

ASPERA EXEC Meeting Minutes

Meeting: ASPERA
Executive

Date: Tuesday 10 April
Time: 1PM AEDT

Location: Skype call

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	Discussion	Actions / Motion
1. Attendance and Apologies		
Apologies	Craig Alison	
2. Previous Minutes		
2.1 Accept the minutes from previous meeting.	Proposed : Bettina Second: Rauri	Approved
3. Business Arising From Previous Meeting		
3.1 From 3.3 schedule a General Meeting at the conference		Done

<p>3.2 Carried over :Associate and Student and individual membership-continuing a longer conversation</p>	<p>Alison Carried over</p>	
<p>3.3 Bank Account Access</p>	<p>Bettina Updated the committe on the status of this paper work which is currently with Alison</p>	<p>James to persue Debit Card</p>
<p>3.4 Apppointment of public officer (Simon or Bettina)</p>	<p>Simon appointed as Public Officer</p>	
<p>3.5 EDUCATION draft an invitation to contribute ideas to an Education Page for the ASPERA web site.</p>	<p>Disussion re and pros and cons of a <i>Discussion Board</i> plug in to the web site. It was agreed to move forward using the out look Group. Bettina reshared the outlook group details.</p>	<p>Tim to follow up with invitation to contribute.</p>
<p>3.6 from 5.1 add conference page to web site</p>	<p>Bettina confirmed that the Conference had been added to the web and that there was content.</p>	
<p>3.7 from 7.1 Sightlines bussiness case</p>	<p>Craig</p>	<p>Carried over</p>
<p>3.8 7.2 Conference booking</p>	<p>See item 9.2</p>	
<p>3.9 7.2 Conference</p>	<p>See item 9</p>	
<p></p>	<p></p>	<p></p>

New Business		
4. Correspondence		
4.1 Invitation to join DASSH advisory group	James thanked Bettina for her contribution on this matter and reported that he has contacted the DASH Advisory group who are looking at producing a survey re NTRO quality outputs. James confirmed that this was a good thing.	
5. Membership applications		
5.1 Nepean Arts & Design Centre as part of TAFENSW	James reported that he had replied to Napean TAFE and would follow up re Associate Membership. There followed a discussion about current members , and recent members.	Tim to contact Latrobe, UWS and Uni SA re logos for the web site. Bettina to supply a UTS logo JAMES to follow up
6. President Report		
6.1 2018 and identifying other opportunities to meet F2F Carried over	Continued discussion re F2F meeting from previous exec meeting. Opportunites to piggy back on other events were discussed. Niccolette joined the Meeting and options of a F2F Exec Committee meeeting at the	

	<p>conference were explored. It was decided to have a lunch time meeting on the Friday of the conference.</p> <p>This discussion spilled over to ITEM 9</p>	
7. Finances		
7.1 Treasurer's update	A brief discussion of the implications surrounding a budget as a planning and leadership tool.	
8. Research		
8.1 Report	<p>FROM CRAIG via Email.</p> <p>A full draft of the conference schedule has been created (Nicolette to share/confirm), with updated/edited abstracts and bios being dropped in as we speak. We are expecting 31 papers for peer review to come in by April 30, though of course it is likely that some of these will fall over.</p> <p>- Once we have the conference-booking page up, we can e-mail all those who are intending to present. A few overseas delegates have been asking for updates because they have to apply for internal funding.</p> <p>- We have decided not to run a pre-conference boot camp this year (a combination of availability and preparation time), but we are keen on running something later in the year. Would there be support for this? Would there be money available? Perhaps it could be tied to the working bee (if we have one)?</p>	-

	<p>- The 'measuring excellence/quality' document (started in 2017) is currently going through its next iteration. 6 lots of feedback were given on the last (first) draft, and now the RSC are looking at the updated draft. It is hoped we can circulate a close-to-complete draft later this month. Ideally, we'd have this completed, formatted and 'published' in time for the conference. (James, are you up for that formatting work again?)</p>	
8.2	<p>Craig's report raised two topics that led to further discussion</p> <p><u>Research Bootcamp</u>: a question around the possibility of a Research Bootcamp later in the year. The committed thought it would be difficult to attract participants.</p> <p><u>Measuring Quality Document</u>: James noted that he was "looking forward" to seeing the Measuring Quality Doc and was happy to format it.</p>	
9. Conference		
9.1	<p>Following from Item 6.1:</p> <p>It was decided to hold a general members meeting at the conference . There followed a long discussion of possible names that would differentiate this meeting from an AGM, and the best time to hold such a meeting . Before the conference dinner was amongst the options considered for a meeting time.</p>	
9.2	<p>Niccolete had a number of questions re:</p> <ul style="list-style-type: none"> • Schedule • Publishing the schedule • Special requests from the 	<p>Niccolette to give DRAFT program and an image to Bettina.</p>

	<p>committee for inclusion on the booking pages</p> <ul style="list-style-type: none"> • Description of the event for Eventbright • Images for Eventbright • Date for Eventbright publishing 	Bettina to proof read and publish on Web
10. Web site	<p>Bettina reported re ongoing work on the web site in particular</p> <ul style="list-style-type: none"> • Content to be transferred from asn.au site • Design elements to be brought across from asn.au site • archival version of seed grant page • Revise text on about page • Exec and AGM minutes <p>Connect conference proceedings with relevant annual conference page</p>	Bettina to reset exec committee edit access to web site
11. Education		
11.1 Report	Nothing to report.	
12. Other Business		No other business
13. Next Meeting:	Friday APRIL 20	All