Minutes ASPERA EXEC COMMITTEE "web working bee"

Date:	19 June 2019
Time:	10:00 Sydney/Melbourne Time
	UTS
Chair:	James
Attendees:	Bettina, Simon, Patrick, Craig, Kath.
Secretary:	Tim

	Apologies		
	Margaret		
	Name of item	• **Discussion**	**Proposal/ ACTION /Noting Documents**
1	**Minutes of previous meeting held**	Accepted	Proposed Simon Second James
2	**Matters Arising from previous minutes**		
2.1	DDCA response	Craig reported: • that the submission to the DDCA was in the drop box. That the DDCA response included a suggested sector grouping of Screen and Digital Media	
2.1	Gill Retirement		Bettina and Craig to sort out a gift.
2.3	Drafts of roles	Discussion about the purpose of the role descriptors as an aid to new committee members and as a reflection point for current members.	
3	**Conference and Sightlines Update**		
3.1	**Conference Debrief**	Discussion of Panels vs Papers. Noted that: • most panels did not engage in the level of discussion/ conversation that had been anticipated • the room layout may have impacted how the panels were received.	Decided to aim for a mixture of Panels Papers and Round Tables

		- Noted that the panel format was unattractive to HDR candidates - That there were fewer out of town registrations than normal. - Discussion around catering expectation. Discussed the possibility of running much cheaper conferences. This discussion overlapped with discussion around member ship models and constitutional changes around free conference registration. The committee heard that QUT had offered to host the 2020 conference.	ACTION: **James** to Contact QUT. Include idea of low registration fee with no ASPERA freebee.

3.2	**Sightlines Report ?**	Patrick reported that:
		    Susan Kerrigan has been confirmed as the key note.
		
		    Otherwise all going well.	

4	**Membership applications**		
		The committee discussed an application from SAE. The committee discussed ASPERA's geographical scope with a view to membership for NZ unis.	ACTION: **Tim** to offer associate membership and invite a description of the research profile for consideration of full membership pending constitutional change. ACTION: **Tim** to contact AUT to offer membership.
5	**Web Site**		
5.1	**Working bee update**	The committee performed a Rapid Concept Development exercise focusing on user needs and problems. The committee Developed a concept of the	Decision: Review the current web site to establish how it matches the concept

		web site as a community engagement tool with social networking features as well as a repository of us e full tools. The community engagement was put forward as way to source content and drive content development . Discussion of plan implementation revolved around cost and risk. This overlapped with a discussion around membership structure and payment models, and a value proposition for members vs community.	with a view to making minor Cheap changes.
6	**Research Committee**		
6.1	**Sub Committess VS Special Project**	Craig raised a discussion of the difference between a sub committee and a special project. The Committee discussed when to use a subcommittee and when to use a special project. Noted historical use of Subcommittee for organizational change, eg the Research Subcommittee, and Special Projects to developed tools and understandings. It was noted that the Conference panels structure generated a number of special projects. EG Gender Matters and Benchmarking.	
7	**NEXT MEETING**	ACION: **Tim** to send out a poll aiming for a date in early August.	