

Minutes ASPERA EXEC COMMITTEE

Date:	31 AUG 2018
Time:	13:00
Skype	
Chair:	James
Attendees:	Bettina, Craig, Alison, Simon
Secretary:	Tim

	Apologies		
	Ruari Bettina left at 2:00 Tim Left at 2:10		
	Name of item	Discussion	For (noting, approval, discussion, action)
1	Minutes of previous meeting held		
	<i>14 June 2018</i>	Approved subject to minor changes	1 James 2 Alison
2	Matters Arising		For noting /discussion
3	President report		
3.1	- AGM 2018-19- venue, dates	Discussion around: <ul style="list-style-type: none"> • Venue • Dates • The cost of virtual attendance. 	
3.2	Exec working bee	Considered for tie in with AGM Possible dates after 24 Nov	
4	Conference Report		
4.1	Call for Conference Hosting 2019 and 2020	<u>Error! Reference source not found.</u> Discussion around <ul style="list-style-type: none"> • the timing and content of an EOI • should there be a single Host 	Simon to talk to Newcastle Uni re AGM Craig to talk to Bettina and UTS re AGM

		<p>/ ASPERA Agreement or options</p> <ul style="list-style-type: none"> • possible venues <p>Simon noted that an AGM may be very procedural with a limited purpose.</p> <p>James suggested a narrow cast EOI for the AGM host</p>	
4.2	- 2018 Post-Conference report — event	<p>James referred to Nicolette’s report. Noted that it was useful feedback for future conference organisers.</p> <p>Short discussion about catering numbers always being uncertain and that numbers should be a last-minute consideration.</p> <p>Short discussion of the advisability of early bird discounts to help with catering uncertainty.</p> <p>Further discussion of the ASPERA / Conference relationship.</p> <ul style="list-style-type: none"> • James noted and Tim confirmed that the Constitution requires ASPERA delegate comps. • Craig suggested that ASPERA provide the float whilst the Conference Convener invoices ASPERA 	
4.3	- 2018 Post-Conference report — publications	<p>TIM (SECRETARY) LEFT THE MEETING</p> <p>Simon continues the minutes</p> <p>CRAIG: Most revised papers now in. Team to look at them over the next 2 weeks. There are approx 16, too many for Refractory (max 10), so the team is looking at how to give everyone a publication opportunity.</p>	
5	Education Report		
5.1	Teaching and Learning Sub-Committee		ACTION: Tim to pull together a summary of the online discussion.
6	Research		
		Craig updated the meeting about Sightlines	

7	Treasurer		
7.1	financials update	Deferred until next meeting	
7.2	Move the Financial year to align AGM with conference?		
8	Next Meeting:	James to circulate some options	