

## AGENDA ASPERA EXEC COMMITTEE

<b>Date:</b>	12 OCT 2018
<b>Time:</b>	12:00
Skype	
<b>Chair:</b>	James
<b>Attendees:</b>	Rauri Craig Alison Tim Simon
<b>Secretary:</b>	

	Apologies		
	Name of item	• Discussion	Actions / for noting / Motions
1	Minutes of previous meeting held	Minutes for approval	Moved to next meeting
	<i>20 April 2018</i>		
2	Matters Arising		
3	President report		
3.1	<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>• <i>AGM -Venue and IT infrastructure</i></li> <li>• <i>Confirm Date</i></li> <li>• <i>AGM announcement</i></li> <li>• <i>AGM nominations and ballots for Exec positions if required</i></li> <li>• <i>AGM agenda documentation and comms</i></li> </ul>	<ul style="list-style-type: none"> <li>• AGM members' notification deadline November 15                             <ul style="list-style-type: none"> <li>○ Should contain Date and Time and Zoom address</li> <li>○ Any Constitution change proposal (and Financials?)</li> </ul> </li> <li>• AGM requires a President's report, a Secretary's report and a Treasurer's report (I think)</li> <li>• Prior to the formal notification, ASPERA Secretary to send out via the Mailchimp list (not the UTS list serv) a friendly announcement that has AGM date and time and the news that 'although no Executive group members' terms are finishing this year, there is predicted to be at least a vacancy for an ordinary member of the ASPERA's executive group and that any individual from a member institution wishing to nominate or a member institution</li> </ul>	<p>AGM Thursday DECEMBER 6 - UTS Broadway Time: 4:30pm- 5:30pm AEDT</p> <p>ACTION Tim to send "friendly announcement "</p>

		<p>intending to vote for new office bearers must attend the meeting either on campus at UTS or via the Zoom meeting portal details of which will be made in mid-November'. --This should go out by October 19.</p> <ul style="list-style-type: none"> <li>James is away from November 8 - 27 so aiming to get Constitution amendment proposal to comms-ready status before then.</li> </ul>	
3.2	<i>Exec Working Bee- Sydney December 6- Agenda</i>	<p>WORKING BEE Thursday DECEMBER 6 - UTS Broadway</p> <p>Time: TBC at our ZOOM call but likely 9:30am sharp, finishing at 4:00pm?</p> <ul style="list-style-type: none"> <li>James to circulate a draft agenda for the working bee from items discussed at yesterday's meeting. Attaching exec member names to each item for pre-work/prep.</li> </ul>	
3.3		<p>Working Bee agenda Item</p> <ul style="list-style-type: none"> <li>Alison suggested to the committee that ASPERA make a representation to government re the current state of the HE sector as it pertains to Screen Production, Education and Research . There was a question as to whether tis was a job best left to the DDCA. ACTION <b>James is to enquire and report back.</b></li> <li>Decided that this could be added to the list of topics for the Working Bee</li> <li><b>See ITEM 7.2</b></li> </ul>	<b>ACTION James is to enquire and report back</b>
4	Education Report		
4.1	<i>Teaching and Learning discussion board and subcommittee' proposal update</i>	<p>Ruari and Tim informed the committee as to what stage the discussion board is up to .</p> <p>Ruari reminded the committee that he will most likely be leaving the executive at the next AGM</p>	Ruari and Tim to develop a further provocation for the discussion board.
5	Research		
5.1	<i>Research SC chair update</i>	<p>Craig updated the committee on</p> <ul style="list-style-type: none"> <li>the Research Quality Output project noting a change made to dissociate the publication from an unsavory film festival</li> <li>The Screen Production Research Handbook</li> </ul>	

		is scheduled for publication at the end of 2019	
5.2	<i>Sightlines Conference and Journal update</i>	<p>Craig flagged</p> <ul style="list-style-type: none"> <li>• a possible relationship with publisher Palgrave /McMillan to produce an online journal for Sightlines. Committee was encouraging and urged Craig to pursue further</li> <li>• Patrick Kelly at RMIT has offered to host Sightlines in 2019. This led to a discussion re the ASPERA involvement in the sightlines symposium. <ul style="list-style-type: none"> <li>○ Decided that there should be a clear understanding that ASPERA has no financial commitment to any Sightlines Symposium host.</li> </ul> </li> </ul>	<b>ACTIN Craig</b> to contact Patrick Kelly at RMIT re proposal for the Sightlines Symposium.
6	Treasurer		
6.1	2 year budget development	No Discussion	
6.2	Financials	<ul style="list-style-type: none"> <li>• <a href="#">Detailedstatement of income &amp; expenditure for the year ended June 30</a></li> <li>• <a href="#">Balance Sheet as at June 2018</a></li> <li>• Simon drew the committee’s attention to an error in the Detailed Statement of expenditure in which the AGM and Conference expenditure lines had been transposed.</li> <li>• Discussion re the breakdown of expenditure in the Conference contribution line . <ul style="list-style-type: none"> <li>○ <b>ACTION:Simon</b> to add a new line to describe post conference publication costs</li> <li>○ <b>ACTION: Simon</b> to distribute accounts prior to next meeting</li> </ul> </li> </ul>	
6.3			<p>MOTION John Cummings to be removed as signatory to the ASPERA Bank Account  <b>PASSED</b>  1 James</p>

			2 Alison
7	Other business		
7.1	Institutional Member Contact List	James asked for an update re Institutional Member Contact List. Alison was able to report that the list was in the process of being compiled	
7.2	Change to Financial Year	Tim asked the committee to identify any difficulties with changing the financial year so as to enable the AGM to take place at the annual conference.	Add to WORKING BEE list
8	Next Meeting:		
		<ul style="list-style-type: none"> <li>• NEXT ASPERA Exec Meeting is Wednesday November 7 from 12- 2pm AEDT— <ul style="list-style-type: none"> <li>○ via ZOOM hosted by UTS as a trial for the AGM. Susan/Craig to send URL prior</li> </ul> </li> </ul>	

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**ASPERA Detailed statement of income & expenditure for the year ended June 30**


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	<b>2018</b>	<b>2017</b>	<b>2016</b>
	\$	\$	\$
<b>Revenue</b>			
Members fees	10,400	10,200	9,000
Interest received other corporations	14	174	146
<b>Total revenue</b>	<b>10,414</b>	<b>10,374</b>	<b>9,146</b>
<b>Expenses</b>			
Bank fees	0	0	3
Interest paid other corporations	0	0	1
Internet & web expenses	1342	476	5
Postage	0	0	54
Seed funding project	0	0	2,750
Executive “Working Bee”	0	2,238	2,483
AGM Expenses	3300	3,596	5,608
Annual conference contribution	298	0	0
Memberships	500	500	1,265
Research sub-committee costs	0	1,848	3,702
<b>Total expenses</b>	<b>6,689</b>	<b>8,659</b>	<b>15,872</b>
<b>Surplus/(deficit) for the year</b>	<b>3,724</b>	<b>1,715</b>	<b>(6,726)</b>

## Balance Sheet as at June 30

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	\$	\$	\$
	2018	2017	2016
<b>Current Assets</b>			
Cash at bank and on deposit	11,063	13,811	21,952
Other assets	0	0	0
<b>Total assets</b>	<b>11,063</b>	<b>13,811</b>	<b>21,952</b>
<b>Current Liabilities</b>			
Members fees received in advance	0	2,600	9,000
Amounts payable	0	3,871	7,328
<b>Total liabilities</b>	<b>0</b>	<b>6,471</b>	<b>16,328</b>
<b>Net assets</b>	<b>11,063</b>	<b>7,339</b>	<b>5,624</b>
<b>Members Funds</b>			
Accumulated funds	11,063	7,339	5,624
<b>Members accumulated funds</b>	<b>11,063</b>	<b>7,339</b>	<b>5,624</b>

Minutes for approval

## Minutes ASPERA EXEC COMMITTEE

<b>Date:</b>	31 AUG 2018
<b>Time:</b>	13:00
Skype	
<b>Chair:</b>	James
<b>Attendees:</b>	Bettina, Craig, Alison, Simon
<b>Secretary:</b>	Tim

	<b>Apologies</b>		
	Ruari Bettina left at 2:00 Tim Left at 2:10		
	<b>Name of item</b>	<b>Discussion</b>	<b>For (noting, approval, discussion, action)</b>
1	Minutes of previous meeting held		
	<i>14 June 2018</i>	Approved subject to minor changes	1 James 2 Alison
2	Matters Arising		For noting /discussion
3	President report		
3.1	- AGM 2018-19- venue, dates	Discussion around: <ul style="list-style-type: none"> <li>• Venue</li> <li>• Dates</li> <li>• The cost of virtual attendance.</li> </ul>	
3.2	Exec working bee	Considered for tie in with AGM Possible dates after 24 Nov	
4	Conference Report		
4.1	Call for Conference Hosting 2019 and 2020	<b><u>Error! Reference source not found.</u></b> Discussion around <ul style="list-style-type: none"> <li>• the timing and content of an</li> </ul>	<b>Simon</b> to talk to Newcastle Uni re AGM <b>Craig</b> to talk to Bettina

		<p>EOI</p> <ul style="list-style-type: none"> <li>• should there be a single Host / ASPERA Agreement or options</li> <li>• possible venues</li> </ul> <p>Simon noted that an AGM may be very procedural with a limited purpose.</p> <p>James suggested a narrow cast EOI for the AGM host</p>	and UTS re AGM
4.2	- 2018 Post-Conference report — event	<p>James referred to Nicolette’s report. Noted that it was useful feedback for future conference organisers.</p> <p>Short discussion about catering numbers always being uncertain and that numbers should be a last-minute consideration.</p> <p>Short discussion of the advisability of early bird discounts to help with catering uncertainty.</p> <p>Further discussion of the ASPERA / Conference relationship.</p> <ul style="list-style-type: none"> <li>• James noted and Tim confirmed that the Constitution requires ASPERA delegate comps.</li> <li>• Craig suggested that ASPERA provide the float whilst the Conference Convener invoices ASPERA</li> </ul>	
4.3	- 2018 Post-Conference report — publications	<p>TIM (SECRETARY) LEFT THE MEETING</p> <p>Simon continues the minutes</p> <p>CRAIG: Most revised papers now in. Team to look at them over the next 2 weeks. There are approx 16, too many for Refractory (max 10), so the team is looking at how to give everyone a publication opportunity.</p>	
5	Education Report		
5.1	Teaching and Learning Sub-Committee		ACTION: Tim to pull together a summary of the online discussion.
6	Research		



		Craig updated the meeting about Sightlines	
7	Treasurer		
7.1	financials update	Deferred until next meeting	
7.2	Move the Financial year to align AGM with conference?		
8	Next Meeting:	James to circulate some options	