



EXECUTIVE Minutes

Meeting	Executive board	
Date	2 June 2015	
Time	1.30pm–3.00pm AEST (1.00pm – 2.30pm ACST)	
Location	Skype/conference call	
	Comments	Actions
1. Attendance and Apologies	Tim Thomas, John Cumming, Craig Batty, Alison Wotherspoon, Bettina Frankham, James Verdon (joining late) Apologies: Nick Oughton,	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Motion: That the circulated draft minutes from the 11 May executive meeting be accepted as a true representation. Proposed – Tim Seconded - Craig	
2.2 Reports on action items	Alison has organised for the registration form to be changed. Craig has contacted the presenters who are participating in the peer review process	Exec members to reformat their allocated past minutes by 9 June 2015 Bettina to publish minutes to the website

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	<p>Tim emailed Sue Barker at the DDCA to be listed as ASPERA contact person</p> <p>Bettina has commenced a handover document for new executive.</p> <p>New minutes template has been adopted for online publication of minutes.</p> <p>Each executive member has been allocated a set of minutes to reformat.</p> <p>Bettina doubled checked that all people from the Google group have been signed to the Mailchimp account</p> <p>Bettina contacted Nico about proposed changes to website structure</p> <p>Bettina posted seed grant information to the News section of the website</p>	<p>once the full set of the current executive has been reformatted.</p> <p>Bettina to resend website login in details to exec members and info on how to reset their passwords.</p>
2.3 Ratify minutes that have been reformatted	<p>Motion: That the minutes be accepted as distributed.</p> <p>Proposed: Tim</p> <p>Seconded: John</p>	
3. Business Arising		
3.1 Minutes on the website	Covered in item 2.2	
3.2 Seed grant terms of reference	<p>Motion: The executive seeks clarification from the AGM with regards to applications to the seed grant fund by members of the executive and the research committee</p> <p>Proposed: John</p> <p>Seconded: James</p>	Bettina to add this as an item to the AGM agenda
3.3 Conference update	Alison needs to touch base with Flinders University administration to get information on current status of conference preparations and will report	Alison to draft some text about the conference for a group email to the

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	back to Exec by the end of the week.	ASPERA list and will send through to Bettina Bettina to bundle the conference information with a general email about updates to the website and the examiners/supervisors register.
3.4 Research committee update	See attached report (Appendix 1) A discussion ensued about the Sightlines process and building towards a peer reviewed online moving image journal with particular consideration of issues around the necessity of making the reviewed works available online. Attention was drawn to the role of peer review in a proposed ASPERA journal. The view was held that peer review without publication was empty. The conversation will be continued as it is not yet resolved.	
4. General Business		
4.1 Email message to members	A group email notice will be circulated to list members in the next week.	Exec members to pass on any items to be included in the email to Bettina for collation.
4.2 Seed grant applications	Only two applications received. A conversation ensued about how the fund could be best targeted to achieve the aims of the project. Craig Batty, Alison Wotherspoon, Tim Thomas and James Verdon were appointed as members of the panel to assess the applications.	James will email copies of the seed grant applications through to the Executive. James to investigate future possibilities for the seed grant or alternatives in consultation with other members of the executive and potential applicants.
4.3 Potential hosts for 2016	Tim declared his interest in hosting the 2016 conference at the University	

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conference	of Canberra	
4.4 Process for nominating people	A point was raised that it is time to start thinking about what the next executive is going to look like. It was suggested that we canvas for potential new executive members informally during the conference in July and discuss this between us during some of the social events there.	
5. Date/time/location of next meeting - 15 June 3.30pm AEST (3pm ACST)		
Meeting closed at 3.13pm		