EXECUTIVE MINUTES

Meeting	Executive board
Date	25 September 2014
Time	2.55pm AEST
Location	Skype/conference call

Agenda item	Comments	Actions
1. Attendance and Apologies	Alison Wotherspoon, Craig Batty, John Cumming, Nick Oughton, Tim Thomas, Bettina Frankham, James Verdon	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Motion: Minutes accepted as a true and accurate record.	Moved: Tim Seconded: James
3. Business Arising		
3.1 Contact with lapsed institutional members	Tim contacted Murdoch and got an email back. They are changing structure, are keen to come back and be part of ASPERA and are interested to contribute and be part of the research agenda as well. Tim also made contact with Edith Cowan. Nick – who should the bill for membership go to? Tim – John McMullen from Murdoch.	**Tim Thomas** – will forward Murdoch email to Nick **Nick Oughton** – will organise invoice to Murdoch.

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3.2 Update on Research Steering Committee	Professors being approached for the sub-committee include Stuart Cunningham, Douglas Kahn, Kathryn Millard, Hart Cohen. The above mentioned are happy to be part of the joint Exec/RSC meeting on the day after Sightlines. The meeting discussed the progress and activity of the Research Steering Committee and the need to continue to advance the research agenda that Josko had put so much effort into. The Steering Committee was established to build on Josko's efforts to advance the research output of 22 screen production courses around Australia. Screen production creative practice based research is an emerging area and the 2013 AGM identified a need for mentoring to advance the organisation's research culture. We now need to take the next step and set-up an ongoing executive controlled research committee that can more effectively implement policy and establish an *advisory* group (the advisory Professors' group proposed in 2013). The makeup of the research committee would no longer be tied to the makeup of the steering committee, so additional help can be brought in. The research sub-committee should also facilitate mentorship of recipients of ASPERA's research seed grant by members of advisory panel. Craig reported that a meeting room has been booked at RMIT 9.30am – 1pm on 26 November	**Bettina Frankham** to put the creation of the research sub-committee on the agenda for the post-Sightlines joint executive and research steering committee working bee. **Craig Batty** will coordinate the committee and approach former ASPERA president Susan Kerrigan about joining it.
3.3 Update on peer review process from Conference 2014	Craig reported that proceedings will go on the new web page. Only 5 out of 6 submitted papers have made it through the review process. If the revisions come through and they're fine they'll be up on the website by November. With regard to the journal publishing papers from the conference, there have been 13 or 14 papers submitted. Anthony Lambert (editor of *Studies in Australasian Cinema*) is going to set up the peer review process. Even if we only publish 12 out of the 13 submissions that still a	

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	good result.	
3.4 Refereed conference proceedings 2015	Discussion of the idea that we have a peer review process for the conference. Conference organisers would need support and mentoring in order to manage the process and a pool of reviewers. A non-peer reviewed stream also needs to be offered. Craig – reported that some of the money from the research initiative agreed with Susan would include Research Assistance from Rilke. The issue of tracking management as key part of the process for peer reviewing and the idea of getting some HDR students to help pull together a publication together were discussed. Regarding the call for papers an initial call in October this year with a follow-up in January. Further discussion required on a theme for the conference bearing in mind that 2015 will be ASPERA's 10 year anniversary.	**All –** submit ideas for conference theme to Alison via email. **Alison Wotherspoon, John Cumming, Craig batty and James Verdon –** will attend research meeting next week in Melbourne to work on the call for peer reviewed conference papers so that the call can be issued as soon as possible after the meeting. That meeting will get a paragraph about the peer review, get ideas about the topic and arrange the call for papers. **Craig** will write a paragraph about the peer review proceedings next week.
3.5a ASPERA Seed Grant call for funding	Wording of the seed grant Terms of Reference and application information was discussed. The catchment of who is interested in ASPERA's work is expanding and the term *creative practice research* works as it is a bit more open than *practice led research*. The meeting agreed that projects should have identified creative outcomes because other grants are available for traditional research but not for creative practice research and ASPERA is trying to address that gap.	*Motion* Insert the word 'practice' into the name of the grant Moved: John Seconded: Nick *Motion* The second criteria dot point should include a reference to creative practice research outcome "or lead to an application for an external grant from a State or Federal agency for a project

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		including a creative practice research outcome". Moved: Tim Seconded: Craig *Motion* That where the word production is used it should be replaced with practice Moved: John Seconded: Tim
3.5b ASPERA Seed Grant call for funding	The money available and the number of grants was discussed. James said there was a need to get the call out earlier than previously and make contact with people in institutions. Nick pointed-out that it's the institution that's the member of ASPERA and we as individuals are members through the institutional membership.	*Motion* That all projects must involve at least 1 member institution and that the wording in dot point 5 in the terms of ref doc and review criteria 4 reflect this requirement. Moved: Tim Seconded: John.
3.6 Conversion of website to WordPress CMS (Website audit document)	Nick explained that funds for this come out of general funds. A web-site subcommittee and/or webmaster that has an overall level of control was discussed. Nick suggests we could float it as a new member of the executive. Tim suggests we raise this at the next AGM. The shift to a CMS removes the need for so much technical help from Nico. Craig has provided us with a list as a starting point for developing the website.	Motion That Tim and Bettina take on joint editorial control of the website. Proposed: Tim Seconded: James
4. Other Business		

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4.1 DDCA membership, ASPERA contact and board	An invitation to nominate for peak body membership of DDCA (subject to the outcome of constitutional changes to be considered at the DDCA AGM, 'Peak Body' representatives are invited to nominate). ASPERA representation at the DDCA AGM and the possibility of seeking a position on the DDCA board was discussed. Tim and John will not be available to attend. James will be there but is already representing Swinburne. Alison will be there, not representing Flinders. John suggests that Deans have to be prepared to be on the board and delegate participation to others. Alison explains that the DDCA was originally proposed almost as a way to stop the Academy going ahead. There was a lot of energy wanting something big and structural but an Academy had to be by Royal appointment.	
4.2 Application from SAE for ASPERA membership	The application and the possibility of associate membership was discussed.	Motion: that the executive review the SAE application via email. Tim will gather all our thoughts and pass that on to SAE Proposed: Tim Seconded: John
4.3 Updating ASPERA membership application form	Bettina did a rough update of the form to change contact person from Leo to herself. Discussion: According to the membership form research and the university status seemed to be important things but doesn't make anything explicit about research and being part of the university sector. The emergence of teaching-only universities such as Torrens, means that ASPERA as a peak body needs to consider how we represent teaching only institutions. Alison suggests that this may need to go to the next AGM. The associate membership system may	

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	be a good solution. Further discussion required.	
5 Date/time/location of next meeting	3.00pm-4.30pm AEST 23 October 2014	