

# MINUTES ASPERA 2018 WORKING BEE

## Meeting 20181206

A meeting of the ASPERA Executive Group will be held from 9:30 AM on Thursday 06 December 2018  
 Room Building 10, Level 5, Room 285 (Digital Research Lab), UTS. (Old Fairfax building, on Jones Street)

Item No	Agenda Item	Action / Discussion	Speaker/Facilitator	attachments
<b>Part A: Introductory and Procedural Matters</b>				
1	Welcome, Apologies, Consideration of Agenda	Apologies: Rauri	Chair	
2	Previous Minutes	For approval	1 Bettina 2 Simon	Tim doc
<b>Part B: Items for Discussion and Information</b>				
3	Committee approval of financial records prior to AGM	For approval	1 Tim 2 James	<b><u>Financial Statements</u></b>
4	2-3 year org action plan- <b>Big Picture</b>	Discussion re: <ul style="list-style-type: none"> <li>• Association Purpose</li> <li>• What are the key aims</li> </ul> Conclusions <ul style="list-style-type: none"> <li>• More resources towards the web coms</li> <li>• Develop T and L as “pull” activity</li> <li>• Mentor program include “mentor the mentor”</li> </ul>	ALL	ASPERA Member Schools and contact people

Item No	Agenda Item	Action / Discussion	Speaker/Facilitator	attachments
6.1	Sightlines Project and 2019 ASPERA Conference	<p>Presentation and discussion, Patrick Kelly reported</p> <ul style="list-style-type: none"> <li>• Suggested dates 17–19 NOV 2019</li> <li>• The Capitol Theatre is a potential venue depending on the new theatre management</li> <li>• RMIT is enthusiastic via the Screen Cultures group <ul style="list-style-type: none"> <li>○ Admin support,</li> <li>○ A float</li> <li>○ In kind support</li> </ul> </li> <li>• The Challenge is to make Sightlines self-sustaining there fore expand the engagement base and attendance.</li> </ul> <p>Patrick noted that:</p> <p>Sightlines did not have to be an RMIT event and could travel</p> <p>RMIT would like ASPERA to be involved.</p> <p>After discussion The Committee confirmed that the ASPERA contribution to 2019 Sightlines Event would be</p> <ul style="list-style-type: none"> <li>• Provide a steering committee</li> <li>• Moral Support</li> <li>• Communications and Call for Papers networks</li> <li>• Peer review</li> <li>• Looking beyond 2019 ASPERA could <ul style="list-style-type: none"> <li>○ support a prize</li> <li>○ develop a sightlines recipe/tool box</li> </ul> </li> </ul> <p>Patrick Kelly confirmed</p> <ul style="list-style-type: none"> <li>• that ASPERA is integral to Sightlines.</li> <li>• RMIT does not have IP ownership of Sightlines</li> <li>• ASPERA has de facto ownership of Sightlines</li> </ul> <p>Further discussion considered:</p> <ul style="list-style-type: none"> <li>• Sightlines position <i>vis a vis</i> the film research and the broader research communities</li> <li>• Creative practice research to the front.</li> </ul>	Patrick Kelly joined via ZOOM	<p><b>Sightlines 2019 Proposal</b></p>

Item No	Agenda Item	Action / Discussion	Speaker/Facilitator	attachments
6.2		<p>Discussion moved to considerations of Sightlines and the ASPERA Conference.</p> <p>It was noted that no had as yet offered a venue.</p> <ul style="list-style-type: none"> <li>Alison suggested UNI SA <ul style="list-style-type: none"> <li><b>ACTION: James to follow up.</b></li> </ul> </li> <li>An end of year conference was considered but rejected at this stage.</li> <li>The committee decided to pursue a teaching focused, workshop orientated, mid year conference</li> </ul>		
7	Revisit Exec Structure Exec member folios	<p>Craig reported on the AAWP exec committee structure whilst James reported on the DASSH structure.</p> <p>The discussion centred on how best to organise and distribute work within the committee, in particular:</p> <ul style="list-style-type: none"> <li>Portfolio or</li> <li>Work packet</li> </ul>	Craig (AAWP) James (DASSH)	
5.	LUNCH			
9	Membership futures and Constitution changes	<p>Presentation and discussion</p> <ul style="list-style-type: none"> <li>Is there a cost benefit</li> <li>Purpose behind expanding... how does expansion serve the membership</li> <li>What is the nature of other membership?</li> </ul>	Simon/Tim	
10	Financial year decision re start/finish	The Committee decided that the end of year AGM is good there for no need to change the financial year.	Tim/Simon	
8.	AFTERNOON TEA			
12	2-3 year org action plan revisit- <b>Applied</b> Picture	<p>Discussion</p> <p>Bettina Tabled a photograph of the <a href="#">Working Bee White Board</a></p> <p>Plan and an EMAIL discussion re a 3 to 5 year plan</p>	ALL	<a href="#">ASPERA Exec Agenda plus 3-5 year ASPERA plan?</a>
13	AGM prep incl. anyone stepping down and being re-elected immediately	For noting	ALL	
<b>Part C: Other Business</b>				
14	Flinders Screen Production LoS	Discussion, ACTION JAMES to send letter to Flinders.	ALL	
<b>Upcoming Meeting Dates for 2018</b>				
	<b>Meeting</b>	<b>Time</b>	<b>Venue</b>	
	AGM	16:30	ZOOM and UTS	
	December/Jan ASPERA Exec	TBC	Skype	

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**Australian Screen Production Education & Research Association (ASPERA)**

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**Financial Statements**

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**From July 1 2017 to 30 June 2018.**

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**Financial Statements**

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**Financial Statements**

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**Statement by Committee**

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In accordance with a resolution of the Executive Committee, the Executive Committee Members state that:

1. In their opinion:

- the accompanying statement of income and expenditure is drawn up so as to give a true and fair view of the result of the association for the financial period ended 30 June 2018.
- the accompanying balance sheet is drawn up so as to give a true and fair view of the state of affairs of the association as at 30 June 2018.
- at the date of this statement there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due; and

2. The accompanying accounts have been made out in accordance with applicable approved accounting standards. It should be noted that, as this is the first year that financial statements have been drawn up in accordance with such standards, assumptions have been made as to the opening balance of the Association's accumulated funds.

Signed for and on behalf of the Executive Committee this        day of                    2018.

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**Financial Statements**

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**Statement of Income & Expenditure for the year**

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		\$	\$
	Note	2018	2017
Operating surplus/(deficiency) before income tax	2	3,724	1,715
Income tax applicable thereto		Nil	Nil
Operating result after tax		3,724	1,715
Extraordinary Items		Nil	Nil
Operating result & extraordinary items		3,724	1,715
Transfer to Reserves		Nil	Nil
Accumulated funds brought forward		7,339	5,623
Accumulated funds as at 30 June		11,063	7,339

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**Financial Statements**

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**Balance Sheet as at June 30**

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	\$	\$
	2018	2017
<b>Current Assets</b>		
Cash at bank and on deposit	11,063	13,811
Other assets	0	0
<b>Total assets</b>	<b>11,063</b>	<b>13,811</b>
<b>Current Liabilities</b>		
Members fees received in advance	0	2,600
Amounts payable	0	3,871
<b>Total liabilities</b>	<b>0</b>	<b>6,471</b>
<b>Net assets</b>	<b>11,063</b>	<b>7,339</b>
<b>Members Funds</b>		
Accumulated funds	11,063	7,339
<b>Members accumulated funds</b>	<b>11,063</b>	<b>7,339</b>



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**Financial Statements**

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**Notes to and forming part of the accounts**

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**1. Accounting****policies Basis of****accounting**

These accounts have been prepared on a going concern basis under the historical cost convention and have not been adjusted to take account of the current cost of specific assets or their impact on the operating results. Assets have been recorded at their historical cost of acquisition.

**2. Operating result.**

The operating result before income tax was arrived at after charging and crediting the following specific items:

	<b>2018</b>	<b>2017</b>
<b>Charges</b>		
Interest	nil	1
<b>Credits</b>		
Interest received other corporations	174	174

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## Financial Statements

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### Detailed statement of income & expenditure for the year ended June 30

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>Revenue</b>		
Members fees	10,400	10,200
Interest received other corporations	14	174
<b>Total revenue</b>	<b>10,414</b>	<b>10,374</b>
<b>Expenses</b>		
Internet & web expenses	1342	476
Seed funding project	0	0
Executive "Working Bee"	0	2,238
AGM Expenses	298	0
Annual conference contribution	3,300	3,596
Memberships	500	500
Research sub-committee costs	0	1,848
<b>Total expenses</b>	<b>6,689</b>	<b>8,659</b>
<b>Surplus/(deficit) for the year</b>	<b>3,724</b>	<b>1,715</b>