



# EXECUTIVE Minutes

<b>Meeting</b>	Executive board
<b>Date</b>	19/10/2015
<b>Time</b>	3.00pm AEDT
<b>Location</b>	Skype call

	Comments / Motions	Actions
<b>1. Attendance and Apologies</b>	John Cumming, Alison Wotherspoon, Bettina Frankham, Craig Batty, Rich Seale, Sarah Stollman, Mark Ryan, Tim Thomas Apologies: James Verdon	
<b>2. Previous Minutes</b>		
<b>2.1 Ratify minutes from previous meeting</b>	A new folder has been set up in DropBox for Minutes to be approved. John proposed that minutes be approved Seconded by Sarah	Bettina <ul style="list-style-type: none"> <li>make correction to last minutes – 3.1 on the spelling of Kate McCarthy Ficai</li> </ul>

	Comments / Motions	Actions
<b>3. Business Arising</b>		
<b>3.1</b> Promotion of ATOM Screen futures on the website	Rich will get on to this this afternoon. Waiting to hear back from Karen for information/html material to include in the next newsletter.	Rich <ul style="list-style-type: none"> <li>• put another drop down menu at the top of the website menu bar called links</li> <li>• include details of the ATOM Screen Futures conference in the research section.</li> <li>• add an item about the event in the latest news section.</li> </ul>
<b>3.2</b> Publication of AGM draft minutes	Executive need to approve the AGM minutes and then put them up as draft minutes on the website.	John and Bettina <ul style="list-style-type: none"> <li>• look over minutes – aim to publish draft to website by 26 October</li> </ul>
<b>4. Recruitment</b>		
<b>4.1</b> International memberships and conference participation		Bettina <ul style="list-style-type: none"> <li>• In action list include a list of tasks for All.</li> </ul> Richard <ul style="list-style-type: none"> <li>• add conference CFP to website</li> </ul>
<b>4.2</b> Institutional representatives from seed grant list		Alison <ul style="list-style-type: none"> <li>• follow up who are members and who has paid.</li> <li>• Once payment has been received</li> </ul>

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		<p>thank the institutions and check who is the correct contact.</p> <p>Bettina</p> <ul style="list-style-type: none"> <li>gather together email addresses for the contacts of members.</li> </ul>
<b>5. Online communications</b>		
	<p>Website going well.</p> <p>Executive page updated on the website.</p> <p>Putting some text around the Sightlines videos.</p> <p>Craig requested that the Sightlines content be linked to from the Research &gt; Sightlines conference/journal page.</p> <p>Sightlines videos to be recontextualised</p> <p>Richard making changes during the meeting so that we can look back at it at the end of the meeting.</p> <p>Sarah suggested that we all try to look at the website and look at usability issues to give feedback on the website.</p>	
<b>5.1 Images for website</b>	<p>John has been emailing his university.</p> <p>Sarah hopes to have them by the next time we meet.</p>	

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	<p>Alison will get on to it.</p> <p>Images that are emblematic of what ASPERA is about.</p> <p>Tim argued that we should include pictures of ourselves.</p> <p>Craig suggested a collage of book covers.</p> <p>Alison suggested photos from the conference.</p> <p>Alison asked if we need an ASPERA gallery page.</p> <p>Rich agreed that would work well within the current structure of the website and we could look at populating the other pages later in the context of a redesign.</p>	
<b>5.2</b> Exec newsletter	<p>Newsletter went out and was well received with a thankyou note coming in from Pieter Aquilia "It's lovely to receive this newsletter. I look forward to reading more newsletters in future!".</p> <p>John requested that the newsletter be added as a news item on the website somewhere.</p>	<p>Richard</p> <ul style="list-style-type: none"> <li>• Add the newsletter as a news item on the website</li> </ul>
<b>5.3</b> Links from institutional websites to ASPERA	<p>Deakin has agreed to do it.</p> <p>Responses from other institutions are still pending.</p>	<p>All</p> <ul style="list-style-type: none"> <li>• Follow up adding a link to ASPERA from institutional websites</li> </ul>
<b>5.4</b> Links and logo for email signatures	Bettina and Mark said that it didn't work	

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	<p>for their email signatures. It did work for Tim, Craig and Sarah.</p>	
<p><b>5.5</b> Data of contacts/conference attendees</p>	<p>Alison retrieved the contact details for registrants at the 2015 conference. Richard checked this list against the current Mail Chimp mailing list and found that most registrants were not on the list. John requested that the latest newsletter be emailed out to registrants who hadn't already received it with a line noting that they were being added to our email list and outlining how to opt out</p>	<p>Rich</p> <ul style="list-style-type: none"> <li>Email current newsletter out to new additions to the email list from the conference with information about being added to the list and how to opt out.</li> </ul>
<p><b>5.6</b> Email to conference attendees</p>		
<p><b>5.7</b> Online communication budget</p>	<p>\$1000 went to Nico last year for the maintenance of the website. <b>Motion:</b> that executive will earmark \$500 for Richard to use to get assistance with website work that falls outside of day-to-day management. An example of extra work would be the processing of large documents and publishing conference proceedings. Seconded: Alison Alison pointed out that we would need an ABN and documentation to pay against. Rich said he will get his students (who will</p>	

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	be doing the work) to get an ABN and will ask them to invoice ASPERA for any work they do on the website.	
<b>6. Conference 2016</b>		
<b>6.1 Conference update</b>	<p>Tim said that things are going well. Some interest from Norway – potential for a Skype session. Wants exec to consider the potential of streaming the conference. Tim suggested that there be criteria in place for deciding if it's worthwhile proceeding with live streaming – for example, the number of people interested etc.</p> <p>Tim to think further about the issue.</p>	<p>Tim</p> <ul style="list-style-type: none"> <li>• contact Richard about putting information about the conference up on the website.</li> </ul>
<b>6.2 Exec members and free places at the conference</b>	<p>Craig asked if it would be possible for Exec members that don't have access to the free institutional places to be granted a complimentary registration at the conference.</p> <p>Motion: where an exec member or subcommittee member is not counted as one of their university's representatives at the conference that they be given a complimentary registration.</p> <p>Alison pointed out that this could</p>	<p>John</p> <ul style="list-style-type: none"> <li>• to write a letter to the two cost centres at RMIT and try to sort out the issue for Craig.</li> </ul>

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	<p>potentially lose ASPERA a fair proportion of income.</p> <p>To return to this issue next meeting.</p>	
<b>6.3</b> Potential international invitations to conference		
<b>7.</b> Workload models		
	<p>John met with Ross Harley at COFA and Ross said he was prepared to share a copy of their workload model.</p> <p>James no longer doing the same research into workload models but John thought it might be worthwhile to gather the different institutional models together for our information.</p>	<p>Bettina</p> <ul style="list-style-type: none"> <li>start a workload model folder in the dropbox.</li> </ul> <p>All</p> <ul style="list-style-type: none"> <li>get research excerpts from their own workload models to put into the folder for exec and RSC to look at (check if permission required from ADR's etc?).</li> </ul>
<b>8.</b> Research Sub-committee		
<b>8.1</b> Report from RSC	<p>Conference proceedings – final 9 papers have all been proofread and edited. These have been sent off to Rich to format for the web. Hoping to have them live on the website by the end of November.</p>	<p>Tim</p> <ul style="list-style-type: none"> <li>To look into a venue for the pre-conference Research bootcamp in 2016</li> </ul>

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	<p>The RSC is compiling a list of journals to which the ASPERA community could submit. The list is to go up on the website in the next month or so.</p> <p>The RSC is interested in running a research boot camp in the afternoon before the conference particularly for HDR students.</p> <p>Tim asked where that might happen. Craig asked if it might be possible to get a venue at UC. Tim said he would look into it.</p> <p>The RSC is keen to co-edit a book about screen education production research. Craig spoke to an editor at Wiley Blackwell and they are really keen to see a proposal. Will be looking for 30 or so chapters. The RSC is currently investigating a structure.</p>	
<b>8.2</b> Sightlines website set up	In progress	
<b>9.</b> Seed grant	Craig discussed the seed grant with James and RSC. All agreed that we should change the focus slightly so that it is more about activities that would benefit	



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	the ASPERA community so that ASPERA gets something out of it. Try to encourage research mentoring through the grant process. Thought it might be better to have a bigger amount on the table.	
<b>10. Any other business</b>	Mark Ryan will be interim president of Screen Studies Association. He is interested in any cross promotion opportunities that can be set up between the two associations.	
<b>11. Date/time/location of next meeting</b>	<p>Doodle poll for November weeks after 18 Nov (include 1<sup>st</sup> week of December in poll)</p> <p>Alison away for 18 December</p> <p>Mark away after the 1<sup>st</sup> week of December</p> <p>Tim away after the 7 December</p> <p>Craig has a few conferences during December</p>	<p>Bettina</p> <ul style="list-style-type: none"> <li>Set up a Doodle poll to decide a date for the next Exec meeting in November/December</li> </ul>
Meeting closed at 5pm		