



THE COUNCIL FOR AUSTRALASIAN TOURISM AND HOSPITALITY EDUCATION INC
(CAUTHE)

ABN: 99 849 437 226

Minutes

CAUTHE Mid-Year Meeting 2017

Date: Friday 4 August 2017
 Time: 10:00am
 Location: Griffith University Coast campus
 G42 Level 4 Function Room, Parklands Dr, Southport, Queensland

Present

	Title	First Name	Surname	Institution
1.	Dr	Judith	Mair (Chair)	University of Queensland
2.	Ms	Margarida	Abreu-Noveis	Griffith University
3.	Assoc Prof	Charles	Arcodia	Griffith University
4.	Dr	David	Beirman	University of Technology Sydney
5.	Mr	Rodney W	Caldicott	Southern Cross University
6.	Ms	Debbie	Cotterell	Griffith University
7.	Dr	Naomi	Dale	University of Canberra
8.	Ms	Marcela	Fang	William Angliss Institute
9.	Assoc Prof	Elsbeth	Frew	La Trobe University
10.	Ms	Jane	Gentle	THE-ICE
11.	Ms	Chelsea	Gill	University of Queensland
12.	Dr	Anne	Hardy	University of Tasmania
13.	Dr	Wendy	Hillman	Central Queensland University
14.	Assoc Prof	Kirsten	Holmes	Curtin University
15.	Dr	Aaron	Hsiao	Griffith University
16.	Dr	Margee	Hume	Kaplan Business School
17.	Mrs	Penny	Jose	CAUTHE Secretariat
18.	Dr	Catheryn	Khoo-Lattimore	Griffith University
19.	Mrs	Dung	Le	Griffith University
20.	Miss	Truc	Le	Griffith University
21.	Assoc Prof	Leonie	Lockstone-Binney	William Angliss Institute
22.	Assoc	Gui	Lohmann	Griffith University

	Prof			
23.	Ms	Tramy	Ngo	Griffith University
24.	Ms	Rachel	Perkins	Griffith University
25.	Mr	Ambrozio	Queiroz	Griffith University
26.	Dr	Kylie	Radel	Central Queensland University
27.	Ms	Olivia	Ren	University of Queensland
28.	Dr	Dale	Sanders	Edith Cowan University
29.	Professor	Marianna	Sigala	University of South Australia
30.	Mrs	Bojana	Spasojevic Sijacki	Griffith University
31.	Ms	Pauline	Tang	THE-ICE
32.	Ms	Esther	Teo	Academies Australasia Polytechnic
33.	Dr	Paul	Whitelaw	William Angliss Institute
34.	Assoc Prof	Erica	Wilson	Southern Cross University
35.	Dr	Mieke	Witsel	Southern Cross University
36.	Ms	Anastasia	Yeark	Kaplan Business School
37.	Dr	Tamara	Young	University of Newcastle
38.	Mr	Ryan	Yung	Griffith University

1. Apologies and welcome

Title	First Name	Surname	Institution
Mr	Hafidh	Al Riyami	University of Queensland
Assoc Prof	Elisa	Backer	Federation University Australia
Dr	Carmen	Cox	Bond University
Assoc Prof	Tracey	Dickson	University of Canberra
Mrs	Chris	Fanning	Flinders University
Dr	Sebastian	Filep	University of Otago
Dr	Joanna	Fountain	Lincoln University
Dr	Michael	Hughes	Murdoch University
Dr	Patricia	Johnson	University of Newcastle
Dr	Ulrike	Kachel	Charles Darwin University
Dr	Aise	Kim	University of South Australia
	Tay	Koo	University of New South Wales
Ms	Na	Li	University of Queensland
Dr	Brent	Moyle	Griffith University
Assoc Prof	Laurie	Murphy	James Cook University
Mrs	Anh	Pham	University of Queensland
Dr	Joanne	Pyke	Victoria University
Professor	Brent	Ritchie	University of Queensland
Dr	Martin	Robertson	Bournemouth University
Dr	Richard	Robinson	University of Queensland
Professor	Noel	Scott	Griffith University
Professor	David	Simmons	Lincoln University
Mr	Paul	Singh	Eastern Institute of Technology
Mr	Andrew K	Sivjs	University of Canberra & TAFE Queensland
Assoc Prof	David	Solnet	University of Queensland
Dr	Kim	Williams	William Angliss Institute

The Chair extended thanks to Griffith University for hosting the 2017 MYM and appreciation to Catheryn Khoo-Lattimore for her work to facilitate the venue arrangements and PhD workshop activities.

2. Confirmation of previous MYM minutes 5 August 2016

Proposed: Naomi Dale

Seconded: Erica Wilson

3. Executive Committee reports

3.1. Chair's report – Judith Mair

CAUTHE is in a strong position as reflected by the reports presented to the meeting.

3.2. Secretary's report – Dale Sanders

- Recent newsletters have included *Where are they now?* articles which have included 10 years on...past conference award winners.
- Feedback included:
 - The *Where are they now* articles are interesting and should be continued. Suggestions for criteria for choosing the featured items may include choosing early and more recent (eg past three years) best paper and PhD paper winners.
 - Newsletter publication twice/year in March and September is adequate.

3.3. Treasurer's report – Penny Jose (on behalf of Noel Scott) (see Appendix 1 report)

The meeting agreed that it was important to maintain a healthy working capital balance of \$100K. Discussion included:

- A potential use for discretionary cash may include CAUTHE joining the UNWTO, which would provide benefits to individual members including access to a wide range of data and publications.
- Consider offering a special conference discount on the full rate for those without funds to attend including those who are in transition from PhD scholar to ECR or up to one year post-PhD and sessional tutors who are not employed full-time and retired academics. Conference organisers would need to factor in such discounts at the conference bid stage i.e. when developing budgets.
- Look at other professional association benefits for example:
 - Dissertation prizes.
 - Awards to write case studies to create resources for members.
 - Leisure Studies Association (UK) *Research and Enterprise Development Fund*
 - A research support fund, to support the undertaking of high quality research related to the scope and aims of the LSA.
 - A research dissemination fund, to support dissemination of work beyond 'traditional' peer reviewed outlets.
 - An enterprise fund, to support enterprising or social entrepreneurial activities.
- Teaching citations. CAUTHE's growth is largely from PhD scholars and

institutional members whose focus is on learning and teaching.

- The role of the Fellows. The nature of the relationship with and purpose of the Fellowship was discussed in light of the changing nature of the Association. How to best to harness the value and talent of the Fellowship, given many Fellows are based overseas. Discussion included:
 - The existing **Fellows award** focuses on the contribution to hospitality / tourism education **and** research. It was proposed that the Award be divided into two separate categories – teaching and research. Therefore, two awards would be offered, although there is no requirement to make an award in either category. This arose in light of a discussion around rewarding excellence in teaching, including those from non-university institutions which may be less research intensive yet are increasingly making up our chapter membership. Most institutions also differentiate between research and teaching in terms of job roles (e.g. teaching focused, or research focused roles) and in terms of promotion applications and awards.
 - The Election of CAUTHE Fellows criteria state that the **Electoral College** should be reviewed every 2 years. Members felt that more transparency was required in relation to the operation of the Electoral College in appointing new Fellows.
 - It would be beneficial for CAUTHE to have **greater engagement** from the Fellows, particularly in relation to formal association events and activities such as the conference, AGM and MYM. This year, for example, no Fellows attended the MYM. Naturally, Emeritus Fellows are not expected to participate actively unless they wish to do so. It was noted that not all Fellows are conveniently located to attend CAUTHE events, and it might be useful to nominate an AU or NZ based Fellow who would be able to regularly attend events, or participate in teleconferences as required and who could then report back to the Fellows.

Actions:

- Executive committee to:
 - investigate cost: benefit of UNTWO membership
 - discuss consideration of expanded conference discount criteria with future conference hosts
 - Judith/Kirsten to follow up with the Fellows regarding the Fellows award, Electoral College criteria and representation at CAUTHE meetings.
4. Secretariat report – Penny Jose (Appendix 2)
- Action:** Penny to contact Adele Labine-Romaine (Deloitte Access Economics) regarding Affiliate membership, in lieu of lapsed TTF membership.
5. Conference reports
- 5.1. 2017 Otago University – Judith Mair on behalf of Sebastian Filep (circulated)

The meeting congratulated the Otago committee for hosting such a successful conference and thanked the organisers for their \$5K donation to be used towards 2018 PhD scholar bursaries. The meeting noted that the conference had made a significant profit, but that there were contributing factors including the higher than expected delegate numbers, the Otago University venue hire fee waiver, reduced costs associated with hosting the conference dinner at the town hall and the use of university staff to organise the conference. In the absence of any of these factors,

there could have been a significantly different outcome. The meeting also noted that the conference host bears the financial risk associated with hosting a conference, and CAUTHE is not responsible for any profit or loss incurred.

5.2. 2018 Conference – Tamara Young

The [Conference website](#) includes themes, program, keynotes, call for papers and accommodation options. In addition, post-conference tours will be offered.

- A TEFI workshop focussing on 'next gen leadership' is proposed on Fri 9 Feb.
- The Second Call for papers will be made after the paper submission site is live.
- A social media campaign will be launched soon. Please follow and like!

Action: Tamara to add facility to nominate a visual presentation to paper submission options.

6. PhD/ECR & MCA workshops – Catheryn Khoo-Lattimore & Naomi Dale (2017 PhD/ECR workshop report circulated)

- The bi-annual Mid-Career workshop will be offered at the 2018 conference.
- PhD and ECRs will be split to tailor mentoring. Volunteers at Assoc Prof and Prof level are required for workshop mentoring.

7. Kindred Associations – Leonie Lockstone-Binney

- An MOU has been signed with TEFI.
- Discussions are underway with SMAANZ to investigate collaboration with partners for their annual HDR mid-year seminar and two HDR webinars.

8. Special interest groups – Wendy Hillman (report circulated)

CAUTHE presently supports eight SIGs. Key activities are presented below:

- *Emerging Markets*. An update regarding co-ordination of the SIG will be announced in the near future.
- *Event Studies*. The SIG has had a good response to the call for papers for the 'Critical Event Studies – issues & perspectives special issue' of *Event Management*.
- *Information & Communications Technology*. The SIG held a successful Research Symposium in April with three keynote speakers, three parallel sessions and around 50 participants.
- *Teaching & Learning*. Many members are involved in the 'Meeting the Standard' peer-review of assessment project. The SIG is progressing the JoHLSTE Special Edition for Critical perspectives in Education, edited by Tamara Young, Mieke Witsel & Andrea Boyle.
- *Tourism Risk, Crisis & Recovery*. A number of CAUTHE members will be included in an upcoming book called *Tourism in the Arab World*, edited by Hamed Almuhrzi, Hafidh Alriyami and Noel Scott.
- *Tourism & Volunteering*. Stephen Wearing (SIG coordinator) participated in a radio interview – 'Should you participate in volunteer tourism?'

9. Journal report – Marianna Sigala (report circulated)

- All metrics are positive and demonstrate a continuous improvement in: number of submissions; speed of review process; number of published – accepted papers

- The new editorial board is now published and operational. This has significantly helped to improve the quality and speed of the review process as well as the international promotion of the journal and its appeal
- A book review editor has been assigned. 15 books have been sourced from publishers and have been allocated for book review. Book reviews are expected to increase readership and citations, which in turn will help increase the journal rankings.
- A proposal for organizing a Research Symposium for JHTM in 2018 has been submitted to CAUTHE executive, it is being under review and resubmission for a final confirmation.
- A special issue from CAUTHE 2017 is under progress and one from CAUTHE 2018 is planned
- Marianna will investigate other avenues to promote the journal including at conferences, ELMAR and potential Chinese TOC lists.

10. Meeting the Standard pilot project – Paul Whitelaw (report circulated)

The pilot peer-review of assessment project was completed successfully in May 2017. The first calibration of assessment (CAS1) workshop, to be attended by 20+ participants, will be hosted following the MYM.

Participants completed a pre-workshop rating exercise online to assess the validity of a sample assessment task and two samples of student work focusing on problem solving at bachelor level. The workshop will provide participants an opportunity to discuss the results and calibrate, or bring their understanding of the domain of problem solving closer, during this workshop.

11. Other business

- 11.1. MYM date – it was suggested that the meeting be held a week earlier to help avoid semester time and teaching clashes for some members.

Meeting closed: 12:15pm

Appendix 1: Treasurer's Report

Prepared 30th June 2017

This report accompanies the statement of financial affairs for CAUTHE for the period 01/01/2017-30/06/2017. It also includes forecast income and expenditure for the whole of 2017.

The financial statement includes all information available to me at the time of writing this report.

Total funds on hand as of 30th June are \$116,884.41, which is an increase on the opening cash balance as at 1st January 2017 of \$101,286.44. This change in cash position is due to increased membership, high conference attendance and increased royalty income, including Copyright Agency (CAL) royalties and royalties earned by the Journal which commenced in 2016. Overall, total income for the period 01/01/2017-30/06/2017 exceeded total expenditure by \$15,597.97.

The Otago conference committee has generously agreed to donate \$5,000.00 to be used towards CAUTHE 2018 PhD scholar conference bursaries. Taking into account expenditure already outlaid year to date and that budgeted for the remainder of 2017, the cash balance is estimated to be \$107,471.44 (approx.) as at 31st December 2017. This is an increase of approximately \$6,000 over the year.

Also provided in Appendix 1.1 is a financial forecast 2017 – 2021, which includes actual end of year totals for 2013 – 2016. This forecast shows the overall cash at bank is expected to peak in 2018-2019. The projection is based on maintaining a stable membership base, and an estimated five per cent growth in royalty income and with a corresponding increase in expenses. The major contribution to additional funds over the past ten years has been conference donations, which have averaged \$5,000/year. In order to maintain a healthy working capital balance of \$100K, it is noted that a new income stream would be required if there were to be any significant increase in expenditure.

My thanks to Penny for her ongoing assistance in my role of Treasurer.

Noel Scott

CAUTHE Treasurer 2017

CAUTHE - Statement of Income and Expenditure
1 January – 30 June 2017

Opening Balance as at 1 January 2016				\$101,286.44
	2015	2016	2017	
<u>Income</u>				
Bank Interest	\$156.40	\$178.34	\$86.99	
Conference levy	\$2,325.00	\$3,175.00	\$4,378.05	
Conference proceedings	\$0.00	\$0.00	\$0.00	
Elsevier Editorial Stipend		\$2,715.98	\$2,510.12	
Membership	\$9,950.00	\$15,863.44	\$16,766.46	
Royalties	\$1,979.06	\$2,053.89	\$7,146.49	
SIG Income		\$1,620.00	\$0.00	
 Income to 30 th June	 \$14,010.46	 \$23,986.65	 \$30,888.11	
<u>Expenditure</u>				
Bank fees	\$3.25	\$12.00	\$41.00	
Bank Fees PayPal	\$163.73	\$185.29	\$163.53	
Banner	\$445.50	-	-	
Conference expenses	\$383.42	\$150.64	\$1943.21	
Department of Fair Trading	\$98.39	\$54.22	\$44.18	
Gifts	\$288.42	\$567.65	\$305.65	
Insurance	-	\$1,775.04	\$1,775.04	
Secretariat wages	\$5,233.00	\$9,386.00	\$7,412.00	
Special interest groups	\$759.37	\$2,805.94	\$1,943.13	
Strategic Plan – graphic design		\$150.00		
Teleconferences	\$114.00	\$133.00	\$171.00	
Website hosting & maintenance	\$538.09	\$478.50	\$1,491.40	
 Expenditure to 30 th June	 \$8,027.17	 \$15,698.28	 \$15,290.14	
 Balance of Trading account				 \$12,755.29
Balance of Mastercard account				\$104.13
Balance of Investment account				\$34,024.99
Balance of Term Deposit				\$70,000.00
 Overall cash at bank 30th June 2017				 \$116,884.41

Proposed Income and Expenditure Activity for the year 2017

Opening Balance as at 1 January 2017 **\$101,286.44**

2017

Forecast Income (whole year)

Bank Interest	\$2,300.00
Conference levy	\$4,000.00
Conference proceedings	\$400.00
Donation - Conference	\$5,000.00
Elsevier Editorial Stipend	\$2,500.00
Membership fees	\$30,000.00
Royalties	\$2,500.00

Total Income **\$46,700.00**

Forecast Expenditure (whole year)

Bank fees	\$60.00
Conference - bursaries	\$7,000.00
Conference - secretariat expenses	\$1,500.00
Dept of Fair Trading	\$55.00
Elsevier member access fee	\$2,800.00
Insurance	\$1,775.00
Gifts	\$300.00
Mid-year meeting - catering	\$2,000.00
Mid-year meeting - secretariat expenses	
PayPal fees	\$700.00
PhD/ECR and other workshops	
Postage and stationery	\$25.00
Secretariat wages	\$17,000.00
Special interest groups	\$5,000.00
Strategic Plan	
Teleconferences	\$300.00
Website hosting & maintenance	\$2,000.00

Total Expenditure **\$40,515.00**

Estimated Overall Cash at Bank as at 31 December 2017 **\$107,471.44**
