



Annual General Meeting

Date: 22 March 2024

Time: 8:45am (AWST), 10:45am (AEST), 11:15am (ACDT), 11:45am (AEDT)

Welcome

1.1. Acknowledgement of country

1.2. Present

1.2.1. Ricky Tunny (QUT, President and Chair), Sarah Dahl (UQ, Secretary and minutes), Ondine Bradbury (Swinburne, Research and Project Manager), Matthew Winslade (CSU, Professional Development and Scholarship Manager), Anne McLeod (CSU, Vice-President), Ann May (Federation U), Maree Nichols (JCU), Megan Pote (Swinburne), Elysia Corallo (Uni Melbourne), Marlene Henry (Western Sydney), Elise Bailey (Griffith), Alexis Gerrard (Deakin), Kylie Erben (Uni Melbourne), Cristie Thomas (Western Sydney), Catherine Vinke (Federation U), Tracy Bagley (JCU), Stacey Jones (CSU),

1.3. Apologies

1.3.1. Imogen White (QUT, Treasurer)

2. Minutes of previous AGM

2.1. Previous minutes were confirmed (Ondine Bradbury)

2.2. No business arising from the 2023 AGM minutes.

3. Correspondence

3.1 The secretary provides a report on any relevant incoming and outgoing correspondence since the last meeting. Confirming there is no correspondence to report (Sarah Dahl).



4. President's report

4.1. Equity rural scholarships: 15 Equity rural scholarships awarded in 2023 totalling \$15,788.00. Significant changes made to scholarship eligibility and award criteria to align it better with its aims. Since 2017, 111 scholarships have been awarded totalling over \$145,000. Looking to expand the scholarships further in 2024 to offer specific scholarships to targeted groups such as Indigenous students or students going to Indigenous communities for placement.

4.2. The President outlined the projects that were either awarded NAFEA financial support in 2023 or are continuing from 2022:

Lead Investigator	Project Title
Dr. Anne McLeod, Elise Bailey	What are the costs of work-integrated learning for education providers in education and health disciplines?
Dr Zhifang Wu Daryl McMahon, Partner Engagement Manager: Internships, UniSA Business	Culturally and linguistically Inclusive Placement Learning: Mentored Business Placements for International Students in Post-Covid Era
Dr Rosemarie Herbert Rosemarie.Herbert@monash.edu	Human-centred design to improve WIL for neurodivergent individuals
Dr. Lori Delaney	Out of the city: Understanding and enhancing the experience of rural and remote clinical placements for undergraduate students in nursing

4.3. WIL in Practice Online Journal: In the process of compiling the next issue for publication in mid 2024. Members are encouraged to submit to the journal or become a reviewer. Publications that are accepted by the journal are varied and it provides an opportunity to have a voice in the WIL environment. WIL in Practice has a focus on providing opportunities for people who may not be able to publish in other types of publications and early career researchers are strongly encouraged to submit their research for consideration.

4.4. NAFEA Conference 2024: The decision was made to postpone this year's conference and hold it over in 2025. This will allow the new conference convenor to have sufficient time to work on the conference and this event will no longer be competing with the ACEN



conference. Moving forward there will be a face-to-face conference every two years. There will be an online event this year.

4.5. The President encouraged members to check their institutional membership status and encourage their institution to renew or retain their membership.

5. Treasurer's report

5.1 Presentation of 2022-2023 Annual Statement: Statements were accepted by members.

5.2 Summary:

NAFEA's income is split between 2 sources:

Conference registrations: \$39,710 (54%)

Memberships \$31,740 (43%)

Returned funds: \$1978.00.

20 Institutional Members. Membership has grown over the last 3 years.

NAFEA's expenditure:

Total expenditure was \$88, 282. Two main areas of expenditure are conferences and scholarships.

Last year's conference made a small loss which was the result of offering the event in hybrid mode.

As this was a special event celebrating NAFEA's 20th year it was agreed to proceed with this and absorb this small cost (\$2,466). Other notable areas of expenditure are website hosting and management (including the online journal), project grants and operational costs.

The significant difference between expenditure in 2022 vs 2023 is attributed to the conference and the award of scholarships which fell outside the 2022 financial year.

6. General business

6.1. Elections:

6.1.1. President

Dr Anne McLeod (nominated by Matthew Winslade and seconded by Sarah Dahl)

6.1.2. Vice-President



Dr Ricky Tunny (self-nomination and seconded by Anne McLeod and Ondine Bradbury)

6.1.3. Secretary

Sarah Dahl (nominated by Anne McLeod and seconded by Ricky Tunny)

6.1.4. Treasurer

Imogen White (nominated by Ondine Bradbury but was not in attendance to accept the nomination - Ricky to follow up with Imogen post-meeting)

6.1.5. Website Administrator

No nomination received. Ricky Tunny will continue performing this role until another administrator is appointed.

6.1.6. Research and Project Manager

Matthew Winslade (nominated by Anne McLeod and seconded by Ondine Bradbury and Ricky Tunny)

6.1.7. Professional Development and Scholarship Manager

Stacey Jones (nominated by Anne McLeod and seconded by Ricky Tunny)

6.1.8. Sponsorship and Marketing Manager

Maree Nichols (self-nomination and seconded by Ricky Tunny)

6.1.9. Social Media Administrator

No nomination received.

6.1.10. Conference Convenor

Elysia Corello (nominated by Kylie Esben and seconded by Chantal Hilyard)

The executive will remain in place for 2 years.

Other Business

Thanks - Anne McLeod formally thanked Ricky Tunny for his 9 years in the role of President of NAFEA and recognised the significant contribution that he has made to the growth and impact



of the association during this time. Ricky will continue to contribute to the executive in his new role as Vice-President. Ricky Tunny formally thanked Ondine Bradbury who is the only executive member to not be continuing in their role. Ondine has been a member of the NAFEA executive since 2018 and her long-standing contribution to the research space during this time has been significant and will have a lasting impact. Ondine will continue as the Social Media Administrator and WIL in Practice Editor-in-Chief.

Insurance - the executive has made the decision not to hold ongoing insurance as NAFEA doesn't own or operate any facilities. Insurance is only held for significant events such as the bi-annual conference.

7. Close

Closed at 11.15am (AEST)

Dr Anne McLeod (signature below)