



## EXECUTIVE MINUTES

<b>Meeting</b>	Executive board	
<b>Date</b>	Friday 13 Feb 2015	
<b>Time</b>	1.00pm AEST (12.30pm ACST)	
<b>Location</b>	Skype/conference call	
<b>Agenda item</b>	<b>Comments</b>	<b>Actions</b>
<b>1. Attendance and Apologies</b>	In attendance: Tim Thomas, James Verdon, Alison Wotherspoon, Bettina Frankham, John Cumming and Nick Oughton.  Apologies: Craig Batty	
<b>2. Previous Minutes</b>		
<b>2.1 Ratify minutes from previous meeting</b>	Accepted as a true record.	
<b>2.2 Reports on action items</b>		
<b>Tim to contact Sean Maher about the Research Committee – where is it at; who agreed to be involved, etc.?</b>	Tim contacted Sean about the research committee but hasn't heard directly back from him about that.	<b>Tim</b> to email Sean to update him on the new direction and thank him for his contribution.  <b>Tim</b> to also approach Tim Cahill regarding membership of Research



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<p><b>3.14 Peer review of full papers for proceedings</b></p>	<p>Alison happy to work with the research sub-committee on this.</p>	
<p><b>3.2 ATOM for 2016</b></p>	<p>To be carried over into the next meeting.</p>	
<p><b>3.3 2015 Creative Practice Research Seed Grant</b></p>	<p>Craig gave comments on the draft text, and James sought approval for the call to go out. Approval granted, with a suggested deadline of May 19.</p> <p>James queried if the 2014 money had been paid out yet.</p>	<p><b>James</b> to send out CPR Seed Grant call for proposals</p> <p><b>Nick</b> to follow up.</p>
<p><b>3.4 Website – update on progress</b></p>	<p>Ongoing, but Bettina and Nico are in touch about transitioning it over to a new system (CMS). Nico’s time to be remunerated as per the ongoing annual maintenance fee.</p> <p>Leo had requested to embed the recorded voxpox from Sightlines into the ASPERA website, for the ASPERA community to have access to – accepted.</p>	<p><b>Tim</b> to contact Nico for update on progress of website update – anticipated completion date, etc.</p> <p><b>Bettina</b> to e-mail Leo to accept this proposal.</p>
<p><b>3.5 Research Sub-Committee Update (e-mail report from Craig)</b></p>	<p>Craig’s report was accepted.</p>	
<p><b>4. General Business</b></p>		
<p><b>4.1 Annual Budget for Research Sub-Committee</b></p>	<p>Discussion of an annual budget to cover costs and to help with pushing forward ASPERA’s research agenda and</p>	

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	<p>aspirations. For example, meetings with ARC advisors, distinguished professors who can help with research grant applications, etc. Nick noted that \$5000 per year from an annual income of \$11000 could work – it is a big part of the budget, but there are reserves if we want to kick-start this. Agreed to run with \$5000 for 2015, and see where it might go for 2016 onwards. Note: this is in addition to the CPR Seed Grant.</p>	
<p><b>4.2 Registration with NSW Department of Fair Trading</b></p>	<p>We need this in order to be recognised as an Association, which is needed for things such as ISSN/ISBN for the annual refereed conference proceedings. Nick has this on the radar to sort out.</p>	
<p><b>4.3 Membership of the DDCA ( ref email from Kaye Morrissey that Rachel Wilson forwarded)</b></p>	<p>Still unsure what this organisation is and where it is going. Who does it represent and how is it organised? Some ASPERA members have been to events and feel uninspired. There were also reports that at one meeting where the Executive was being formed, it all felt like a fait accompli. Also, the proposed PhD symposium, have they asked ASPERA for ideas and contributors? Strong feeling that we do not join the DDCA at the time because of our concerns over its governance.</p>	<p><b>Tim</b> to send a letter to the DDCA, outlining:</p> <ol style="list-style-type: none"> <li>1. The organisation doesn't represent us, for example not included in the process for selecting case studies or designing content for PhD symposium event</li> <li>2. Waiting for their response to decide whether we join for 2015-16.</li> <li>3. Would need to see a clear indication of what our rights and responsibilities are.</li> </ol>
<p><b>5. Other Business</b></p>		
<p><b>5.1 QUT Research Survey</b></p>	<p>Survey sent out to ASPERA members via the Google list. Feedback to be given to Sean that universities hadn't received notification of the survey via other means – which would probably help them.</p>	

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<b>5.2 Update of the Supervisors and Examiners list</b>	Tim suggested whether it would be useful to include something in the conference materials, to get updates.	<b>All</b> to keep discussing how this list can be kept current.
<b>5.3 Invoicing members for fees</b>	Nick needs to contact those whose membership has lapsed – this is a good time of year to do so.	
<b>5.4 Treasurer position</b>	Idea floated that there should be a transition pathway for if and when Nick wants to give up his role as treasurer. One option is to have a shadow treasurer in 2016, ready for a handover.	<b>Bettina</b> to add discussion of dual treasurer position to AGM agenda.
<b>5.5 Website content for conference</b>	Alison will e-mail members and delegates with website details (booking, accommodation, etc.) once it is up and running.	
<b>6. Date/time/location of next meeting</b>	Monday March 16, 1pm, AEDT	
<b>Meeting closed.</b>		