for approval in accordance with the Notice of Special Resolution. The question of amending the rules to provide for Corporate membership was deferred.

(h) Next Conference – The president noted that the next conference would be held in New Zealand early in 2005 and that there would be no conference in 2004. This would mean that the AGM would need to be held during 2004 but not in conjunction with the Annual conference.

(i) Special Resolutions – It was resolved that the proposed Special Resolutions as set out in the Notice of AGM be submitted to the membership at the AGM for approval.

4. Appointment of Committee and Officers – The procedure for the election of Officers at the AGM and the need for Ordinary Members to be residents of their

State or Territory was discussed and it was resolved that elections be held at the AGM for all positions of Officers and Ordinary Committee members.

5. Order of Events at AGM – It was agreed that order of proceedings for the AGM be determined in accordance with the Notice of AGM previously circulated.

6. Storage of ANZSOC Records – It was agreed that John Myrtle be contacted to determine the likely fees (including establishment and ongoing fees) that would be associated with housing the Society's Archives at the University of Melbourne and that this matter be further discussed at the next Committee meeting in 2004.

7. The 2004 Paris and 2008 World Criminology Conferences – It was agreed that the Society should support both conferences but make no financial contribution.

8. New Members – The Secretary circulated applications by a number of individuals for membership of the Society. It was resolved that these be approved.

9. Adjournment The discussion of remaining business was adjourned to the next Committee meeting to be held on Friday 3 October 2003, 8.00am, Room 5B , Australian Technology Park, Eveleigh, Sydney.

Compliance Matters

1. Annual General Meeting must be held once every year (s. 30(1)) and within 5 months of the end of financial year (s. 30(2A) (i.e. - AGM must be held between 1 July and 30 November) (section 30 Associations Incorporation Act 1981 (Vic)).
2. Committee can convene a Special General Meeting at any time (Rule 10) in accordance with the specified procedure.
3. Committee must meet at least 2 times a year but can meet by teleconference (Rule 25).
4. Quorum at AGM is 5 members (Rule 13); Quorum at Committee meeting is 4 Committee members (Rule 27)
5. Officers and Committee members hold office for 2 years but are eligible for re-election (Rule 21).
6. A formal procedure is specified for nomination and election of Officers and Committee members (Rule 23).
7. Note Rule 23 Procedure for election of Officers and Committee members.
8. All cheques must be signed by two members of the Committee (rule 32). There is no maximum amount that the Committee members are authorised to sign cheques for.
9. At the moment the Second Vice-President is vacant. This need not be a New Zealand member (but would be good if possible). The procedure for the election of the Vice President is set out in Rule 23.
10. Concerning the NZ conference in Feb 2005, we could convene a formal AGM for at least five to attend (in person) for compliance purposes between 1 July and 30 November 2004, and then convene a Special Meeting in conjunction with the conference (e.g. NZ in Feb 2005). The following AGM would then have to be held between 1 July and 30 November 2005. Ideally, it would be best to hold the AGM at the same time as the conference so that as many members as possible could attend, but to get around the NZ conference problem in Feb 2005 we could have an AGM and Special meeting separately. However, the financial documents would still have to be approved at the AGM by the five members actually present.