



# EXECUTIVE Minutes

<b>Meeting</b>	Executive board
<b>Date</b>	6 August 2015
<b>Time</b>	11am to 1pm
<b>Location</b>	Skype (if having trouble call John on 0401495802)

	Comments	Actions
<b>1. Attendance and Apologies</b>	John, Tim, Sarah, Craig, Mark, Bettina, James, Alison (left at 12.30), Richard (joined at 12.00pm)	
<b>2. Previous Minutes</b>		
<b>2.1 Ratify minutes from previous meeting</b>	Proposed: James Seconded: Tim	
<b>3. Business Arising</b>		
<b>3.1 AGM special resolutions</b>	All positions have been agreed to which is great	
<b>3.2 Promotion of ATOM Screen Futures 2016</b>	John has responded with a proposal for future years but hasn't yet heard back from ATOM.	Action: John to get Rich to put up CFP for the ATOM Screen Futures conference

	Comments	Actions
<b>4. General Business</b>		
<b>4.1</b> Welcome to new and returning members.	John welcomed new members.	Bettina and John to do a tidy up of the ASPERA Dropbox folders and create a new folder for the 2015-16 exec committee.
<b>4.2</b> Orientation and questions from new members	New executive members were given access to the Dropbox folder	
<b>4.3</b> Doodle calendar and meeting times	Looked at availabilities for meetings. As this will change for some members we will continue to use the Doodle app to find meeting times that suit as many as possible.	
<b>4.4</b> Thanks to outgoing Treasurer Nick Oughton	John formally thanked our outgoing Treasurer Nick Oughton.	Motion: Vote of thanks to Nick for his extraordinary work over the years and for leaving ASPERA in such a strong financial position. Proposed: John Seconded: Mark Tim volunteered to organise a thing to thank Nick.
<b>5. Treasurer's Report</b>	There has been some communication between Nick and Alison. Treasurer's report deferred till the next meeting. Alison suggested that they just need to cover the costs of the conference rather than receiving a per attendee amount. Need to start chasing up member institutions for their fees	

	Comments	Actions
<b>6. Conference</b>		
<b>6.1 2015 Conference report</b>	<p>The meeting expressed thanks to Alison for organising the recent annual conference.</p> <p>There were many good opportunities for networking and a very high standard of papers.</p> <p>It was really good to have a single stream – we could attend all the papers and see a continuity between the research happening across the community.</p> <p>A very good positive energy and good to have the HDR input. The centrality of the conference location was great. If the number of papers proposed increases will need to rethink the single stream.</p> <p>There was general discussion around the need to build the conference for future years and expanding the reach beyond the immediate ASPERA network. It was observed that an interesting digital media flavour was emerging so there may be potential to broaden attendance in that field. It was also pointed out that we need to make efforts to get back in touch with institutions that had been involved in the past.</p> <p>James suggested that the exec need to be active in building attendance.</p> <p>Craig noted the importance of including HDRS. Mark concurred that HDRs will be the growth area for ASPERA.</p> <p>Craig suggested that we include information about reduced fees for HDRs and casuals in the next CFP.</p> <p>Tim pointed out the limitations for membership in the constitution.</p> <p>James questioned if we want to open up membership of the organisation to the Vocational Education sector.</p> <p>It was observed that, as individuals people can be part of the ASPERA</p>	<p>Motion of thanks to Alison</p> <p>Proposed John</p> <p>Seconded Craig</p> <p>Action – that we all undertake to identify other courses, institutions or members that could be contacted regarding the conference and promote ASPERA to.</p> <p>That we also look internationally to who we could invite and include in next year’s conference.</p> <p>That we target HDR students in each of our organisations.</p> <p>All to report back to next meeting of the actions we can undertaken in our institutional contexts to build interest.</p> <p>John Proposed</p> <p>Alison Seconded</p>

	Comments	Actions
	<p>community so could attend the conference even if their employers are not members of the association.</p> <p>Alison pointed out that this conversation has been going on over years and in the past we haven't wanted the research agenda to be changed by having non-research institutional members.</p> <p>Mark suggested a post-graduate paper prize to encourage HDR attendance.</p>	
<p><b>6.2</b> 2016 Conference</p> <p><b>6.3</b> International dimension</p> <p><b>6.4</b> HDR involvement (NB: these items were addressed en bloc)</p>	<p>Tim noted that:</p> <ul style="list-style-type: none"> <li>• everyone at UC are very supportive. He has non-specific support from the research centre and will be hounding the faculty.</li> <li>• targeting to send out the call for papers at the end of September</li> <li>• topic suggestions are welcome. The overall theme is "big questions" <ul style="list-style-type: none"> <li>○ Film production research questions</li> <li>○ Education questions</li> <li>○ HDR Questions...we know what they are so we can target a stream at them eg <ul style="list-style-type: none"> <li>▪ Script development questions</li> <li>▪ Workflow questions</li> <li>▪ Screen as research</li> </ul> </li> </ul> </li> <li>• will continue to offer a peer reviewed stream</li> <li>• there are opportunities vis a vis the cultural collection institutions that Canberra offers</li> <li>• as yet there is no strong sense of international involvement</li> <li>• Will be approaching Ross Gibson</li> </ul>	
<p><b>6.5</b> Next 4 years &amp; themes (Bond, VCA, AFTRS &amp; Curtin have all expressed interest).</p>	<p>This has been noted in the AGM minutes.</p>	
<p><b>7.</b> Online Communications</p>		<p>Action: John to approach Nico about the new Communication Editor position and work out</p>

	Comments	Actions
		with him how it will work in with what Nico already does.
<b>7.1</b> New position	Richard has logins and access to the website and MailChimp account.	
<b>7.2</b> Promotional material	<p>Bettina said that we need to keep an eye on how many emails get sent out to people on the mailing list.</p> <p>The meeting decided that we should maintain a level of no more than one email a month.</p> <p>All group emails to go through Richard so that he can also post it to the news section of the website.</p>	
<b>7.3</b> Images on site (currently RMIT)	James said there are some issues for Swinburne around providing images relating to the control of images – their Marketing department is quite resistant to making any images available. It may just be around attribution of the images. Sarah suggested that once other institutions put material up they might be more amenable.	Action: All members to make images available by the next meeting for the website.
<b>7.4</b> Links in our institution websites		Action: all to undertake investigating what is possible for linking to ASPERA from each institution's website
<b>7.5</b> Listing of courses with links to institution websites.	<p>At the moment we have logos on home page but no further detail on who the members are and what they do.</p> <p>Craig queried the purpose of linking to courses.</p> <p>James suggested it was about being more directed in where the institutional links went rather than to the generic top level link.</p> <p>This references item 10 and the idea of institutional reps so the meeting agreed that the discussion be revisited there.</p>	
<b>7.6</b> Links & logo for 'members' email	It was suggested that a signature component containing a link to ASPERA	Action: Rich to design an email

	Comments	Actions
signatures	<p>could be prepared and made available to members of the ASPERA community.</p> <p>This is part of a larger strategy for promoting the visibility of ASPERA</p>	<p>message with attachments about placing a reference to ASPERA in delegate's emails.</p> <p>Circulate the email to exec members and place on the agenda for the next meeting.</p> <p>Action: Alison to check if there is a database of conference attendees and forward what data she has to Richard.</p> <p>Action: Richard to send out an unsolicited email to conference attendees about how they should register to be kept up to date with ASPERA news.</p>
7.7 Links to VOD (eg Patrick Kelly's Off the Superhighway)	<p>It would be good to include video content on the ASPERA website. Richard suggested that it would be good to have some video on the ASPERA home page.</p> <p>John suggested that we should expand our request to find images to include video as well.</p> <p>Craig pointed out that we need to be clear about the status of the work i.e. whether it is peer reviewed or not to avoid confusion.</p> <p>Tim queried if we are embedding it or hosting it? Rich said it is easier to embed. Tim so we aren't publishing but pointing to it.</p> <p>Bettina pointed out that we need to be careful about how we approach structural change of the website. In the past we have restricted our editing</p>	

	Comments	Actions
	to content. She said Nico needs to be consulted if we are wanting to change the structure.	
<b>7.8</b> Gillian & Susan's document from 2015 conference	Craig noted that it is problematic putting this content up as they are pursuing it as a journal article.	
<b>7.9</b> Workload models (eg UTS)	Craig felt this was problematic because other institutions are also doing this. We need to think about how it will be placed, potentially in relation to other institutional models.	Action: Bettina to circulate the UTS workload model to all of the executive noting that it was suggested that it might be useful to the community. Action: Bettina to put it on the agenda for the next meeting.
<b>8.</b> Research Committee		
<b>8.1</b> Recruiting from & communicating with the ASPERA community	Craig has received EOIs for the RSC. Received 4 applications and he is happy with all of them. Susan Kerrigan, Kath Dooley, Bettina Frankham and Marsha Berry. The applicants bring a range of experience from across different areas including supervision, traditional research and practice based research. Work is progressing on the Sightlines Journal. Craig asked if the executive committee agrees to host it through the ASPERA website. Tim said that because it is a developmental thing we need to support it and, as a starting point, host it via the ASPERA website. Craig said there may be some costs involved. Tim noted that there was money allocated from the budget for research and the set up of the Sightlines journal could come from that.	Action: Craig to circulate a summary of his recommendations and the EOI applicants CVs via Dropbox and to send out an email to exec members to say it is there. The meeting was happy to accept Craig's recommendations. Action: Craig to find out from Alison what Nico's base number of hours in the budget are and work out if the Sightlines set up

	Comments	Actions
		can be done within that.
<b>9. Seed Grant</b>		
<p><b>9.1</b> Selection panel (2 past presidents, 1 past recipient)            “That we draw on members of the council of past presidents, who aren’t intending to apply for the fund, to select and assess seed grant applications so that members of the executive committee can apply for seed grant funding.” (2015 AGM resolution, minutes item 5.1)</p> <p><b>9.2</b> Condition to present work-in-progress</p>	<p>James updated new members about the process that has taken place so far for the seed grant. He observed that more lead time between the call for applications and the application deadline will hopefully get us a better result with the collaborative aspect that we’re trying to emphasise.</p> <p>James is fine continuing to coordinate the project but also happy to hand it over if anyone else is interested in taking it on.</p>	<p>Action: the seed grant funding to be put on the agenda for next meeting and get James to give a report.</p> <p>Action: James to contact Richard with regard to putting up a report about the Seed Grant on the website</p>
<b>10. Recruitment</b>		
<b>10.1</b> Formalising institutional representatives	<p>It would be good to have formalised institutional representatives so that there are people advocating and speaking out about ASPERA in each institution.</p> <p>James said that 6 institutions had nominated reps as part of seed grant process.</p>	Action: John and Bettina to use the seed grant list as the beginning of the campaign to appoint institutional representatives (seed grant comms as distributed folder)
<b>10.2</b> Trawl of websites	Did not get to this – deferred to next meeting	



	Comments	Actions
<b>11. Other Business</b> E.g. issues for the executive to address in future?	Did not get to this – deferred to next meeting	
<b>12. Date/time/location of next meeting</b>	Did not get to this – deferred to next meeting	
Meeting ended 12.50pm		