

Draft Minutes 2019 AGM

AUSTRALIAN SCREEN PRODUCTION EDUCATION & RESEARCH ASSOCIATION (ASPERA)

DATE: 2 December 2018

TIME: 3:30 AEDT pm

LOCATION: RMIT City Campus, Room 010.05.089 (in The Garden Building)
or via Skype

Attendees:

Member Delegates:

James Verdon (Chair) (Swinburne), Kath Dooley (Curtin), Patrick Kelly and Marsha Berry (RMIT), Bettina Frankham and Craig Batty (UTS), Simon Weaving (Newcastle), Tim Thomas (UC), Maryella Hatfield (UWS), Helen Carter (Flinders) John Cumming (Deakin), Michael Sergi (Bond)

Proxys:

No proxies were received

BUSINESS

ITEM	
1. Chair of the Meeting (The President) to ensure a quorum is present by reference to the Register of Members=	James opened the meeting and confirmed that there was quorum (See table ASPERA - Membership)
2. Confirm minutes of the previous AGM	Noting a number of deficiencies regarding spelling the Meeting accepted the previous minutes 1 Marsha Berry (RMIT), 2 Bettina Frankham (UTS)
3. Special Resolutions	The Meeting was asked to consider and vote on three amendments to the constitution as outlined in the Appendix to this notice: Appendix: Table of Proposed Amendments to the Constitution. <ul style="list-style-type: none">• Resolution 1 that the meeting accepts Amendment #1• Resolution 2 that the meeting accepts Amendment #2• Resolution 3 that the meeting accepts Amendment #3 Resolution 1 was passed unanimously

	<p>Resolution 2 was passed unanimously</p> <p>Resolution 3 was passed unanimously</p>
<p>4. Committee's Report on Activities for the Year ended 30 June 2019</p>	<p>James tabled a report for the year's activities.</p>
<p>5. Receive the Financial Statements for year ended 30 June 2018.</p>	<p>Financial Statements The Committee accepted the financial Statements 1 James. 2 Marsha.</p>
<p>6. Appointment of Office-Bearers.</p>	<p>The meeting was asked for nomination for the position of President, Vice President, Secretary and 1 Ordinary Executive Committee Member.</p> <p>James nominated Bettina for President,</p> <ul style="list-style-type: none"> Bettina accepted, John seconded the nomination. There were no other nominations for President. Bettina was appointed by acclamation. <p>Bettina nominated Susan Thwaites (UC) for Vice President</p> <ul style="list-style-type: none"> Susan had previously arranged to stand via email with James and Bettina. Tim, having been cc'd into the email was able to confirm the arrangement. James seconded the nomination. There were no other nominations. Susan was appointed by acclamation. <p>There were no nominations for the position of Secretary.</p> <ul style="list-style-type: none"> The position was offered to Michael who declined but mentioned that he was able to be an ordinary member. <p>Tim nominated Michael for the position of Ordinary Member</p> <ul style="list-style-type: none"> Hoist by his own petard Michael accepted and James seconded the nomination. There were no other nominations. Michael was appointed by acclamation. <p>John Cumming thanked the outgoing executive members.</p>
<p>Meeting closed 4:29 pm AEDT</p>	

ASPERA - Membership

1	AFTRS
2	Bond University
3	Charles Sturt
4	Curtin
5	Deakin
6	Edith Cowan
7	Flinders Uni
8	RMIT
9	Swinburne
10	UC
11	Uni Melbourne VCA
12	Uni Newcastle
13	Uni Western Sydney
14	UTS

Appendix: Table of Proposed Amendments to the Constitution.

Amendment #	Rational for change	Existing Clause	New Clause
<p>Amendment #1 Item 9 Membership Fees and subscriptions 2)</p>	<p>This change tidies up the constitution to allow changes to the amount of the annual membership fee without having to make a change to an appendix in the constitution.</p>	<p>In addition to any amount payable by the member under clause (1), full and associate members of the association must pay to the association an annual membership fee in accordance with the Schedule of Annual Membership Fees, (Appendix 3) or, if some other amount is determined by the committee, that other amount, payable at a date determined each year by the committee.</p>	<p>Part 2 Membership 9 Fees and subscriptions 2) In addition to any amount payable by the member under clause 9(1), full and associate members of the association must pay to the association an annual membership fee of an amount as determined by the committee, payable at a date determined each year by the committee.</p>
<p>Amendment# 2 Part 1 Preliminary/Introduction 1 ASPERA: Role and Aims 2 Definitions</p> <p>And</p> <p>Part 2 Membership 3 Membership qualifications</p>	<p>This amendment has the effect of making full membership available to non-university higher education providers.</p> <p>The amendments recognise a change to the higher education landscape in which non-university and private providers now offer higher education. These non-university institutions are in many ways similar to AFTRS offering undergraduate and post graduate awards.</p> <p>The amendments remove reference to “University” in favour of the expanded category of “higher education provider” and changes the modifier “Australian” to “in Australia”.</p> <p>In choosing to replace University with Higher Education Provider we have been mindful of the TEQSA Higher Education Framework.</p> <p>The change involves amendments to clauses:</p> <p>Part 1 Preliminary/Introduction 1 ASPERA: Role and Aims 2 Definitions</p>	<p>1 ASPERA: Role and Aims Australian Screen Production Education & Research Association (ASPERA) is the peak discipline body of Australian tertiary institutions teaching and researching film, video, television and new media as screen-based production practices. It was established in 2004 at an initial conference at the Victorian College of the Arts in Melbourne attended by 16 institutions. ASPERA represents Australian Universities offering qualifications at undergraduate and/or postgraduate levels, including bachelor, master and doctoral degrees in various screen production disciplines. It plays an active role in shaping quality education for those working or planning to work in production or research for the screen. It addresses issues of concern to the sector, and is concerned with the status of screen production courses within the education sector. It addresses the relationship between the screen production education sector of the industry and the wider Australian screen industries. It aims to lift the profile of the screen-based industries within the wider</p>	<p>Part 1 Preliminary/Introduction 1 ASPERA: Role and Aims Australian Screen Production Education & Research Association (ASPERA) is the peak discipline body of higher education providers, in Australia, teaching and researching film, video, television and new media as screen-based production practices. It was established in 2004 at an initial conference at the Victorian College of the Arts in Melbourne attended by 16 institutions. ASPERA represents higher education providers in Australia offering qualifications at undergraduate and/or postgraduate levels, including bachelor, master and doctoral degrees in various screen production disciplines. It plays an active role in shaping quality education for those working or planning to work in production or research for the screen. It addresses issues of concern to the sector, and is concerned with the status of screen production courses within the education sector. It addresses the relationship between the screen production education sector of the industry and the wider Australian screen industries. It aims to lift the profile of the screen-based industries within the wider economic, social and cultural development of Australia.</p>

	<p>and</p> <p>Part 2 Membership</p> <p>3 Membership qualifications</p> <p>2.1</p>	<p>economic, social and cultural development of Australia.</p> <p>Aims</p> <ol style="list-style-type: none"> 1. To produce a regular forum for exchange of ideas for Universities and tertiary screen production educators on matters of teaching, assessment, research, quality assurance and course design. 2. To develop and foster research relevant to the sector. 3. To promote quality professional education for creative artists and craftspeople in the screen industries. 4. To develop policy and advocate on behalf of screen production courses within the Australian tertiary sector. 5. To provide leadership to professional education, research and community service in screen production in Australian Universities and tertiary institutions. 6. To liaise with government, industry, secondary and VET sectors on matters of mutual interest relating to screen production. <p>2 Definitions</p> <p>Full member Australian Universities, academic units within a university or AFTRS.</p> <p>Associate member – open to non-university institutions and organizations</p> <p>Representative – a person authorised to represent the member tertiary institution or academic unit</p>	<p>Aims</p> <ol style="list-style-type: none"> 1. To produce a regular forum for exchange of ideas for higher education screen production educators on matters of teaching, assessment, research, quality assurance and course design. 2. To develop and foster research relevant to the sector. 3. To promote quality professional education for creative artists and craftspeople in the screen industries. 4. To develop policy and advocate on behalf of screen production courses within the Australian higher education sector. 5. To provide leadership to professional education, research and community service in screen production for higher education providers in Australia 6. To liaise with government, industry, secondary and VET sectors on matters of mutual interest relating to screen production. <p>2 Definitions</p> <p>Full member – higher education provider in Australia</p> <p>Associate member – a non-higher education provider in Australia or a post-secondary education provider outside Australia</p> <p>Representative – a person authorised to represent the member.</p> <p>Part 2 Membership</p> <p>3 Membership qualifications</p> <p>2.1 Full membership of ASPERA is open to higher education providers responsible for the teaching and management of screen production and post graduate research programs in Australia where the central objective is the education and advancement of screen practitioners. A higher education provider as defined above can join ASPERA if one third of their subjects are production based. Each institution or academic unit</p>
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			nominates its representative for ASPERA.
<p>Amendment # 3 6 Membership entitlements and representation 2) and 3)</p>	<p>Recent conference organisers have identified a difficulty in planning and financing the Association's annual conference due to uncertainty around the cost of the free ASPERA institutional delegates.</p> <p>Further, in the instance in which the conference host bills the Association for 2 institutional delegates per member, it typically requires an Institution's entire membership subscription fee to pay for the delegates' conference registration fee.</p> <p>In the past this has on occasion led to non-institutional delegates effectively subsidising institutional delegates.</p> <p>This amendment aims to disassociate the Institutional membership fee from the conference fee, thereby providing certainty to the conference organiser and a predictable cash flow for the Association.</p>	<p>6 Membership entitlements and representation</p> <p>(c) full members are entitled to two delegates at the annual conference and one vote at the Annual General Meeting.</p> <p>(d) associate members are entitled to one delegate at the annual conference.</p>	<p>6 Membership entitlements and representation</p> <p>c) Full members are entitled to send two delegates to the annual conference at a members' concessionary registration rate and to one vote at the Annual General Meeting.</p> <p>d) Associate members are entitled to send one delegate to the annual conference at a members' concessionary registration rate.</p>

ASPERA Executive Group report on the activities of the association during the financial year 2018-2019

Since the reconstituted 2018-2019 ASPERA Executive Group (Exec) was elected at the November 2018 Annual General Meeting held at UTS, the Exec has held 11 meetings via Skype and one in-person full-day meeting at UTS in June 2019. The Exec has communicated with the ASPERA community via a number of direct emails to the Association's mailing list regarding ASPERA events and also posts on behalf of members.

The following business was undertaken on behalf of ASPERA during the year 2018-2019:

- Support was given to a project proposed by the Research Sub-Committee on 'Gender and Diversity' with activities flowing over into the current financial year.
- Support for a third Sightlines conference event to be again held at RMIT in December 2019. The Exec has committed to further supporting the online issues of the Sightlines Journal through continuing to host Sightlines journal on the ASPERA website, assistance with formatting content for online publication and further exploration of wider journal publishing opportunities for research outcomes flowing from NTROs to be presented at the Sightlines conference in 2019.
- The convening of a two day conference hosted by the Australian Film Television and Radio School (AFTRS) in Sydney on June 17-18 with the provision by ASPERA of programming and curatorial services and Sue Maslin as a key note speaker for the event.
- Establishment of a learning and teaching sub-committee following on from the session run by Tim Thomas, Adrian Miles, Kath Dooley and Sue Cake at the 2017 Annual Conference and then a Conference session on inter-institutional benchmarking at the 2019 ASPERA conference led by Rachel Wilson (RMIT), Megan Haywood (UTS) and Phoebe Hart (QUT)
- Contribution to a submission to the Australian Research Council (ARC) by the Australian Council for Deans and Directors of Creative Arts (DDCA) regarding the Australian and New Zealand Standard Research Classification (ANZSRC) Review. This work also flowed into the current year and continues with draft changes to be circulated by the ARC for consultation by the end of the 2019 calendar year.
- Examined the implications of constitutional changes endorsed at the previous AGM particularly regarding the duration of terms of office for Exec Members and increased flexibility regarding AGM attendance.
- Proposed further Constitutional changes regarding decoupling membership from conference attendance entitlements; better recognising and including more disciplinary colleagues; and miscellaneous errata.
- Commenced a review of the Association's website facilitated by Megan Heyward (UTS) with the participation of the Exec with a view to restructure navigation, content, and provide clearer value for members.
- Reflected on an informal audit regarding the Association's governance and finances conducted the previous year to better understand the multi-year position of the Association and assist future project and financial planning.

The Exec thanks outgoing Exec members for their service, particularly those that served extended terms prompted by changes to the Association's constitution during their tenure. And the Exec in anticipation, also welcomes incoming Exec members for their willingness to contribute to the Association for the benefit of its members.

James Verdon
ASPERA President on behalf of the ASPERA Executive Group

Draft

Australian Screen Production Education & Research Association (ASPERA)

Financial Statements

From 1 July 2018 to 30 June 2019.

ASPERA

Financial Statements

Index	Page
Statement by Executive Committee	1
Statement of Income and Expenditure	2
Balance Sheet	3
Notes to and forming part of the accounts	4
Detailed statement of income and expenditure	5

ASPERA

Statement by Committee

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 2019.
- 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 2019.
- 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 2019.

Statement of Income & Expenditure for the year

		\$	\$
	Note	2019	2018
Operating surplus/(deficiency) before income tax	2	4,181	3,724
Income tax applicable thereto		Nil	Nil
Operating result after tax		4,181	3,724
Extraordinary Items		Nil	Nil
Operating result & extraordinary items		4,181	3,724
Transfer to Reserves		Nil	Nil
Accumulated funds brought forward		11,063	7,339
Accumulated funds as at 30 June		<u>15,244</u>	<u>11,063</u>

Balance Sheet as at June 30

	\$	\$
	2019	2018
Current Assets		
Cash at bank and on deposit	17,504	11,063
Other assets	690	0
Total assets	18,194	11,063
Current Liabilities		
Members fees received in advance	0	0
Amounts payable	2,950	0
Total liabilities	0	0
Net assets	15,244	11,063
Members Funds		
Accumulated funds	15,244	11,063
Members accumulated funds	15,244	11,063

Notes to and forming part of the accounts

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:

	2019	2018
Charges		
Interest	nil	nil
Credits		
Interest received other corporations	10	14

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

	2019	2018
	\$	\$
Revenue		
Members fees	9,660	10,400
Interest received other corporations	10	14
Total revenue	9,670	10,414
Expenses		
Internet & web expenses	272	1342
Executive "Working Bee"	1314	0
AGM Expenses	0	298
Conference papers editing	880	0
Annual conference contribution	2,400	3,300
Memberships	550	500
Gifts	72	0
Total expenses	5,489	6,689
Surplus/(deficit) for the year	4,181	3,724