

MINUTES OF THE ORSNZ COUNCIL MEETING

Date: 5 July 2001
Time: 3:00 pm
Place: MS8.01, University of Waikato, Hamilton

Attending:

Chuda Basnet
John Buchanan
Jim Corner
Les Foulds (In the chair.)

Email input from: John Davies, Shane Dye, Graeme Everett, Vicky Mabin, Kerry Mayes, and John Raffensperger.

Apology :

Nicola Petty

1. Matters arising from the Minutes of 2000 AGM:

- a. Auditor's encouragement to spend more money. (Discussed in 3.d, below.)
- b. Increasing visiting lecturer scholarship. (Discussed in 2, below.)

2. Visiting Lecturer Scholarships

All the participants (physically present or email discussant) agreed that the scholarship was meagre. Les Foulds proposed the following policy:

1. The Society will award scholarships to worthy candidates, with the number of awards each year being made according to available funds.
2. A Visiting Lecturer Panel, appointed by the President, will consider making awards twice yearly.
3. The emolument of each scholarship will be up to an amount of \$2000 towards accommodation, travel, and local expenses. Receipts will be required. The Society will not normally entertain the payment of additional expenses to Visiting Lecturers.
4. Each Visiting Lecturer is normally expected to give a talk on some topic of general interest to Society members at each of the centres: Auckland, Hamilton, Wellington, and Christchurch. The Society reserves the right to make alterations to the list of centres from time to time. A plenary address at the annual conference is acceptable as one of the talks. However, in this case, a talk on a different topic must be given at the other centres.
5. Each candidate has to be nominated by a Society member ("the Champion"). The Champion of each Visiting Lecturer must guarantee to coordinate the visit of each Visiting Lecturer to each of the four centres.
6. While the overall goal of the Visiting Lecturer Panel is to ensure an even coverage of each of all the above centres, the panel will consider proposals to visit less than all of the abovenamed centres, with a proportionately reduced emolument.

Voting: 8 votes in favour, 0 against. Carried.

3. Expenditure and Sponsorship

a. Approval of the Budget for the 2001 Conference

The budget (appended) submitted by the Conference Organising Committee was approved without dissent.

b. Branch Cost Reimbursement.

All the participants (physically present or email discussant) agreed that the branch cost reimbursements should be increased. Les Foulds proposed the following policy:

1. The policy covers only branches, that is, Auckland, Wellington, & Christchurch.
2. Other centres are not eligible for reimbursement until they become branches.
3. There is a limit of \$175. 00 for the expenses of any normal branch meeting that will be reimbursed by The Society. (A normal meeting is one where there is a talk of general interest to members.)
4. There is a limit on the number of normal meetings per year that are eligible for reimbursement of **12** per branch.
5. All claims up to these limits must be justified and supported by receipts.
6. In exceptional circumstances the Council will consider further financial support, beyond the limits stated above.

Voting: 7 votes in favour, 0 against. Carried.

c. Conference Cost Reimbursement

Les Foulds proposed the following policy:

- i. The Society underwrites all conference expenditure - any shortfalls will be covered by the society.
- ii. Any surplus funds arising from any conference will accrue to the Society, in the absence of any exceptional claim.
- iii. An exceptional claim constitutes a claim that is made for part, or all, of a surplus, due to direct expenditure made by the conference organizing committee. Approval of exceptional claims will be made only if the related expenditure appeared in the conference budget, as approved by the Council.

Voting: 5 votes in favour, 0 against. Carried.

John Buchanan, Secretary of the Organizing Committee of the ORSNZ'99 conference, held at Hamilton in 1999, made an application that this policy be applied with regard to that conference. He suggested that the Society reimburse the Department of Management Systems, University of Waikato, for \$1000 of the \$4000 that the Department spent in arranging for the travel of one of the plenary speakers, Professor Michael Rothkopf. This request was approved.

d. Conference and more General Sponsorship

It was agreed that the budget for any conference approved by the Council should, wherever possible, be close to breaking even. The question of the Society seeking sponsorship for activities beyond conference activities was also briefly discussed. It was agreed that all Society members should be canvassed on this matter.

4. Summer Vacation Projects

Graeme Everett's proposal was modified at the meeting as follows:

1. The Society will pay, in the first instance, over the Summer of 2001-2002, a maximum of \$ 5000. 00 towards the expenses of these projects.
2. Nominations for projects will be called for. Criteria for selection will be: the worthiness of the cause, the applicability of OR, the likeliness of successful completion within in the time frame available, the fact that project concerns a not-for-profit organization, and the project would not be possible without the funding of the Society.
3. Interested project supervisor(s) will need to find a student, volunteer to provide advice and guidance to the student, and submit a proposal to a panel nominated by the President..
4. The Council will allocate funds at its discretion.
5. The results of the work will publicized by the supervisor. At the least, a report must be submitted to the Society Newsletter.

Voting: 5 votes in favour, 0 against. Carried.

5. Student Grants-in -Aid

Deferred.

6. Other Business

Publicizing the Society through the creation of posters, pamphlets, and website enhancement.

It was agreed that Les Foulds would explore these possibilities with Nicola Petty.

The meeting ended at 4.15pm.

APPENDIX CONFERENCE 2001 BUDGET

Budget Twenty Naught One

jfr, 21 June 2001

			Formula	
Attendees	70			
Revenue	% attendees	Per person	Subtotal	Comments
Student	15%	\$50	\$525	Student fees are reduced from last year's of \$85.
Member	50%	\$200	\$7,000	
Member - late register	25%	\$240	\$4,200	This is conservative. We thought 50% registered late last year.
New member	5%	\$250	\$875	
Non-member	5%	\$240	\$840	
Sponsorship			\$4,000	
Total revenue			\$17,440	
Cost - fixed				
Sundries - name tags, etc.			\$500	
E6 & E7 room rental			\$768	2 rooms * 2 days * 8 hours * \$24/hour.
Pre-conf social, Staff Club, booking fee			\$50	
Banquet			\$620	\$340 booking (already paid) + \$70 speakers' & partners' meals.
Young Practioner Prize			\$1,000	
Keynote speaker hotel & travel			\$1,000	
Total fixed cost			\$3,938	
Cost - variable				
Pre-conference social, Staff Club, food	67%	\$12	\$560	Assume 2/3 attend pre-conference social.
Banquet	100%	\$70	\$4,900	Includes wine, juice. Assume we pay for all students' banquets.
Breakfast, lunch, am & pm tea	100%	\$50	\$3,500	
Printing	100%	\$30	\$2,100	\$24 = 35 papers * 10 pages * \$0.08/page + \$2 binding.
New member fees reimbursed to ORSNZ	5%	\$50	\$175	
Student travel grants	11%	\$200	\$1,575	Assume 3/4 of students require travel grants.
Total variable cost			\$12,810	
Profit = revenue - fixed cost - variable cost			\$692	