



EXECUTIVE MINUTES

Meeting	Executive board	
Date	Monday 11 May 2015	
Time	1.30pm – 4.00pm AEST (1.00pm – 3.30pm ACST)	
Location	Skype/conference call	
Agenda item	Comments	Actions
1. Attendance and Apologies	Tim Thomas, Craig Batty, James Verdon, Bettina Frankham, Alison Wotherspoon, Nick Oughton, John Cumming (joined after 2pm)	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Accepted with minor amendments proposed by James Verdon	
2.2 Reports on action items		
Alison Wotherspoon to send Craig a list of papers to be peer reviewed for the conference proceedings	List of papers for peer review will come through in the next couple of days	
Craig Batty to send Alison some notes on how we should brief Julian Thomas for his keynote address at the conference	Notes have been sent	

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3. Business Arising		
3.1 Conference update (Alison Wotherspoon)	<p>Conference is now up on the Flinders University website with information about the conference program, accommodation options, social events etc. Annabel Sheehan, Denise Meredith and Julian Thomas have all agreed to be keynote speakers. The conference will all be happening in the one location with a keynote and panel scheduled each day followed by related paper presentations. There will be no parallel sessions. The conference should come in on budget based solely on the attendance of ASPERA delegates. Papers submitted to the peer reviewed proceedings stream will be double blind peer reviewed before the conference. The research committee have organised an ISBN for this and future years conference proceedings.</p>	<p>Alison Wotherspoon – to modify the registration form so that the ASPERA member institution attendees can just pay for the conference dinner.</p> <p>Alison Wotherspoon - to send Nick Oughton a preliminary budget</p> <p>Craig Batty – to contact the presenters who are participating in the peer review process.</p>
3.2 DDCA ASPERA contact (John Cumming)	<p>There has been email correspondence between past president Rachel Wilson and John Cumming regarding ASPERA's involvement with the DDCA. Rachel has been the past ASPERA contact for the DDCA but we need to notify them of who the new</p>	<p>Tim Thomas – to email Sue Barker at the DDCA that he is current ASPERA president and is to be listed as contact person.</p> <p>Individual executive members – can sign up for the DDCA mailing list online via their website.</p> <p>Bettina Frankham – work on a system for handover to</p>

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	ASPERA contact is.	new executive that lists organisations who need to be notified of new contacts. (secretary@aspera.org.au email address is part of this process)
3.3 Executive visibility and transparency (John Cumming)	<p>Former president, Rachel Wilson contacted the Executive via email and pointed out that communication with those who have signed up to the notifications list needs to be given more attention. In part this could be addressed by publishing executive meeting minutes to the website. To facilitate this, a new template for the minutes has been prepared which has space for brief comments and list of action items against each agenda item. Anything that requires a more detailed narrative would need to be submitted as a report in advance. The executive decided to reformat minutes from the current executive going back to its first meeting in July 2014 and publish them on the website.</p>	<p>Bettina Frankham – to format current minutes in the new template.</p> <p>Bettina Frankham – assign each executive member 1 or 2 of the previous minutes for them to reformat to fit into the new template.</p> <p>Bettina Frankham – circulate the minutes of the current meeting in the new format to executive members as an example to follow in reformatting past minutes.</p> <p>Bettina Frankham – post minutes to the website once they are ratified at the following meeting.</p> <p>Bettina Frankham – add agenda item to discuss minutes on the website at the next meeting.</p>
3.4 Suggestions for minutes and meeting procedure (Bettina Frankham)	<p><i>(Covered in previous item)</i></p>	
3.5 Website - 3.5.1 Announcements – use of the current news section (Bettina Frankham)	<p>With the redesign of the organisation website there is now a current news section on the homepage. The question arose as to what should go in this section. The default position is to publish all announcements that are</p>	<p>Bettina Frankham – double check that all the people who have signed up to the Google group have been migrated to the Mail Chimp account. Bettina Frankham/Tim Thomas – contact Nico Leonard to work out the best way to go forward with this.</p>

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	<p>received. It has been suggested that people need to be able to post their own news content to the website. Suggest that the contact tab be moved up to the top level along with a link for a way to post news items to the website.</p> <p>A decision was made to change the order of menu items. <i>Membership</i> to become a child of <i>About ASPERA</i>. In the order of menu items, swap <i>Membership</i> with <i>Contact</i>. Put <i>Posting a message</i> up at the top level. The 2015 (or current) conference should be at the top level so that when you click on <i>Annual Conference</i> the current conference comes up first. The text about the history of the conference could be put under the <i>About ASPERA</i> section. Need to create an item menu button that lets people register so that they can post news items for moderation.</p>	<p>Bettina Frankham – put the seed grant information and reminder in the latest news section of the website.</p> <p>Bettina Frankham – set exec members up with logins so that they can post content to the site without moderation.</p> <p>Bettina Frankham/Tim Thomas – get Nico to update the menu items and ASPERA conference links on the website.</p>
<p>3.5.2 Website - Announcements – sending group emails (Bettina)</p>	<p>Held over to next meeting</p>	
<p>3.6 Research committee - OLT Seed Grant application (Craig Batty)</p>	<p>Susan Kerrigan and Craig Batty are developing an idea for an OLTC grant. Do something around research methodologies in screen production. Anything involving peak bodies is going to be viewed favourably in the application process in terms of the wider</p>	<p><i>Motion</i></p> <p>The ASPERA executive lends in-principal support for the proposed OLTC grant application “Creative practice as a research pathway: consolidating approaches and improving opportunities for students and educators” from ASPERA members Craig Batty and Susan</p>

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	<p>impact. They are looking for a letter from the ASPERA Executive to say that they give in principle support it.</p>	<p>Kerrigan and also supports ASPERA's engagement within the project, subject to a more formal briefing. Moved: James Amended: Nick Seconded: Nick Motion passed by consensus</p>
<p>4. Other Business</p>	<p>The executives attention was draw to some problems that could arise out of the current terms of reference for the ASPERA research seed grant fund. In particular, a question arose whether current ASPERA committee members are eligible to apply for ASPERA research seed grant funding. A long discussion ensued about who should be eligible to apply.</p>	<p>James Verdon - Modify the terms of reference for future rounds of the ASPERA research seed grant so that executive members and research committee members are excluded from applying for the grant. Bettina Frankham – add the item to the agenda for the next executive meeting so that the discussion can be continued.</p>
<p>5. Date/time/location of next meeting</p>	<p>2 June 2015 1.30pm–3.00pm AEST (1.00pm – 2.30pm ACST) pre AGM meeting set down for 15 June 3.30pm</p>	
<p>Meeting closed at 4.04pm</p>		