



EXECUTIVE Minutes

Meeting	Executive board
Date	5 February 2016
Time	12-2pm AEDT
Location	Skype call

	Comments and motions	Actions
1. Attendance and Apologies	Attendees: Craig Batty, John Cumming, Sarah Stollman, James Verdon (departed 1.55pm), Alison Wotherspoon, Mark Ryan, Rich Seale, Bettina Frankham, Tim Thomas (arrived 12.30pm)	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Proposed: Mark Seconded: John	
3. Business Arising		
3.1 Publication of AGM draft	Bettina reported that the 2015 AGM minutes have now been published to	

minutes	the website as drafts. The 'draft' watermarks have been removed from the 2014 and 2013 AGM minutes and minuted corrections have been incorporated. These updated AGM minutes have been uploaded to the website to replace the previous versions.	
3.2 Membership payments	Alison reported it is difficult to process membership payments without current executive members and the current treasurer being signatories of the association bank account. When the bank account issues have been resolved Alison will be able to send out invoices.	
3.3 Links from institutional websites to ASPERA website	James has organised for the ASPERA logo to appear on the Department of Film and Animation page within Swinburne website. Sarah said it's possible to do this at AFTRS but with the new CEO it hasn't happened yet. John has found out that a link to ASPERA can be put on the Deakin website somewhere. Craig has drawn a blank. Mark has also drawn a blank. James reminded the meeting that we were going to have a consistent line of text to appear with the logo and that both would link to the ASPERA website. Rich suggested that the line of text be part of a revised logo file so that web masters are supplied with a single graphic to place on institutional sites.	Action: John to write a line of text to go with the logo Action: Rich to format a version of the logo to include John's line of text.
3.4 Images for website	Rich suggest that it might be better to think about this in terms of the	Action: Rich to upload his

	<p>overall website redesign. Perhaps we wait until that happens before we start compiling images.</p> <p>Alison needs some photos from the conference for a report she needs to write</p>	<p>images from the conference to the ASPERA Facebook page so that Alison (and others) can access them from there.</p>
4. Correspondence		
<p>4.1 A retired Lecturer is listed on the ASPERA website as a research examiner with outdated contact details. He would like to remain on this list but seeks our advice on whether he has a place there without institutional endorsement.</p>	<p>Mark said that QUT would not be able to use someone without industry affiliations. Craig said that RMIT were able to use retired academics.</p>	<p>Action: John to send through this persons contact and listing details to Bettina to reflect his current affiliation</p> <p>Action: Bettina to update the supervisors and examiners listing to reflect the new details from John</p>
<p>4.2 Request for endorsement of Aus/UK research project from Susan Kerrigan (see appendix 1)</p>	<p>James felt it was a great project. He said that If it gets up it would be fantastic with lots of opportunities potentially arising from it. He could not see any reason not to endorse it.</p> <p>Motion: That the ASPERA executive endorses the Aus/UK research project proposal in which Susan Kerrigan is involved.</p> <p>Proposed: James</p>	<p>Action: John to write a letter endorsing the application.</p> <p>Action: Bettina to find draft of Tim's letter for Craig and Susan's OLTC</p>

	Seconded: Bettina	application and send to John
5. Recruitment		
5.1 Request from AIT for Associate membership (see appendix 2)	<p>Tim explained that last time we did one of these we looked to see if the institutions aims aligned with those of ASPERA.</p> <p>Sarah affirmed that it is quite a serious institution with a strong focus on digital production.</p> <p>Motion: that we accept AIT as an associate member</p> <p>Proposed: John</p> <p>Seconded: Tim</p>	Action: Bettina to notify Helen Goritsas at AIT that their application has been accepted (include call for papers to conference) and let them know that accounts for membership will be coming out in late March early April.
6. Finances		
6.1 Treasurer's report	<p>Alison, in her role as the current treasurer, is going to set up a new account and will arrange for exec members to be included as signatories in Sydney at the working bee on 15 February.</p> <p>When the new executive was appointed in July there was recognition of that the hand over of the treasurer position would require changes to the previous banking arrangements. Putting new banking arrangements in place has turned out to be more complicated than expected. The</p>	Action: John, Alison, James and Bettina to meet in Sydney at 9.15am 15 February to go into a bank branch office to finalise the application and arrangements for a

	<p>requirement to have the executive members in the same city at the same time to be signatories on the account means that the working bee is the first opportunity for this to happen. These new arrangements will make future transitions in office holders a smoother process.</p> <p>Alison will be able to send out requests for membership payments once the new bank account arrangements are in place.</p>	new ASPERA bank account.
7. Online communications		
(Working Bee to be discussed under 12.3)		
7.1 Communication's report	<p>Conference proceedings are now up on the website - Kate (Rich's student) did a good job.</p> <p>Next newsletter to come out on the 18 February.</p> <p>Secretary contact details have been updated in the newsletter footer.</p> <p>Motion: that future emails for the newsletter contain a series of links to items in the website accompanied by a brief extract from the article and a striking graphic.</p> <p>Moved: John</p> <p>Seconded: Sarah</p> <p>Rich is formulating a set of fundamental questions to help us work out an overall communication strategy that will affect decisions relating to all the different communication channels that we use. He said that we need to think about the website from a user's perspective rather than from a maker's perspective.</p>	

	<p>Rich will be putting together materials and examples for us to look at in Sydney.</p> <p>John suggested that as part of our preparation for the working bee that we divvy up parts of the website so that each one of us has looked in some detail at part of the website.</p> <p>The idea is to look at existing content and what could be done differently. We need to think about what is the purpose of each of the communication channels and what we are doubling up on. A better strategy is not to duplicate but get the different modes to point back to the website at all times.</p> <p>John suggested that we think about content that we get repeat items on e.g. PhD scholarships, and try to designate a part of the website where those items could live.</p>	
<p>7.2 List of journals</p>	<p>List of journals that could be appropriate outlets for screen production research (both NTROs and more traditional academic papers) is now available online through the ASPERA website. It uses a widget that links to a Google spreadsheet so that any updates to the spreadsheet will flow automatically through.</p> <p>Motion: a vote of thanks to Bettina for coordinating the list.</p> <p>Moved: John</p> <p>Seconded: James</p>	
<p>7.3 Updating supervisors and examiners register</p>	<p>Bettina suggested that a similar widget (as used for the list of journals) be added to the website for the register of supervisors and examiners. This would make the information searchable and easier to update. She</p>	<p>Action: Bettina to email all those currently listed on the register and get them</p>

	<p>suggested sending an email out to current list members to check if they still want to be on the list and that their details are correct.</p>	<p>to check their details and send through any updates. Action: Bettina to add the update of the register as an item for the next newsletter</p>
8. Conference 2016		
8.1 Conference update	<p>Tim reported that everything appears to be on target for the conference. He has received two papers so far. He will be in touch with Susan Kerrigan after the deadline regarding the peer review of the proceedings. Tim is getting support from Centre for Culture and Creative Research for the conference.</p> <p>He is thinking about possible keynote speakers.</p> <p>He has been in touch with Meg Labrum at the NFSA to present a keynote but did not get a lot of interest from her.</p> <p>He is also thinking approaching about David McDougall and Andrew Pike (as the founder of Ronin Films and also artistic director of Canberra Film Festival).</p> <p>Craig suggested that a reminder for the conference be sent around.</p> <p>John said that a CFP reminder needs to be included as an item for the next newsletter.</p>	<p>Action: Tim to get back to exec members if there are any areas where we can help out.</p> <p>Action: John to let Tim know his contacts as the NFSA</p>

Rich suggested that we add a splash page to the ASPERA webpage to draw attention to the upcoming conference.

John suggested a morning or afternoon at the NFSA

Alison suggested Michael Loebenstein from the NFSA as a possible speaker.

John suggested that we start feeding information about the conference out to people in our networks.

Mark suggested involving someone from the War Memorial.

It was observed that there was already the makings of a panel focusing on the cultural collecting institutions located in Canberra - the NFSA, AIATSIS, Australian museum etc.

Craig suggested Angelina Russo from CCR as a good chair for a panel on cultural collecting.

Alison suggested approaching Dr Lisa Strelein from AIATSIS

Motion: that a panel be formatted specifically focusing on indigenous screen production to be organised by John and Alison

Proposed: John

Seconded: Alison

Richard asked if it might work to bring some of his students over to document the conference to either show as a video package at the end of the conference or to put on the website.

Tim said he was planning to suggest that his students do something along those lines as an extra-curricular activity but these two ideas are not mutually exclusive.

<p>9. Workload models/recognition of NTRO (non traditional research outputs)</p>	<p>Craig reported that the research sub-committee is interested in proposing a small project to investigate workload models and the recognition of NTROs drawing from the remaining 2015/16 budget (currently there is circa \$2500 left). He emphasised the need to be realistic about what we can achieve. The research sub-committee is happy to take thoughts from the Exec on the project. He suggested it is important that we are strategic about how we do it and how we disseminate findings.</p> <p>Motion: that a pilot research project into university workload models and recognition of non traditional research outputs be undertaken by the research sub-committee.</p> <p>Moved: John</p> <p>Seconded: Craig</p>	
<p>10. Research Sub-committee</p>		
<p>10.1 Report</p>	<p>Craig reported that both the 2015 conference proceedings and the Sightlines journal have been 'launched' and messages have been sent out to relevant networks. He said it would be good if Exec members could spread the word. On the 2016 proceedings, Tim has been in touch and we have suggested the idea of the Research sub-committee (RSC) being part of the peer review of abstracts process. Susan is likely to lead on this, with</p>	

Bettina and Kath assisting.

Thanks to Rich and Kate for all the work in presenting the proceedings and Sightlines online through the website.

Planning is underway for Sightlines 2 to take place in 28-29 November 2016 at RMIT.

John asked if the RSC had taken over Sightlines. Craig said no. The journal was published through ASPERA but RMIT is still the key instigator of the event and Journal.

The question was raised that if the journal is built into the event how does ASPERA service the journal?

The companion to screen production book is proceeding and the RSC are starting to work up a proposal. They are setting up a skeleton for the book's structure - it is a work in progress at the minute.

The RSC has drafted a schedule for the half-day research boot camp that is proposed to run immediately before the 2016 conference. Craig asked Tim if it is possible to get a room at University of Canberra for the boot camp. Tim said it is on his list.

The meeting confirmed that the RSC could spend up to \$375 to cover afternoon tea for the Research Boot camp.

Motion: approve the budget that Craig has submitted for the RSC working bee and Research boot camp.

Moved: John

Seconded: Alison

Craig, Bettina, Susan and Marsha will be attending the DDCA creative

	thesis symposium as ASPERA representatives and will have a research working bee while they are there. The RSC attendees will also do a panel session on screen production and the doctoral experience at the symposium.	
11. Seed grant		
11.1 Report	<p>James said that he needs more information in order to draft changes to the terms of the seed grant. It was suggested that we put this item on the working bee agenda in order to revise the terms and conditions of the seed grant. A key question was whether seed grant applications should be built around creative research projects. James emphasised the need for further discussion in order to redraft the documents to be clearer about where we are aiming and what we are prepared to accept as eligible.</p> <p>Motion: that the seed grant terms and conditions be placed on the agenda for further discussion at the working bee on 15 February</p> <p>Proposed: Bettina</p> <p>Seconded: James</p> <p>Sarah reported that Karen Pearlman can't be at the conference.</p>	<p>Action: James to draft version 2 of the seed grant terms and conditions and circulate in advance of 15 Feb in order to discuss it at the working bee.</p> <p>Action: James to talk to Karen Pearlman about how she presents on the outcomes from her seed grant project at the 2016 ASPERA conference,.</p>
12. Other business		
12.1 DDCA Symposium -		Action: executive

Students in Creative Arts Research: exploring frameworks and models for the creative thesis		members to let Bettina know if they plan to attend the DDCA symposium.
12.2 CILECT Congress 2016	Alison will be attending CILECT Congress 2016 as a corresponding member.	
12.3 Working bee	Motion: that we extend the meeting until 2.15pm Proposed: John Seconded: Sarah	
12.3.1 Agenda items	Motion: that Rich and John meet to discuss plan for the working bee day Moved: John Seconded: Rich James asked for seed grant to be discussed. Time for next executive meeting to be included on the agenda Mark and Craig to Skype in at 2pm AEDT (1pm Brisbane time) for a meeting summary.	Action: Rich to send out a list of things to think about in advance of the 15 February meeting. Action: Bettina to add revision of the seed grant terms to the working bee agenda.
12.3.2 Start and finish time	10am start - 5pm finish	
12.3.3 Catering	Morning and afternoon tea to be catered. Lunch can be at somewhere nearby.	Action: Bettina to organise catering for morning and afternoon and see if we can be invoiced for payment on the day.

13. Date/time/location of next meeting	15 February, 10am-5pm CB11.05.104, UTS	