



EXECUTIVE Minutes

Meeting	Executive board	
Date	15 June 2015	
Time	3.30pm AEST (3pm ACST)	
Location	Skype/conference call	
	Comments	Actions
1. Attendance and Apologies	Attendance: Tim, Craig, John, Bettina, Alison, James, Nick	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	That the circulated draft minutes from the 2 June executive meeting be amended as per John Cumming's suggested change to the wording of minuted item 4.4 and be accepted as a true representation Proposed: Craig Seconded: Alison	
2.2 Reports on action items	Conference email has gone out Executive members now have website logins Item regarding clarification of the terms of seed grant funding has been added to the AGM agenda.	Tim and Bettina to complete outstanding minutes for publication to the website

3. Business Arising		
3.1 Seed Grant	<p>Discussion ensued regarding the panels' assessment of the two applications received for the seed grant funding and the respective merits of each. The members of the assessment panel felt that one was stronger than the other.</p> <p>John recommended that the unallocated amount could be rolled over to next year's round to increase the possible amount to be awarded.</p> <p>The meeting moved in camera to discuss the particularities of the applications received and asked James to notify the successful and unsuccessful applications.</p>	James to draft a feedback letter to the non-successful applicants setting out the reasons for the rejection of their application and circulate the draft to the members of the assessment panel.
3.2 Atom Screen futures	The meeting revisited the decision to put this proposal to the AGM and decided that we would decline a joint ASPERA/ATOM conference for 2016 in this instance.	John to reply to ATOM that ASPERA will not take up the offer for 2016. Bettina to remove the item from the AGM agenda
4. General Business		
4.1 Pre exec meeting before conference	There was a proposal that exec members who will be in Adelaide on the Tuesday evening before the conference starts gather at the Hilton at 8pm.	
4.2 Latest draft of conference schedule	<p>It was suggested that the session at 10.30am on 15th July be changed to "Welcome to conference from ASPERA Executive".</p> <p>Executive members were allocated to chair the following sessions:</p> <p>Alison Wotherspoon – 9.45am 15 July "Nexus between industry and ASPERA"</p>	Alison to update the draft schedule to reflect the suggested change and agreed allocations

	<p>Tim Thomas – 10.30am 15 July “Innovation in production”</p> <p>Craig Batty – 9.45am 16 July “ASPERA and research”</p> <p>Bettina Frankham – 11.20am 16 July “Creative Practice Research 1”</p> <p>James Verdon – 3.15pm 16 July “Creative Practice Research 3”</p> <p>Nick Oughton – 9.30am 17 July “Pedagogy”</p> <p>John Cumming – 11.30am 17 July Plenary discussion</p>	
<p>4.3 List of new exec positions</p>	<p>The proposal for a dual treasurer position in the next executive was discussed in order to facilitate a handover and allow Nick to retire from the position. The need for a description of what is involved in the position was raised.</p> <p>There was additional discussion around how the position of chair of the research committee would be decided. Tim suggested that the chair of the research committee be drawn from the membership of the executive rather than creating a specific research position to be mentioned in the constitution. That there be a call for expressions of interest for membership of the Research committee as part of the AGM changing the item election of members for the Research Committee.</p> <p>The need for a dedicated position to manage the website content was raised. The new design of the website seeks to promote opportunities for members of the ASPERA community to contribute content. Consequently there is an increase in the time required to effectively manage and moderate the website. The executive felt that if introduced, the position of web editor should be a member of the executive in order to maintain</p>	<p>Nick to provide details of the duties of the tasks associated with the position</p> <p>Tim to draft a proposal for composition of the research committee and for one of the executive members to hold the chair of the research committee and for this to be proposed as a special resolution to be discussed at the AGM.</p> <p>Craig to draft a notice to call for expressions of interest for membership of the research committee.</p>

	<p>communication and efficacy of the role.</p> <p>Further discussion of the potential new positions was deferred to email discussion. An additional short Exec meeting was agreed upon to wrap up the discussion.</p>	
<p>4.4 Documents required to go out with AGM notice</p>	<p>Deferred to email follow up</p>	<p>Bettina to circulate a list of documents that need to be circulated to the ASPERA delegates in advance of the AGM</p>
<p>5. Date/time/location of next meeting</p>	<p>Skype/conference call 4.15pm AEST (3.45pm ACST) Tuesday 23 June 2015</p>	
<p>Meeting concluded at 5.45pm</p>		