



EXECUTIVE Minutes

Meeting	Executive board
Date	28 April 2016
Time	4pm-1pm AEDT
Location	Skype call

	Comments and motions	Actions
1. Attendance and Apologies		
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Moved to accept: James Seconded: Sarah	
3. Business Arising		
3.1 Membership payments	Invoices have gone out	Defer to may meeting
3.2 Action items from previous meeting		
3.2.1 Changing bank account login details	Being sorted – Bettina has updated	

3.2.2	Victoria University joining ASPERA/attending conference	Ongoing – John to get in touch	
3.2.3	Auckland University joining ASPERA/attending conference	James has sent an email and will follow up. Changes will need to be made to the constitution to be able to accept international members. We've established that we think the constitution allows for members from the region through the current application process. And we will be encouraging membership from the region if International members join we will look at any amendments to the constitution at the next AGM.	Look at proposing the constitution be changed/tidied up to allow Asia Pacific regional universities to join
3.2.4	Seed grant terms, conditions and application	The materials went through a process of Motion: The executive fully endorses the new terms and conditions and the form of the seed grant as have been published on the aspera website Moved: James Seconded: Tim	
3.2.5	Supervisors and examiners register	Bettina has sent out the letters and will be intouch with Richard as to how the entries will be updated	
3.3	Links from institutional websites to ASPERA website	Deferred	
3.4	Images for website	Deferred	
4.	Correspondence		
4.1	Application for membership from Fiji National	Need to ascertain whether they can be a full member	John to write to Fiji National

University	<p>or an associate member depending on whether they meet the criteria.</p> <p>Motion: that we accept them as an associate member pending more information</p>	<p>University to get more information about the course offerings – to explain the difference between full and associate membership and ask them to send the relevant information about their course.</p>
5. Recruitment	No items	
6. Conference 2016	<p>Conference is going well. Papers for review are starting to come in – deadline is tomorrow.</p> <p>Approximately 37 papers coming in. Looking good in terms of content. Has changed the registration fee for Graduate Students so that it now covers cost. It is now \$50 per day for a post graduate student to attend.</p> <p>Conference dinner happening at a restaurant in Braddon on 6 July.</p> <p>Running on budget at the moment based on tim's estimates predicated on aspera delivering \$200 per delegate.</p> <p>Working out arrangements for presentation of seed grant project outcomes. Most likely a presentation at the end of day 1</p>	

	Will need to get in touch with peer review committee to see how they want to proceed.	
6.1 Conference update	Tim	
7. Finances		
7.1 Treasurer's report	Deferred to next meeting	
7.1.1 2015 conference budget as a model	Alison has passed this information on to Tim.	
7.1.2 2016 budget		
7.1.3 Membership fee increase	Deferred	
7.1.4 Additional delegate attendance fee		
8. Online communications		
8.1 Communication's report	Deferred	
8.1.1 Newsletter link to join mail outs	Deferred	
8.2 New look website preview	John has had a conversation with Richard about the new design proposal. People are to give Richard some feedback on the mock up of the home page. Richard has been in touch with Nico and has resources needed to start to rebuild the new site.	

8.3 Website permissions	Deferred	
9. Research Sub-committee	Deferred	
10. Seed grant		
10.1 Ratify terms, conditions and application	Dealt with at 3.2.4	
11. Other business		
11.1 Review of ASPERA aims and tagline	John to rework these and come back to the next meeting with some proposals.	
11.2 Potential individual memberships in addition to institutional membership	Deferred	
11.3 ASPERA logo	Deferred	
11.4 Sightlines	Deferred	
11.5 CILECT Congress 2016	Deferred	
12. Date/time/location of next meeting		Bettina to set up a Doodle poll
	Meeting closed at 4.58pm	