

AASE SPECIAL GENERAL MEETING – SGM-NOV23

Draft minutes of the meeting held 29th November 2023.

Online via Zoom from 6.30 pm – 8.00 pm (AEDT)

Attendance	
Chair:	President: Tracey Chamlin
Invitees:	Tracey Chamlin (National President), Megan Cavanagh (National Vice President), Virg Hughes (National Treasurer), Ying Sng (National Secretary), Rachael Lamrani (National Executive Officer), Peter Walker (Immediate Past President), Greg O'Connor, Carmel Blake, Sally Howell, Michelle Harwood, Karen Glasby, Michele Sheahan, Denise Foggo, Helen Hatherly, and Susan Main. Chris Varney (Patron), Michael Arthur Kelley (Journal Editor), David Paterson (Journal Editor), Umesh Sharma (Journal Editor), Jennifer Stephenson (Position Paper Advisor), Julie McGraw (GEMS), and AAASE national members.
Attendees:	Tracey Chamlin (National President), Megan Cavanagh (National Vice President), Virg Hughes (National Treasurer), Ying Sng (National Secretary), Rachael Lamrani (National Executive Officer), Peter Walker (Immediate Past President), Sally Howell, Michelle Harwood, Michele Sheahan, Denise Foggo, Helen Hatherly, Susan Main, Michael Arthur Kelley (Journal Editor), Heather Martin (NSW life member), Lilliana Russel (ACT member).
Apologies received from:	Greg O'Connor, Karen Glasby, Carmel Blake, Julie McGraw (GEMS), Chris Varney (Patron), David Paterson (Journal Editor), Umesh Sharma (Journal Editor), and Jennifer Stephenson (Position Paper Advisor).

Agenda item	Discussion points	Lead	Notes/Minutes	Actions
1. Welcome	Acknowledgement of Country	President	Acknowledgement that Tracey is hosting this meeting from the lands of the Giabal people of the Toowoomba area. AASE also acknowledges the Traditional	

			Custodians of the various lands on which the participants were joining from and any Aboriginal and Torres Strait Islander people who may have participated in this meeting.	
2. Apologies	See above			
3. Minutes of previous meeting		President	The committee RECEIVED the minutes of the previous meeting. The minutes of the meeting held on 23.11.2022 were ACCEPTED by Virg and SECONDED by Megan.	
4. Journal report	Summary Aims for 2024 Ranking Funds Increase visibility and reach	Journal Editor - Michael Arthur Kelly MAK Susan Main MAK President MAK	Summary on behalf of editorial team, review of report. Document to be held in AASE Google Drive File Pathway 4.1.2023 Moving to Gold online open access in 2024. Impact factor is now 0.7. Succession planning needs to be considered, increase pipeline of potential members of the editorial board. 12 articles per issue. Increase quality and quantity of submissions to increase readership and number of citations. Invite highly regarded authors for invited papers and actively refresh editorial board. Strategies to improve SJR ranking. Currently unranked on Scimago but did have a rank of Q1 in 2019. Distribution of revenue generated from Gold Open Access to AASE.	MAK to review ranking and to seek revenue projections from Oliver Lown from Cambridge University Press. EO to add to Conference

			AASE support is requested to increase abstract submissions by promoting the Special Education Perspectives section of the journal and leveraging AASE conference presenter connections.	Committee Agenda.
5. President's report	2023 successes Name change	President	The committee RECEIVED the report, to be held in AASE Google Drive - file pathways 4.1.2023 and 7.1 Summary and updates on: 2023 Conference success Consultation and submissions on policy statements and initiatives AASE name change survey Preliminary results from the AASE Name Change survey shared, noting deeper analysis needed. This will be completed by National Executive in 2024, with report to National Council to follow.	EO to add to NE agenda for 2024. President: Report to be delivered to NC in 2024.
6. Financial report treasurer	Operating at profit. Budget projections Succession planning	Treasurer	The committee RECEIVED the report, to be held in AASE Google Drive – file pathway 4.1.2023 Made net ordinary of \$13,000. Proposed budget for 2024, with a proposed deficit of \$10,000. Virg will be resigning from the role of Treasurer at the end of 2024. Seeking shadow (in-training) treasurer for 2024, as succession plan.	EO to develop draft EOI for shadow treasurer role.
7. Sub-committee reports			The committee RECEIVED the reports from each subcommittee, to be held in AASE Google Drive – file pathways 4.1.2023 and 20.	

	Communication	President	Looking for co-lead of Communication subcommittee. National newsletter as a priority for next year. Website and social media presence to be developed. Connection to Advocacy and Events subcommittees.	EO to attend all sub-committee meetings in 2024
	Advocacy	Sally Howell	Membership of committee is growing. Key priorities for 2024 are to streamline process (NE sign off process dissemination). Focus on statement papers resulting from/responding to Disability Royal Commission and the Quality Education response.	EO to follow up on publishing DRC response to website
	Events	Susan Main Michele Sheahan	Priority for 2024: Event calendar on website. Technical issues with digital PL- consider AASE Zoom to be used nationally.	EO to investigate ZOOM licence capabilities.
8. Election of office bearers	President Vice President	EO	Tracey Chamlin accepted unopposed as President. Sally Howell accepted unopposed as VP.	EO to update website accordingly.
Other business	Retirement	President	Peter Walker to step down from responsibilities of Past President role.	EO to update website accordingly.
	DCR State responses	Helen Hatherly Megan Cavanagh	Query DRC responses from each state. States to table to responses in March 2024.	

Meeting closed: Thank you for your time.

Next meeting for AASE Executive: Wednesday 14th February 2024

Next meeting for AASE National Council: Wednesday 21st February

Summary of Actions Arising from Executive Committee Meetings

Action	Lead responsible	Scheduled completion date:	Current status	
			Ongoing, brought forward from [date].	Completed Closed
Review ranking and to seek revenue projections from Oliver Lown from Cambridge University Press.	Michael Arthur Kelly EO to follow up	2024 March 2024		
Add to Conference Committee Agenda: promoting Special Ed Perspectives and leveraging AASE conference presenter connections.	EO	February 2024		
Add to NE agenda: Name change discussion and survey analysis. Report to National Council to follow.	EO NE EO and President	February 2024 Tentative May 2024		
Development of draft EOI for shadow Treasurer role.	EO	December 2023 – January 2024		
Follow up on publishing DRC response to website.	EO	Nov 2023		December 2023

Investigate ZOOM licence capabilities.	EO	Dec 2023		
<p>Website update following election of office bearers: P and VP</p> <p>Peter Walker to step down from responsibilities of past president role.</p>	EO	Nov 2023		

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