

## Draft Minutes 2018 AGM

### AUSTRALIAN SCREEN PRODUCTION EDUCATION & RESEARCH ASSOCIATION (ASPERA)

**DATE:** 6 December 2018

**TIME:** 4:30 pm

**LOCATION:** University of Technology Sydney, Room CB10.05.285. 235 Jones Street Ultimo (Google maps link <https://goo.gl/maps/UEUiYhEwEJR2>) or via ZOOM <https://zoom.uts.edu.au/j/131077145>

#### Attendees:

Member Delegates:

James Verdon (Chair) Swinburne, Kath Dooley (Curtin), Patrick Kelly (RMIT), Bettina Frankham (UTS), Simon Weaving (Newcastle), Alison Wotherspoon (Flinders), Margaret McVeigh (Griffith), Tim Thomas (Canberra),

Proxys:

Michael Sergi (Bond University.)

Apologies:

Angie Black (La Trobe)

Rauri Elkington (QUT)

Also attending

Marsha Berry (RMIT)

Craig Batty (UTS)

#### BUSINESS

ITEM	
1. Chair of the Meeting (The President) to ensure a quorum is present by reference to the Register of Members=	James opened the meeting and confirmed that there was quorum ( See table <b>ASPERA MEMBERSHIP</b> )
2. Confirm minutes of the previous AGM	The Meeting accepted the previous minutes 1 Simon Weaving (Newcastle) 2 Alison Wotherspoon (Flinders)
3. Receive the Committee's Report on Activities for the Year ended 30 June 2018.	James presented the Executive report
4. Receive the Financial	See Appendix 1

<p>Statements for year ended 30 June 2018.</p>	<p>Simon noted a small surplus due to there being no working bee and no monies given to the Research Subcommittee.</p>
<p>5. Appointment of Office-Bearers.</p>	<p>There were two vacancies for ordinary members due to Alison and Ruari withdrawing. Simon stepped down as Treasurer. All other positions are carried over.</p> <p>Nominations for Ordinary Members:</p> <p><b>Kath Dooley (Curtin)</b> Nominated by Craig (UTS) seconded by Margaret (Griffith)</p> <p><b>Margaret McViegh (Griffith)</b> Nominated by Alison (Flinders) Seconded by Bettina (UTS)</p> <p>Kath and Margaret both appointed unopposed</p> <p>Nomination for Treasurer</p> <p><b>Simon Weaving ( Newcastle)</b> Nominated Alison (Flinders) Seconded Margaret (Griffith)</p> <p>Simon appointed unopposed.</p> <p>The Executive Committee co opted <b>Patrick Kelly</b> onto the committee as the Sightlines convener.</p>
<p>Meeting closed 4:50pm EST</p>	

<b>ASPERA MEMBERSHIP</b>				
<b>Year:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Institution Name</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
AFTRS	600	600	600	650
Bond University	600	600	600	650
Charles Sturt	600	600	600	650
Curtin		600	600	650
Deakin	600	600	600	650
Edith Cowan	600		600	
Flinders Uni	600	600	600	650
Griffith Uni	600	600	600	650
La Trobe				650
Murdoch Uni	600			
QUT	600	600	600	650
RMIT	600		600	650
Swinburne	600	600	600	650
UC		600	600	650
Uni Melbourne	600	600	600	650
UNSW		600	600	
Uni Newcastle	600	600	600	650
University of SA				650
Uni Western Sydney	600	600	600	
UTS	600	600	600	650
	<b>9000</b>	<b>9000</b>	<b>10200</b>	<b>10400</b>
<i>No of members</i>	<i>15</i>	<i>15</i>	<i>17</i>	<i>16</i>

Appendix 1

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**Australian Screen Production Education & Research Association (ASPERA)**

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**Financial Statements**

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**From July 1 2017 to 30 June 2018.**

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**Statement by Committee**

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In accordance with a resolution of the Executive Committee, the Executive Committee Members state that:

1. In their opinion:

- the accompanying statement of income and expenditure is drawn up so as to give a true and fair view of the result of the association for the financial period ended 30 June 2018.
- the accompanying balance sheet is drawn up so as to give a true and fair view of the state of affairs of the association as at 30 June 2018.
- at the date of this statement there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due; and

2. The accompanying accounts have been made out in accordance with applicable approved accounting standards. It should be noted that, as this is the first year that financial statements have been drawn up in accordance with such standards, assumptions have been made as to the opening balance of the Association's accumulated funds.

Signed for and on behalf of the Executive Committee this                      day of                      2018.

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**Statement of Income & Expenditure for the year**

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		\$	\$
	Note	2018	2017
Operating surplus/(deficiency) before income tax	2	3,724	1,715
Income tax applicable thereto		Nil	Nil
Operating result after tax		3,724	1,715
Extraordinary Items		Nil	Nil
Operating result & extraordinary items		3,724	1,715
Transfer to Reserves		Nil	Nil
Accumulated funds brought forward		7,339	5,623
Accumulated funds as at 30 June		<u>11,063</u>	<u>7,339</u>

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**Financial Statements**

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**Balance Sheet as at June 30**

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	\$	\$
	2018	2017
<b>Current Assets</b>		
Cash at bank and on deposit	11,063	13,811
Other assets	0	0
<b>Total assets</b>	<b>11,063</b>	<b>13,811</b>
<b>Current Liabilities</b>		
Members fees received in advance	0	2,600
Amounts payable	0	3,871
<b>Total liabilities</b>	<b>0</b>	<b>6,471</b>
<b>Net assets</b>	<b>11,063</b>	<b>7,339</b>
<b>Members Funds</b>		
Accumulated funds	11,063	7,339
<b>Members accumulated funds</b>	<b>11,063</b>	<b>7,339</b>

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**Financial Statements**

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**Notes to and forming part of the accounts**

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**1. Accounting policies****Basis of accounting**

These accounts have been prepared on a going concern basis under the historical cost convention and have not been adjusted to take account of the current cost of specific assets or their impact on the operating results. Assets have been recorded at their historical cost of acquisition.

**2. Operating result.**

The operating result before income tax was arrived at after charging and crediting the following specific items:

	<b>2018</b>	<b>2017</b>
<b>Charges</b>		
Interest	nil	1
<b>Credits</b>		
Interest received other corporations	174	174

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**Financial Statements**

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**Detailed statement of income & expenditure for the year ended June 30**

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>Revenue</b>		
Members fees	10,400	10,200
Interest received other corporations	14	174
<b>Total revenue</b>	<b>10,414</b>	<b>10,374</b>
<b>Expenses</b>		
Internet & web expenses	1342	476
Seed funding project	0	0
Executive "Working Bee"	0	2,238
AGM Expenses	298	0
Annual conference contribution	3,300	3,596
Memberships	500	500
Research sub-committee costs	0	1,848
<b>Total expenses</b>	<b>6,689</b>	<b>8,659</b>
<b>Surplus/(deficit) for the year</b>	<b>3,724</b>	<b>1,715</b>

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