



EXECUTIVE Minutes

Meeting	Executive board
Date	10/09/2015
Time	10.00am AEST
Location	Skype call

	Comments	Actions
1. Attendance and Apologies		
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Motion: that we accept the minutes as a true and accurate record of the last meeting Proposed: John Seconded: Mark	
3. Business Arising		

<p>3.1 Promotion of ATOM Screen futures on the website</p> <p>Richard contacted Kate McCarthy Fikai from screen futures. And said we would put a news item up on the website. Waiting for her to get back in touch.</p>		
<p>3.2 Dropbox</p> <p>This has been reorganised to include a separate naming convention for the new exec to separate out the contact from previous exec</p>		
<p>3.3 Gift for Nick</p> <p>Tim sent a card to Nick. Mark spoke informally with Nick and reports that he seems to be going well.</p>		
<p>4. Recruitment</p>		
<p>4.1 (other courses – local)</p> <p>James researched and Victoria University have a new screen media course (BA) starting up next year. Being run by a Swinburne grad, Mark Scott. Thinks they'll be interested in being part of ASPERA. It's a catch all course but they are specifically doing production work.</p> <p>Richard asked if we are promoting to other institutions in the Asia Pacific region thinking about Curtin partnership institution in Mauritius. John suggested that this gives us a reason to think about whether we want ASPERA to extend beyond Australian borders. Think about what support ASPERA could give to emerging institutions. Tim pointed out that CILECT occupies an international space. Sarah noted that CILECT has a fairly broad area of coverage and isn't necessarily engaged with research. Tim and John noted that ASPERA includes communication degrees with 1/3 screen production subjects and not just film schools.</p> <p>Sarah suggested that New Zealand could be looked at as separate case for membership. Mark suggested that we reccie to see if there is any interest from other organisations. John suggested that we keep the focus on attending the conference for next year and then look at membership from there.</p>	<p>Motion: that the exec will explore international connections with a view to proposing some form of international membership at the 2016 AGM</p> <p>Proposed: John</p> <p>Seconded: Sarah</p> <p>Action: James to contact Jake at Auckland. Craig to contact Max Schlessner at Massey. Bettina to contact Craig Hight at Waikato, Geraldene Peters at AUT Regarding participation at the 2016 conference</p>	
<p>4.2 Institutional representatives from seed grant list</p>	<p>Deferred – carry over to next</p>	

	meeting	
5. Online communications		
5.1 Discussions with Nico Nico now has a fulltime job and can't be involved in maintaining the website. Nico is happy to help if we need help sorting out any issues with the current set up. Richard is looking to clear up the news section so that the material included there is kept current. The items will be kept on the site but not in the latest news.	All to send items to Richard for inclusion in the latest news section Richard to look at including links to other related institutions Richard to come up with some ideas and a mock up for rejigging the website structure/organisation	
5.2 Images for website	Reminder for all to chase up some images for the website	
5.3 Links from institutional websites to ASPERA	Reminder for all to look in to this possibility	
5.4 Links and logo for email signatures	Richard to customise email signatures for all exec members and to develop a generic signature for other institutional members	
5.5 Data of contacts/conference attendees	Richard to follow up with Alison getting a copy of the	

	conference attendees Action: Alison to check if there is a database of conference attendees and forward what data she has to Richard.	
5.6 Email to conference attendees	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.	
5.7 Other issues relating to online communication Craig sought to clarify what it is reasonable to expect in terms of managing the research section of the website for Richard's input. John suggested that the budget items from last year be formalised as a budget for the maintenance of the website ongoing.	Motion: that Richard have control of the budget equal to the amount to pay Nico for the 2014-15 year and that he access those through Alison Moved: John Seconded: Craig Action: John to follow up budget details for the website with Alison	
6. Conference 2016		
ANZCA conference is on the July 6-8. Don't want to overlap with them if at all possible. Looking at 13-15 July as the conference dates. Not good for Deakin (back on 11 July) and AFTRS (back on 11 July). ATOM screen futures is on 1-3 July.	Action: Tim to come up with some alternative dates to see if it is possible to accommodate people's teaching periods and also	

	availability of facilities at UC to host the conference.	
6.1 Potential international invitations to conference This refers back to actions set during point 4.1 under recruitment	Action: All to come up with a list of people we know internationally for potential conference invitations.	
7. Workload models (back on the agenda for next time around)		
James is working with a working party to review workload models within Swinburne to benchmark and compares NTROs with traditional outputs aiming to respect the research that is more recognition of applied research. Craig suggested that we Could have a statement on the research page about workload models for creative research James would like to have the new Swinburne model sent to ASPERA exec for comment/review	Action: James to email everyone requesting a copy of institutional workload models to be shared amongst us and with the Swinburne working party.	
7.1 UTS workload (research) excerpt	Hold off on putting this up on the website for now.	
8. Research committee		
8.1 Report from RSC (see attachment) Digital Methods conference at QUT as the template for an HDR and ECR research boot camp scheduled to coincide with the 2016 conference.	Actions: All to talk to HDR students about possible participation in the 2016 conference. Action: Research sub-	

	<p>committee to include list of possibilities of mailing lists to join under research resources</p> <p>Action: Sarah to send her notes from the Research Methods conference she attended in WA to Craig</p> <p>Action: Craig to explore the logistics of organising the research bootcamp and talk to Tim – also to work out funding that might be required to support the event.</p>	
<p>8.2 Sightlines website set up</p> <p>Pilot of Sightlines journal to be online in the next few months. Once the first version is up will see where it is to go in the future.</p> <p>Richard said that the workload isn't too onerous for putting the Sightlines material on the website.</p> <p>Leo is keen to do another Sightlines conference at the end of next year. Need to look at the relationship between the conference and the journal.</p>		
<p>9. Seed grant</p>	<p>Action: James to send Richard information about the successful seed grant application for the website – James to cc everyone else for feedback</p>	
<p>9.1 Report</p>	<p>Action: Craig to include</p>	

<p>Karen Pearlman to sort out a research account so that she receive the funds</p> <p>James still happy to continue with managing the seed grant but also happy to hand it over or work with somebody.</p> <p>Craig suggested that James should have a conversation with the Research Sub Committee seeing there is some overlap between the two areas.</p> <p>There was a strong feeling that we need to sort out what we want to do with the seed grant fund, what it will look like into the future and deadlines etc.</p>	<p>James in a Skype conversation with the RSC and then to report back to the exec with an update after that chat.</p>	
<p>9.2 Other business</p> <p>9.3 An email aiming to go out after the exec meeting each month</p> <p>Richard suggested that a regular monthly email should be sent out to delegates and that it would be helpful if this happened on a set date so that people were aware of the submission deadline. James suggested that this could be relative to the Exec meeting so that any issues needing clarification before the email could be discussed at the meeting.</p>	<p>Motion: John to write a report on executive activities each month to be posted on the website and circulated via an email to members</p> <p>Moved: John</p> <p>Seconded: Sarah</p> <p>Action: Richard to circulate the draft email before it is sent out more widely.</p>	
<p>10. Date/time/location of next meeting</p>	<p>Between 12/10 – 16/10</p> <p>Action: Bettina to set up Doodle poll to find a date</p>	