



Australian and New Zealand
Third Sector Research Inc.

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REPORTS

2015 ANNUAL GENERAL MEETING

Friday 11 December 2015

via Teleconference

Western Australia	9.30 am
South Australia	12 noon
Queensland	11.30 am
Victoria, NSW and Tasmania	12.30 pm
New Zealand	2.30 pm

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Chair Report

Management Committee

The management committee of ANZTSR was refreshed with the addition of four new members in 2015: Carolyn Cordery, Karen Smith, Craig Furneaux and David Gilchrest. We saw the departure of Rosemary Leonard and Heather Douglas, both of whom are thanked for their contributions. The committee met on six occasions by teleconference. All minutes and reports are posted to the ANZTSR website. As well, emails have been sent to members updating them on key matters considered by the committee.

Membership

Membership of ANZTSR has declined in recent years and continues to be of concern to the committee. We have made efforts to contact past members who have not renewed membership; however, this has only resulted in modest uptake. Our efforts to communicate more directly, and frequently, with members via email have been well received. This will continue through 2016.

Conference 2014

The 2014 Conference in Christchurch attracted a strong set of presentations, some of which have been developed into papers that will appear soon in a special edition of *Third Sector Review*. Overall, the Conference was very successful and yielded a monetary contribution of more than \$6,000 AUD (a report on the conference is available on our website).

Conference 2016

During this year, the Committee has spent a considerable amount of time trying to secure a host and venue for our 2016 conference. I believe we will come to a decision on this at the December Committee Meeting

Change in Editors for Third Sector Review

This year, ANZTSR welcomed new editors to Third Sector Review, Carolyn Cordery and Karen Smith, both of Victoria University Wellington; and saw the departure of longstanding editors Ruth Phillips and Rosemary Leonard (please see my comments under "Thanks" below). The first edition under the new editors will appear later this year; however, their efforts have already borne fruit with an enhanced presence for the journal on the ANZTSR website.

Event in Adelaide

In February this year, Adelaide members, and others, attended the launch of the special edition of *Third Sector Review on Accounting* in the Third Sector. Hopefully the success of this event will spark others to organise local events between conferences.

Encouragement of Early Career Researchers

Our collaboration with the ACNC in 2013 yielded two research reports, which have provided valuable contributions to Third Sector scholarship. ANZTSR will be providing further support to early career researchers in 2016.

Thanks

Thanks to the Committee for providing governance and ideas to enhance ANZTSR; the editors of *Third Sector Review* for their efforts in improving the outreach of our journal; our administrator, Ms Dawn Darwent for ongoing administrative support; and her colleague, Mr Peter Hawryszkiewicz for establishing a membership database.

Thanks also to the immediate past editors of *Third Sector Review*, Ruth Phillips and Rosemary Leonard, whose fine work is well known across the sector. It is my understanding that they are in the process of making a further contribution to the journal in the near future with a review of work that was published under their editorship. No doubt this will be of great interest to readers.

Phil Saj
Chair
ANZTSR

13 November 2015

Financial Report

[awaiting Audited Report]

Journal Editors' Report

As the new editors of *Third Sector Review* we first thank Rosemary Leonard and Ruth Phillips who were faithful editors for many years and completed their service with the publication of the May 2015 journal. That issue included seven papers across the diversity of the third sector, and an editorial by Rosemary Leonard. As we write this report, the November 2015 issue is off to the printers – a Special Issue on last year's ANZTSR Conference. We would like to thank Garth Nowland-Foreman for his work on this issue which includes nine papers and a book review. Garth's editorial highlights the breadth of the richness shared at the Conference, from Christchurch and across our Australasian membership.

We would also like to acknowledge our copy-editor Julian Welch, Dawn Darwent for her organisation of the printing and distribution, as well as the team that prepares and prints the journal.

We also want to thank those who have taken time out of their busy teaching and researching lives to review for the Journal. They are core to the whole process and authors consistently acknowledge their debt to reviewers for improving the message of papers.

Looking forward to 2016, we have a number of papers either accepted or well on their way to acceptance. We also have a Special Issue planned for May 2017 to celebrate the Volunteering Australia 16th National Volunteering Conference (to be held in April 2016). The Guest Editors are Dr Megan Paull, Dr Rochelle Spencer and Dr Martin Brueckner from the Centre for Responsible Citizenship and Sustainability at Murdoch University. Special Issue Guidelines have been written and we encourage those wishing to edit as special issue on other topics to get in touch.

Following a refresh of the website, past articles should be more readily available, with direct hyperlinks to Informit and the abstract and full paper. We are following up other leads to increase the readership of the Journal.

Carolyn Cordery and Karen Smith
Co-Editors
Third Sector Review
Victoria University of Wellington
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13 November 2015

Secretariat Report

The Secretariat role this year has not changed markedly from last year although there has been extra work involved with updating the ANZTSR website including adding three new pages, two related to *Third Sector Review* and a *News* page.

Duties undertaken:

Duties which have been carried out during this past year include:-

- monitoring and processing incoming and outgoing emails
- handling email membership enquiries and subscription companies orders and queries
- following through “missed issues” notifications from subscription companies of non-receipt of *Third Sector Review* journals
- responding to email enquiries from members and committee members
- processing new and renewal memberships, and update membership database
- preparing and emailing new member welcome emails and letters
- preparing membership subscription invoices and receipts
- preparing and emailing / posting annual individual membership subscription invoices
- emailing / posting reminder notices to members whose subscriptions are in arrears
- *Third Sector Review* publication:
 - liaising with Co-Editors, Copy Editor, Graphic Artist (layout) and Printer
 - obtaining quotations for printing and approval from Chair of each issue published
 - organising proofs to be sent and advising printer of quotation approval when received
 - distributing (both electronically and via Australia Post) *Third Sector Review* journals to members, authors and other designated parties after printing
 - searching/locating email addresses for contributing authors and emailing them regarding complementary copy. Posting/emailing hard copy/electronic copy to contributors at address provided
- updating website with Committee Members’ information, Conference information, link to Conference website, *Third Sector Review* Contents list
- organising 3 new pages on website – *News*, *Third Sector Review Contents*, *Third Sector Review Special Issues*
- re-locating information from *Third Sector Review* page to *Third Sector Review Contents* and *Third Sector Review Special Issues*
- setting up links (to Informit website) for all individual articles listed on ANZTSR website
- making pdfs and uploading copies of Committee Meetings and Reports, and Annual General Meeting and Reports to website
- liaising with web hosts to organise new pages on website
- liaising with web hosts when problems occur with the website, shopping cart database or incoming/outgoing ANZTSR emails
- reconcile CBA bank accounts with on-line shopping cart payments, cheques received and identify EFT membership payments
- preparing and distributing Agendas for Committee Meetings and Annual General Meetings
- collating Committee Meeting reports received from Committee Member, saving into a Master Report for each meeting, distributing via email to Committee Members and uploading to website

- collating Annual General Meeting reports received from Committee Member, saving into a Master Report, distributing via email to current Financial Members and uploading to website
- emailing Chair Updates to Members as required.

Membership Database

The Membership Database was developed in 2013, using Filemaker Pro, to replace the existing Excel spreadsheet which had become unwieldy. The database is being constantly refined and updated with membership subscription payments and details of communications with members and contributors to *Third Sector Review*.

The database fulfils the following functions:

- repository for information on current and past members, membership categories, and Members' Interests as detailed at time of joining or renewing memberships
- captures details of members' subscription payments
- captures subscription companies, their clients, orders and payment details
- details communications with members – phone messages, emails in and out, Australia Post mail-outs
- provides a mail merge function for emails to members, and labels for membership mail-outs and *Third Sector Review* mailings
- details *TSR* electronic mail-outs to members and contributing authors

ANZTSR Website

The ANZTSR website has been continually updated this year and three new pages have been added - *News, Third Sector Review Contents, Third Sector Review Special Issues*. The *Third Sector Review* pages involved setting up links for all listed articles with Informit database. Documents and information have been added to the website as requested by Chair and Committee members.

Membership

In the absence of a Membership Officer [Committee Member] I have prepared a separate Membership Report which follows this report. It is noted that membership numbers are slightly down this year compared to the same period last year.

Dawn Darwent
Secretariat

13 November 2015

Membership Report

As at 17/11/15, there were 50 current Financial Members, a slight decrease in numbers from the 2014/15 membership base. Membership breakdown for the past three years is as follows:

Membership Category	Subscription Fee	2015/16 as at 17/11/15	2014/15* as at 10/11/14	2013/14 as at 30/6/14
Total Membership		50**	56	82
Individual Members	\$95	35	35	64
Student Members	\$45	5	7	7
Organisation	\$225	8	7	7
Institutional Library	\$75	3	7	4

* Note: this figure does not reflect the end of membership year figure.

** this figure includes 2 new Individual members, 2 new Organisation members, 1 new Student Member and 5 members who re-joined after an absence of at least one year

As at June 30, 2015 (the end of the 2014/15 subscription year), there were 47 Individual members, 4 of whom who had joined within that subscription year.

14 of these Individual members, including the four new members have not yet renewed for 2015/16.

4 Student Members, 3 of whom joined in 2014/15, have not yet renewed for 2015/16.

At the end of December 2015, those members who have not yet renewed their membership subscription are re-classified in the membership database as "Grace Period" members, and no longer receive membership entitlement.

It is still possible that some 2014/15 members may renew their memberships.

Since undertaking the Secretariat role in April 2013, I have observed that many members are very slow in paying their subscriptions, despite reminders being sent.

Some members have not renewed because of retirement, and others because they are no longer employed in an organisation which is relevant to the organisation.

Some members may perceive they are not receiving value for membership fees. The organisation no longer sends out a quarterly Newsletter, although this year the Chair has emailed regular updates to members following Committee meetings.

The ANZTSR website was static for a couple of years, but is now being added to and updated on a regular basis and should be promoted to the membership.

I am unsure of the current status of the ANZTSR Facebook page, but if updated on a regular basis, this could be another media resource to promote the activities of ANZTSR and attract people who may be interested in our organisation.

Dawn Darwent
Secretariat
(in the absence of a Membership Officer)

17 November 2015