

Meeting Minutes: ASPERA Executive Committee

Date: Thursday 25th JAN

Time: 12PM AEDT

Location: Skype call

ITEM	Discussion	ACTIONS
1. Attendance Bettina , (Chair) Tim Simon Alison Craig Apologies James Ruari		
2. Previous Minutes		
2.1 Accept the minutes from previous meeting.	Accepted. Proposed Simon seconded Craig 2	

3. Business Arising From Previous Meeting		
3.1 Updates to constitution and making the new version available to members		Tim To send notice via News letter pointing to new constitution on web site Tim to initiate a google dock and share with Bettina for the new letter Bettina to organise list server
3.2 Informal roles/responsibilities for ordinary and other Exec members	A general discussion in which <ul style="list-style-type: none"> • The Committee recognized Craig as ordinary member with responsibility for the RSC • Simon suggest not role but to take jobs as required • Bettina suggested that committee members suggest their own projects • Alison expressed interest in working on the conference, ethics WIL and industry integration 	Discussion rolled over to a later meeting
3.3 Duration of Exec member terms	The Committee noted <ul style="list-style-type: none"> • the constitutional change regarding the term for office bearers • the advisability of staggering the terms to maintain continuity which will require a discussion at the agm regarding which offices will change in 2018 	ACTION: Revisit at the AGM

<p>3.4 Co-opting additional people to the Exec</p>	<p>The Committee noted that the intention of co opting additional people to the exec was</p> <ul style="list-style-type: none"> • To allow for distribution of work • To build involvement • To allow for succession planning <p>Craig advised the Committee that Margaret is working with the RSC There followed a general discussion re Margaret's involvement</p>	<p>ACTION: Bettina to send a letter to Margaret recognising her involvement.</p>
<p>3.5 Associate and Student and individual membership- continuing a longer conversation</p>	<p>The Committee discussed</p> <ul style="list-style-type: none"> • pros and cons of opening membership to individuals • possibility of broadening the requirements for institutional membership to target underrepresented disciplines eg games , VR , animation etc. • Possible new members eg <ul style="list-style-type: none"> ○ Charles Darwin Uni ○ UNE ○ Uni of Adelaide ○ ANU ○ Central Q/land 	<p>Alison to develop document to canvas existing ASPERA community opinion Craig to contact Uni of Wollongong possible membership</p>
<p>4. President Report</p>		
<p>4.1 Welcome to new and returning Exec members</p>	<p>On behalf of James Bettina welcomed new and returning members.</p>	
<p>4.2 - Thanking retiring Exec members</p>	<p>On behalf of James Bettina thanked the retiring members</p>	

	exec members	
4.3 - Regular meeting times in 2018 - and ASPERA Exec full day workshop/s in 2018 and identifying other opportunities to meet F2F	<ul style="list-style-type: none"> • Discussion of pros and cons of F2F meetings during the year . • August in Melbourne was flag as an option to coincide with the ATOM conference 	Tim to send out meeting request for Friday in the third week of the month.
5. Web site		
5.1 Jeff Zhang, Nico, money ?	Jeff work is pending a budget from Simon. Bettina expressed the thought that Nico work may be covered by a payment made last year.	<ul style="list-style-type: none"> • ALL identify items for migration to new web • Bettina to review outstanding migration list • Simon to draft budget for WEB and year
5.2 Site updates (e.g. Latrobe and Uni SA logos to be added, Exec member names updated, 2018 conference info)		Tim , to get info and pass to Bettina
5.3 Sightlines Journal hosting	Bettina expressed thanks to Nico and Leo for their work on the Sightlines Journal hosting. There followed a general discussion re Sightline's history and background and thought about the future	Craig to develop a discussion paper re the ongoing relationship between ASPERA and Sightlines
5.4 UTS Impact symposium -Jen Webb presentation hosting (Bettina to publish and note in the newsletter (see action at 3.1)

see 8.3)		
6. Finances		
6.1 Treasurer's update	Simon Reported that the hand over process is under way and that a year going forward budget will be presented a the next meeting.;	Simon and Alison complete hand over before next meeting
6.2 <i>Bank account access</i>	<p>Motion That Simon Weaving be added as a signatory to the ASPERA WestPac Bank Account proposed by Bettina Secoded Alison. Passed unanimously</p> <p>Motion That ASPERA acquire a debit card on the ASPERA West Pac Bank Account</p>	Simon Bettina and Alison to collate signatures and deliver to a Westpac bank branch
6.3 Reporting	Simon informed the Committee that ASPERA will have to submit an Annual Summary of Financial Affairs and Form A6 detailing the change to the constitution	Simon to send Tim relevant links Tim to submit forms pending arrival of the ASPERA debit card
7. Research		

<p>7.1 Report</p>	<p>Craig reported that the main focus is on the conference</p>	
<p>7.2 2018 ASPERA conference @ VCA updates incl hosting agreement and CFP</p>	<p>Craig reported</p> <ul style="list-style-type: none"> • that the CFP has elicited the most proposals ever with 27 proposing a full refereed paper for publication • Abstract reviews are in progress • Philippa Burn is acting as an liaison between the RSC and VCA <p>General discussion re proposed conference agreement</p> <ul style="list-style-type: none"> • General agreement that ASPERA should not be liable for unexpected costs • Questions about what contribution ASPERA should make and how that contribution should be arrived at. <p>Discussion carried over to next meeting.</p>	
<p>7.3 UTS Impact symposium follow ups incl releases from participants and making Jen Webb's presentation available</p>	<p>Noted</p>	

8. Teaching		
8.1 Teaching and Learning 'subcommittee'- where to next following 2017 conference		Tim to finalise report on the Teaching and Learning "sub committee " panel from the 2017 Conference
9. Other Business		
9.1 DDCA invitation to contribute to the first 2018 edition of NiTRO with 'a disciplinary perspective of 2017 and 2018. A global round up of 2017 and fears/hopes/anticipations for 2018'		Craig Bettina and Alison to respond. Bettina to initiate a google doc
9.2 ASPERA newsletters- rotating members proposal	Discussion in which no body thought it was a good idea to rotate responsibility for the news letter even tim who was the only one with anything to gain from this. Motion Secretary to have oversight of the newsletter but be able to call for contributions proposed Tim Second Simon.	

	PASSED	
9.3 Leo's retirement	Craig informed the committee that Leo is about to retire. A discussion followed re how to acknowledge significant contributions to ASPERA. Discussion moved forward to next meeting	
10. Next Meeting:		
<i>Regular meeting times in 2018</i>	Friday 23 Feb 2:00.	