

ASPERA EXEC COMMITTEE

Date:	10 MAY 2019
Time:	10:00 Sydney/Melbourne Time
Skype	
Chair:	James
Attendees:	Bettina, Margaret, Kath, Craig Simon and Nell Joined @11:00 (Nell left at 11:30)
Secretary:	Tim

Apologies			
	Patrick		
	Name of item	• Discussion	Proposal/ ACTION /Noting
1	Minutes of previous meeting held	Accepted	Proposed Kath Seconded James
2	Matters Arising from previous minutes		
2.1	KATH to contact Nicolette re: picking up focus on gender matters and the ASPERA community	<p>Kath reported that she had been in discussion with Nicolette and Sandra Sciberras from VCA where they had been collecting data from previous student film. These discussions suggest two projects</p> <ul style="list-style-type: none"> • A Look at the data from previous student films to see what in terms of gender equity, students have been doing. • Look at the impact of teaching methods on gender representation in student films. <p>The committee decided to include a panel on these topics at the AFTRS conference/symposium. James offered to give up his panel slot to accommodate the new panel</p>	ACTION: Kath to work with Sandra to draft a panel proposal.
2.2	Tim , Simon and James draft position descriptions (for real this time).	James asked that time be made for consideration of these ideas at the WEB f2f meeting in June	ASPERA – ROLE OF TREASURER ASPERA Secretary

2.3	<ul style="list-style-type: none"> • Bettina to organize a f2f WEB site discussion working bee for the 19 Jun 10 10-4 at UTS. • Committee to circulate a inspirational web site for discussion. 	To be Covered under Item 5	
2.4	TIM to fix the page numbers on the constitution's contents page	<p>Tim brought the committee's attention to the unfortunate Appendix 3 of the Constitution <i>Schedule of Annual Membership Fees</i>.</p> <p>(The Actions for this item were decided at the end of the meeting under <i>any other business</i>.)</p>	<p>Constitution page numbers done.</p> <p>ACTION:</p> <p>Tim to set up an AGM folder in the ASPERA drop box.</p> <p>Simon to investigate the legal requirement for changing an appendix to the constitution.</p>
3	Conference and Sightlines Update		
3.1	Conference Committee Report	<p>Nell joined the Meeting at 11:00 and reported that:</p> <ul style="list-style-type: none"> • Registration was good to go pending the text being approved. • That David was back on Monday • AFTRS to take over the panel chair coms from James. • That the schedule would be finalised by end of next week (17MAY) • That despite the AFTRS panels being tardy they are all committed. • She is waiting for confirmation from key note Uncle Bruce. Mark Rose is back up key note. • Space is booked for the Social event with drinks on day one. <p>James informed Nell of the committee's decision re a panel on Gender (see item 2.1). Nell asked for AFTRS input and suggested Monica Davidson as a panel member due to her association with WIFT.</p> <p>Nell Left the meeting at 11:00.</p> <p>Committee discussed Conference EOI for 2020.</p>	<p>Margaret's Schedule UPDATE</p> <p>ACTION:</p> <p>James to forward panel correspondence to David.</p> <p>Nell to organize Program/schedule confirmation skype with James and David.</p> <p>Nell to encourage AFTRS Panel chairs to submit their documents</p> <p>Nell to schedule based on Margaret's draft noting the temporal anomalies in that draft.</p> <p>DECISION:</p> <p>Wait to see the outcome of the 2019 conference format</p>
3.2	Sightlines Report ?	No report	

4	Treasure report		
		Simon that reported that some members have paid and some are pending. James noted that many institutions work on 60 day accounts. Otherwise all good.	DECISION: To note the possibility of 60 Day accounts before sending payment reminders.
5	Web Site		
5.1	Wednesday 19th June web working bee	Bettina informed the committee that a room has been booked. James brought the committee up to date on an offline discussion Between Bettina and James re the possibility of using a web focused ASERA colleague to facilitate the WEB f2f meeting, with the idea that they would be able to guide and engage the committee in the right questions thereby increasing the possibility that we would walk away from the f2f meeting with something tangible. The committee decided that this was a good idea but that it is dependent on availability without remuneration In considering inspirational web sites, there was further discussion that we have to be pragmatic and realistic in our approach to the ASPERA web site.	ACTION; Bettina to approach possible UTS web focused colleagues re facilitating the f2f WEB meeting.
6	RESEARCH		
6.1	Screen Production Handbook	Craig reported that the <i>Screen Production Handbook</i> was delivered to Palgrave on Monday this week, and should be out in December. It ended up being 35 chapters long / 200,000 words. Many people from the ASPERA community are featured. Relatedly, conference papers from the 2018 conference will be published mid-year in Refractory and the International Journal of Creative Media Research.	For noting
6.2	HDR Focus	Craig asked about the RSC focus into the future. Noting Margaret's HDR Supervision Panel in the conference, is it a good idea to focus on HDR and Supervisor issues/ideas/research from the conference onwards, as part of the RSC's business? Are there other areas that are felt to be more important, e.g. gender equity, and/or, what	For noting

		else might the RSC focus on over the next few years?	
6.3	ANZSRC	<p>Craig noted that he is helping with a response to the ANZSRC review via the DDCA, but what about ASPERA? Does ASPERA want to make a separate response, or is it more powerful to come through the DDCA, which is seeking to represent the peak bodies? Other peak bodies are replying via the DDCA, and this would seem a viable option (power in numbers). The deadline for the response is May 20th.</p> <p>The committee decided to respond via the DDCA.</p>	<p>ACTION: Craig to review DDCA submission and circulate to the committee for comment and discussion.</p>
	Other business and NEXT MEETING	<p>Meeting ended 11:50 Next Meeting: Skype @ 13:00 Sydney Time, 31 MAY 2019.</p>	

ASPERA – ROLE OF TREASURER

Statutory Responsibilities

Treasurer

It is the duty of the treasurer of the association to ensure:

(a) that all money due to the association is collected and received and that all payments authorised by the association are made, and

(b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

Detailed Responsibilities

Collaborate with other members of the Executive on all decision-making.

Provide financial and corporate advice and guidance to the Committee to ensure that all decision-making complies with relevant statutes and accounting codes.

Draft an annual budget for the Committee to approve each year.

Provide the Committee with regular (at least quarterly) financial reports (actual v budget) so to ensure the Committee are aware of the financial position of the organisation.

Maintain proper books and records, including:

1. Membership Register
2. Accounting records (payments, receipts, debtors, creditors, general ledger)
3. Asset registers (if required)

Ensure annual invoices are issued and paid by members and prospective members.

Pay invoices for goods and services purchased by ASPERA.

Maintain ASPERA's bank account, issuing payments where needed.

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ASPERA Secretary

Regular duties

- Keep the minutes of, and prepare the agenda for, committee meetings and the AGM.
- Be familiar with the constitution.
- Ensure that communications around the AGM are sent in accordance with the constitution.

Other things

- Be useful.
- Monitor the ASPERA email account and reply or bring to the committee's notice as necessary.

Margaret's Schedule UPDATE

Potential Monday Schedule:

Coffee

9-10.00 Panel 1

10-11.00 Panel 2

11.00-11.30 AM tea

11.30 - 12.00 Panel 3

12.15 - 1.00 Panel 4

1.00- 2.00 Lunch

2.00 - 2.45 Keynote: Uncle Bruce Pascoe AFTRS

2.45 - 3.00 Panel 5

3.00-3.30 PM tea

3.30 - 4.15 Panel 6

4.15 - 5.00 Panel 7

Networking Event

Potential Tuesday Schedule:

Coffee

9-10 Keynote

10-11.00 Panel 8

11.00 - 12 Panel 9

12 - 1.00 Lunch

1.00- 2.00 Panel 10

2.00 - 2.15 Panel 11

2.15-3.00 PM Tea

3.00 - 3.15 Panel 12

3.15 - 4.00 Panel 13

4.00 - 4.45 Panel 14

4.45-5.00 Close

Panel 1: Screen Production Research and Creative Practice/Research
Jordon and Balfour AFTRS Emerging Creative Practices

Panel 2: Screen Production Research: ERA, HDR
Verdon , Kerrigan, Schlesher Distinguishing Roles for Creative Practice Research

Panel 3: Screen Production Research: ERA, HDR
Batty, Berry, Dooley, Frankham, McVeigh Training ASPERA HDR supervisor gaps (Monday am or early pm presentation please)

Panel 4: Screen Production & Pedagogy
Newton and Avenall AFTRS Flipping the Class at film school

KEYNOTE

Panel 5 Creative Practice and Creative Practice Pedagogies

Jordan & Balfour AFTRS

Panel 6 Herbert & Reed AFTRS Story Disruptible?

Panel 7 T&L Screen Production Pedagogy and Industry prep
Monica Davidson AFTRS Grad Show - After Film School

TUESDAY PANELS

KEYNOTE

Panel 8 Technology: Immersive/VR

Dooley, Bendar, Ferris, Frankham, Heyward, Munt, Schlesher Immersive 360 (Tues presentation please)

Panel 9 Technology: Immersive/VR

Wallace Crabbe Expanded Immersive VR

Panel 10 Screen Production Research & Reporting

Kelly, Berry, Hart et al Ticking all the boxes screen production research, ERA statements

Panel 11 Screen Production & Pedagogy

Heyward et al Benching and Peer Review

Panel 12 Screen Production & Pedagogy

Zalipour et al NZ Tacit Knowledge and Screen Production Pedagogy

Panel 13 Screen Production Pedagogy

Krikowa Embedding Indigenous Grad attributes

Panel 14 Screen Production, Story & Pedagogy

Twaites The importance of inner truth