EXECUTIVE Minutes

Meeting	Executive board
Date	24 March 2016
Time	11am-1pm AEDT
Location	Skype call

	Comments and motions	Actions
1. Attendance and Apologies	Attendees: Craig Batty (left at 12.03pm), Alison Wotherspoon, John Cumming, James Verdon, Sarah Stollman, Bettina Frankham, Tim Thomas, Richard Seale (left at 1.09pm) Apologies: Mark Ryan	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Proposed: John Seconded: James	
3. Business Arising		
3.1 Membership payments	Alison reported that she needs to speak to Nick to get the final accounts and drafts of letters that get sent out for membership fees.	Action: John to show the other new bank account signatories how to

		The new bank account is now set up and is able to accept deposits.	change their login details
	3.2 Links from institutional websites to ASPERA website	Richard is working on a standardised file containing material that member institutions can put on their websites.	
	3.3 Images for website	Status of different institutions in seeking images for the website Swinburne – not possible Deakin – In progress AFTRS – In progress RMIT – ? UTS – awaiting reply from head of school University of Canberra - ?	
4. Correspondence			
	4.1 Request for list of screen schools in Australia from Jane Healy at Australian Production Design Guild		Action: Bettina to follow up with Jane to advise her to check the website for the names of member institutions.
	4.2 Reply to Helen Goritsas regarding associate membership application	Bettina has replied to Helen and notified her that AIT's application has been successful.	
5. Recruitment			
	5.1	James reported that he made contact with Auckland University but they said to get back to them in 6 months.	Action: John to follow up Victoria University Action: James to follow up with Auckland University.

6. Finances		
6.1 Treasurer's report	Alison reported that she is aiming to have the books in order in April. She is still in the process of getting funds transferred from the old bank account into the new account. ASPERA is up to date with most of the payments. She still needs to get the most recent copy of the accounts from Nick.	Action: Bettina to add to the agenda for next time under the treasurer's report: the 2015 conference budget as a model; the budget for 2016; membership fee increase required; additional delegate attendance fee.
7. Online communications		
7.1 Communication's report		
7.2 Website development	Richard said that the Sydney working bee gave him a really good, clear direction to follow in further developing the website. His focus is on producing a strong depth of content. Richard will take on an editorial role to ensure consistency of voice on the website. The site will be used to attract new members. All elements that are produced for the website need to be designed with that in mind. Richard intends to get a test version of the site up by the conference. Richard said that he will prioritise the most pertinent and current content when he migrates material across to the new format of the website. Newsletter The newsletter is going to include a little more explanation of items	Action: Bettina to put website permissions on the agenda for the next meeting

	in the next issue.	
	Richard is hoping to include a blog post in each newsletter mail out so will be calling on committee members to start with to contribute content for those posts.	
	After discussion of queries received by executive committee members regarding the distribution and availability of the newsletter it was agreed that how people can subscribe to the newsletter needs to be made more obvious.	
7.3		
8. Conference 2016		
8.1 Conference update	Tim reported that he has received a lot of submissions for papers – 40 submissions in total. This has the potential to make the scheduling process difficult but he plans to avoid parallel sessions as much as is possible. He currently has 40 slots on the schedule with some times for discussion. He is working to assign time to sessions based on the number of people presenting on a panel. Two slots have been allocated to the 2015 Seed Grant Presentation. He is currently working on a full registration fee of $330. It was noted that any changes to the membership fee would need to be voted on at the AGM. Tim said he needs to have a conversation with Alison about how the budget is allocated for the conference. The Centre for Creative and Cultural Research at the University of Canberra is happy to float the conference but they will be hoping to get the expenditure back via	Action: Alison to send Tim the budget for what she did.

	registration fees. Alison noted that the way the conference worked at Flinders was actually very cheap. Her School has conference support so she only had catering to cover. A lot of the budgeting depends on whether the university comes in with a cash or in kind contribution. It is largely a cost covering exercise. Alison suggested that Tim put together a budget and bring it to the next Exec meeting for approval. ASPERA can contribute some additional funds if necessary. James pointed out that membership fees are $600 and that only covers two delegates attending the conference with nothing left for any of the strategic priorities Tim asked if there was a preference to set the conference website up on the UoC website or to put it on the ASPERA website. John said the default would be to do it the way that it was done last year. As things come up Richard can add information to the splash page at the front of the website. Tim reported that Andrew Pike is confirmed as a keynote speaker. He has also confirmed a panel on the collecting institutions to be chaired by Angelina Rousseau. The peer reviewed proceedings will require reviewers. John and James agreed to review papers Tim will need people to chair sessions. John, James and Alison said they are happy to chair sessions. John suggested that a folder be set up in dropbox to share general information about the conference	

9. Workload models/recognition of NTRO (non traditional research outputs)	See under Research Sub-Committee report	
10. Research Sub-committee		
10.1 Report	1. 2016 ASPERA Conference - Refereed Proceedings The RSC will be coordinating the peer review of full papers submitted by the deadline (April 29th) - thanks to Susan, Bettina and Kath for taking this on. 24 full papers have been proposed/promised for publication, which is the most we have ever had. The range of topics is great, and there are some international contributors. The RSC would also like a one-hour slot at the conference to be able to share its current activities and discuss ongoing research issues. There was some discussion of the peer reviewing process and the way in which we respond to submissions. The peer reviewing process has a developmental intention as well as a quality control requirement, with the feedback aiming to assist in getting the work ready for publication. Feedback on papers submitted to the peer reviewed proceedings stream receives feedback at various stages along the way. Tim said that the intention was to develop researcher skills through feedback on their work. John queried if there are other safeguards that can put in place to	Action – Research sub-committee to explore the idea of providing resources on the website to which we can point people. Action – Research sub-committee to give a work in progress report on the creative practice research project at the conference. Action – Research sub-committee to launch the creative practice research project at the DDCA Students in Creative Arts Research Symposium

make sure that people are supported through the process, for example could we offer an avenue of appeal if people feel that they haven't been treated fairly. He suggested that someone from outside the peer review process can review the acceptance or rejection of the work as a way to moderate the situation.

James noted that in an ideal world the peer reviews would come back with justification of the decision. If that isn't clear or to the satisfaction of the submitter then we could go to a third reviewer.

Craig said that we could provide submitters with copies of their peer review reports.

Rich suggested that we put resources on the website that would help people to prepare for a conference presentation or for writing a journal article.

2. Pre-conference research boot camp

The RSC will test out the boot camp idea this year, with a view to it being scaled up later. The focus is on the relationship between creative practice and publishing. Conference applicants have been sent details, and we plan to send them out more widely. Craig and Bettina will set up an Eventbrite page to take (free) bookings.

3. DDCA Symposium

Members of the RSC (minus Kath) will meet in Newcastle, using Friday 8th April as the day to conduct specific RSC business. Top on the agenda for this day is to draft a proposal for the proposed book: A Companion to Screen Production. An RA at RMIT is doing an initial survey into competitor books for us, to help us design our

approach.

4. Creative Practice Research - A Pilot Project

The RSC would like to use its remaining budget for the current year ($2555) to commission a pilot study into the issues, challenges and opportunities of creative practice research in screen production. Responding to ongoing debates and continued confusion within the sector, the study would identify key areas from which these issues arise - workloads, definitions of research, ERA, etc. The conference will be used to make connections with academics who would be willing to engage in the study, such as being interviewed. The intention is to document the issues, challenges and opportunities being experienced, and suggest ways that we might move forward. This could include a fuller study that results in a set of guidelines that members of the ASPERA community can take back to their institutions.

James observed that if we resource it more then it is potentially going to be a richer resource.

John suggested that it could be done in the context of the DDCA as there would be common issues across other areas of creative practice research.

Craig said that we could have a brief ready to present at the DDCA Students in Creative Arts Research Symposium in Newcastle.

Motion: that we support this creative practice research project using $2555 budget. That we ask for a work in progress report at the conference. That the committee consider launching the project at the DDCA and glean interest from participants as potential data

	sources. Proposed – John Seconded – Alison Alison noted that she wants to get a clear picture of current accounts before that money is committed.	
11. Seed grant		
11.1 Draft application form and Terms of Reference	James reported that a draft document has been circulated amongst exec members. Support for traditional outputs has been taken out. What has been kept and tweaked: – outcomes of benefit to ASPERA community has been changed, – size of budget and presentation to conference. – language around collaboration has been strengthened. – changed the process for the assessment of applications - now by a panel consisting of a member of exec, the chair of RsC, a past president and one other ASPERA member. – changed the wording to make it clear that it is for academics from member institutions of ASPERA	Action – James to modify document to reflect feedback from executive committee. Action – James to circulate another draft and point to the changes to support for traditional outputs.
11.1.1 What can be funded via the grant	James drew the meeting's attention to items that could be funded in the budget for a seed grant proposal. There was some discussion around an application that had proposed to buy some equipment in the budget. Motion: that we put an exclusion that says that the budget cannot include capital expenditure items.	Action – James to send final version of the form to Sarah so that she can look at designing the form. Action – James to circulate details of who is eligible to apply Action – Bettina to add to the agenda

	Proposed: James	for next time an item for discussion about potential individual membership in addition to institutional membership.
	Seconded: John	
	It was noted that this gives rise to a need to define what we mean by capital expenditure.	
	It was decided to change equipment to consumables and to remove the maintenance category.	
	Timeline for the process	
	– need to distribute the form,	
	– closing date for applications is mid June so we can make an announcement about the successful applications at the conference	
	– Newsletter in first week of April to include information about the seed grant	
	A question was raised regarding who is eligible to apply as there had been discussion previously about the eligibility of exec members, members of the research sub-committee and past presidents.	
	John said the selection will be made by a panel of former ASPERA executive members who will be excluded from applying.	
12. Other business		
12.1 Review of ASPERA aims and tagline		
12.2 ASPERA logo	The meeting discussed iterations of the logo design that have been prepared by Richard. It was decided that we are happy for Richard to keep working with variations and seeing what results.	
	James observed that it is good to have flexibility in the logo	

	depending on the context in which it is being used.	
12.3 Sightlines		
12.4 DDCA Symposium - Students in Creative Arts Research: exploring frameworks and models for the creative thesis	Research sub-committee are attending and presenting at the symposium	
12.5 Update of examiners and supervisors register	Bettina following up with current people on the list and will email them to get current information	Action - Bettina to follow up with current people on the list and email them to get current information
12.6 CILECT Congress 2016		
12.7		
13. Date/time/location of next meeting	To be decided via an online poll/scheduler.	
	Meeting closed at 1.20pm	