

MEETING MINUTES

Pacific Rim Real Estate Society (PRRES) Board of Directors Meeting

Date: Wednesday, 16 January 2013
Time: 7:30 a.m.
Held at: RMIT University
Melbourne, Australia

Present: Valerie Kupke (President), David Parker (Executive Director), Greg Costello (immediate past President), Hera Antoniadis (President elect and Treasurer), Michael Rehm (Secretary), Clive Warren, Peddy Lai, Ming-Long Lee, Connie Susilawati, Yasmin Mohd Adnan, Iona McCarthy, Bill Dimovski, Judith Callanan and Gary Garner.

Apologies: Garrick Small and Georgia Warren-Myers.

The meeting was chaired by PRRES Executive Director David Parker.

Item 1 – Apologies

Apologies were received from Garrick Small and Georgia Warren-Myers.

Item 2 – Acceptance of Minutes of Previous Meeting

The minutes of the Sunday, 14 January 2013 meeting were deemed to be an accurate record of that meeting.

Moved: Valerie Kupke
Seconded: Greg Costello
Carried.

Item 3 – Matters Arising from Minutes of Previous Meeting

Yasmin Mohd Adnan has confirmed to the board that she and her institution, the University of Malaya, are prepared to host the 2015 PRRES conference in Kuala Lumpur.

Item 4 – Portfolio Reports

4 (6) Webmaster – Clive Warren

During the year the hosting arrangement with Melbourne IT expired and the website has been moved to new host under a 2-year contract that is somewhat less costly.

Clive suggested that the society encourage members to join 'LinkedIn' as a tool for improving communication among members and between the society and its members. Some board members raised concerns regarding the proliferation of SPAM emails originating from such online services. Clive explained that those who have joined LinkedIn can control the frequency of 'updates' from LinkedIn (daily, monthly, never, etc). After this clarification there was general agreement by the board to suggest to members that they join LinkedIn.

Action: Clive Warren to contact members re: LinkedIn

4 (7) Historian – Garrick Small

The historian was not present and did not submit a written report.

Item 5 – Conference Report

5 (2) Refereed Papers Co-ordinator – Judith Callanan

Approximately 80 papers were submitted for refereeing. Only two papers were declined outright while several needed significant revision prior to acceptance. Despite nearly all being accepted a number of authors elected not to register and attend the conference. In light of this it was agreed that the conference protocol be revised to ensure that at least one of the authors listed on submitted papers for refereeing must pay their conference registration fees prior to the paper being sent off for review.

Action: David Parker to update conference protocol

5 (3) Postgraduate Colloquium Co-ordinator's Report – Georgia Warren-Myers

Although Georgia was unable to attend the meeting she spoke with David who relayed to the board that she intends to update the protocol for the colloquium to further improve the event at the next two conferences and will come up with proposals on how the colloquium can be redesigned for the 2016 conference in Perth when the format of the conference will be modified to better align with the mix of student versus full-time academic members who have been attending recent conferences.

Action: Georgia Warren-Myers

Item 8 – Future Conferences

8 (1) Following Year (2014 Christchurch, NZ – Program Chair)

Gary Garner provided an updated budget and plan for the 2014 conference in Christchurch. This revised plan was influenced by the feedback received from the previous board meeting and a conversation between Gary and the conference organiser, Sandy Bond. One key change is the venue, which is now the Hotel Novotel Christchurch Cathedral Square in the CBD. The conference dinner venue remains the Air Force Museum.

The presented budget is envisioned to break even with 85 full registrations and 110 overall registrations including PhD students. The planned full registration fee is \$985 NZD inclusive of GST (15%) for early-bird and \$1,125 for regular. PhD registration fees are \$360.

The budget assumes sponsorship of \$25,000. Of which Lincoln University has confirmed a contribution of \$5,000. The university is also willing to produce the conference programme and marketing materials at no charge. The Property Council have indicated they would also support the conference but have yet to confirm a specific figure.

Sandy has re-confirmed with Gary that she will be the conference organiser but is intent on outsourcing many responsibilities to a third party event management firm called Composition, who has prepared, along with Sandy, the preliminary budget presented to the board.

David stressed that Sandy must confirm that all communication regarding the conference will be between the PRRES Board / ExCo and there will be no contact with the outside conference organiser.

It appeared that the budgeted amounts for catering (tea breaks, conference dinner, Sunday evening gala) was around \$150 per delegate which is possibly overly optimistic as the Melbourne catering came in at \$450 per head.

It was suggested that the budget be reconsidered with lower delegate numbers such as 60 full fee paying delegates and sponsorship of \$5,000. Based on the budget presented and past experience with conferences ran by third party organisers, the board strongly recommends that Sandy reconsider using an outside conference organiser.

Item 9 – General Business

9 (1) Insurance cover for PRRES officers – Hera Antoniadis

Insurance cover is available for the 'official' positions within PRRES (President, Treasurer and Secretary). Other positions such as Executive Director can be added to the policy.

9 (2) Reserve for two consecutive disaster conferences – Hera Antoniadis

Hera to draft an email which Clive will distribute to all current PRRES members to field ideas on how best to allocate the society's surplus funds for the benefit of it and its members.

Action: Hera to co-ordinate with Clive on emailing members

9 (3) Website – Clive Warren

David indicated that he has received feedback from some members that the website needs to be redesigned. Clive mentioned that we did seek ideas on how to redesign the website last year and received almost no input from members. In terms of functionality the board felt that the current website satisfied the society members' needs.

After some discussion it was agreed that it would be good if the website be redesigned with a more modern look. Board members are to forward to Clive links to websites that they feel capture the level of modernity that the PRRES website should strive towards.

Action: All board members to email Clive with links to example websites

Action: Clive to instruct Brisbane-based web designer to modernise current website

9 (4) 2012 and 2013 initiatives from Strategic Plan – Valerie Kupke

Valerie summarised these at the AGM. These primarily involve the creation of new awards and celebration of the 20th anniversary in Christchurch.

9 (5) PRRES pop-up banners - Valerie Kupke

David suggested and the board agreed that Valerie shall be delegated to source appropriate banners.

Action: Valerie Kupke

9 (6) Celebratory plans for 2015 20th anniversary conference - Valerie Kupke

Valerie outlined her plan which centres on the production of a monograph that will celebrate the society's 20 years. Other ideas include the subsidising of the society's original board to attend the conference.

9 (7) PRRES response to research strategy panel discussion

The main strategy that came out of the discussion was to focus on raising the PRPRJ ranking, which is something that is already underway.

9 (8) Protocol and 2013 conference debrief

Hera and Judith to forward on to David their notes on what was learned from the Melbourne conference.

Item 10 – Any other business

During the board's final discussions Greg offered Connie the board's thanks for organising an excellent student case competition under the new format.

Hera notified the board that she has agreed with Martin Hill of Estate Master that his firm will share the cost along with PRRES, Inc. on the purchase of a perpetual trophy and trophies that winners can keep.

Hera also informed the board that according to the governance of incorporated societies in NSW the entering into an 'instrument' such as a contract with a commercial publisher will require the board to disclose to society's members the details of that agreement when finalised as a matter of transparency.

The meeting closed at 9:00 a.m.