



EXECUTIVE MINUTES

Meeting	Executive board
Date	11 September 2014
Time	2.30pm AEST
Location	Skype

Agenda item	Comments	Actions
1. Attendance and Apologies	In attendance Tim Thomas, John Cumming, Bettina Frankham (minutes), James Verdon and Craig Batty. Alison Wotherspoon sends her apologies.	
2. Previous Minutes		
2.1 accept minutes from previous meeting	Accepted as a fair and accurate record	
3. Reports on action items		
Contact Institutions from WA		

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Contact Sean as chair of steering committee re research committee membership	No reply as yet from Sean re committee membership	
4. General Arising		
4.1 Research Steering Committee	The executive discussed the Research steering committee.	Decided to devote the upcoming post sightlines exec working bee to progressing the research committee. In particular set goals and clarify the purpose a of an advisory professoriate
4.2 Report on publications	Craig Batty reported that there was to be a suite of articles coming back from peer reviews that will be ready for publication and that two issues of Australasian Screen studies had been secured one in 2015 and one in 12016	
4.3 Refereed Conference Proceeding 2015	Tim suggested that the committee consider peer reviewing full papers before the 2015 conference and to run a refereed and non refereed stream. The executive discussed the	

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	varying institutional requirements and expectations of conference papers	
4.4 Research Seed Grant 2015 (James Verdon)	<p>James suggested running a longer call for submission to the Research Seed Grant .</p> <p>James agreed to lead the grant process. Executive discussed ways of promoting interest in the seed grant.</p> <p>John put forward the motion that we make 3 x 2500 grants available in 2015. Seconded by James.</p>	John to contact Nick to confirm available funds. James to contact member institutions to nominate a contact.
4.5 Executive working bee	<p>Agenda items</p> <p>Confirm dates, venue, attendance, funding arrangements</p> <p>Joint meeting with Research Steering Committee</p>	
4.6 Conversion of website to WordPress CMS	<p>Bettina reported that she had spoken to Nico re. updates to the website and that Nico had suggested that he move the site to a Word Press CMS as part of normal maintenance.</p> <p>The word press site would allow for a more “active” site.</p>	

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	<p>Motion – Tim that we proceed with implementing Word Press CMS. Bettina seconds.</p> <p>James noted that the committee should be aware of any financial implication of moving to word press in particular cost related to hosting the site</p>	
5. Other Business		
6. Date/time/location of next meeting	<p>Thursday 25 September 2.30pm – confirm that Alison and Nick can make that time.</p> <p>Meeting close at 4pm</p>	