



# MINUTES

<b>Meeting</b>	Executive board
<b>Date</b>	14 <sup>th</sup> May 2010
<b>Time</b>	11am EST
<b>Location</b>	Teleconference
<b>Attendees</b>	Susan Kerrigan; Gillian Leahy; Nicholas Oughton; Jennifer Stokes; Rachel Wilson; Alison Wotherspoon
<b>Apologies</b>	Michael Broderick

Item	Discussion/Outcomes	Action
<b>Previous minutes</b>	Accepted	
<b>Business from previous minutes</b>	<p>3.1 2010 conference            Gill presented draft program. Timing was discussed. General decision that any additional time on Friday could be used for policy decisions, committees, etc.            Gill requires reports and AGM minutes for printing deadline on Monday. Length of reports – 1 page or less.            Investigating publication opportunities. Gill sent e-mail sent to Text re papers, other options include IM, Creative Approaches to Research and ASPERA website.</p>	<ul style="list-style-type: none"> <li>• Reports to be sent in to Gill by Monday for inclusion in program.</li> <li>• Gill to complete program details</li> </ul>
<b>New business</b>	<p>4.1 2011 conference            Likely to be WA in 2011 and Qld in 2012.</p>	<ul style="list-style-type: none"> <li>• To be discussed at AGM</li> </ul>
	<p>4.2 ASPERA membership update - Nick            Nick noted that three institutions have paid in full thus far (UTS, Swinburne and Charles Sturt). Others to be followed up and institutions encouraged to register ASAP.            Also, Rachel has recruited new members to the mailing list.</p>	<ul style="list-style-type: none"> <li>• Rachel to contact Tim Thomas and follow up.</li> <li>• Gill to follow up COFA and UWS.</li> </ul>
	<p>4.3 Aspera Risk Management &amp; OHS Survey            Susan has revised content and general Exec advice was to wait on response from ALTC project. Decision to send out now to allow time to collate responses and deliver results at the conference.</p>	<ul style="list-style-type: none"> <li>• Rachel to send Susan e-mail address</li> <li>• Susan to send survey out</li> </ul>
<b>Date, time &amp; location of next meeting</b>	Next meeting will be the conference.	