

The Aspera logo features the word "aspera." in a bold, black, sans-serif font. It is set against a background of overlapping, semi-transparent circles in shades of red, orange, green, and blue, creating a textured, watercolor-like effect. The entire logo is enclosed in a thin black rectangular border.

aspera.

EXECUTIVE minutes

Meeting	Executive board		
Date	7 August 2014		
Time	2.00pm AEST		
Location	Conference call/skype		
	Agenda item	Comments	Actions
	1. Attendance and Apologies	In attendance: Tim Thomas, John Cumming, Bettina Frankham, James Verdon, Craig Batty, Alison Wotherspoon Apologies: Nick Oughton	
	2. Previous Minutes (from AGM)		
	2.1 accept minutes from previous meeting	Need to check that all attendees were listed on the AGM minutes. Minutes accepted as a true record subject to minor changes.	All executive members to check the attendance and add in any one who is not listed
	3. Business Arising		
	3.1 Conference 2014 wrap up	The new executive recognises that the bar was set very high by the Newcastle conference. There is an upward trajectory in the research approach and	

Agenda item	Comments	Actions
	conference of the organisation.	
3.2 Contacting non-member institutions and follow up Curtin and Murdoch	Alison has contacted UniSA about re-joining ASPERA	Tim to follow up with WA members (past) and find out what is happening with regard to their membership.
4. General Business		
4.1 Treasurers Report	The organisation has a budget surplus. There was discussion around what the best use was for these funds. It was suggested that the research group would benefit from being allocated some of the funds.	
4.2 New Executive	Clarification of roles	
4.3 Research Steering committee		
4.3.1 Appoint an executive member	Tim nominated Craig. Seconded by James Craig appointed unopposed	Tim to contact Sean to let him know that Craig has been appointed to the Research Steering Committee.
4.3.2 Proposed 5 year research plan	See attached report (Appendix 1) Tim proposed that the research report from Craig and Susan be accepted and the initiatives supported. Seconded by John.	
4.4 Goals and Aspirations	(Partly addressed under other items. Further discussion deferred until next meeting)	

Agenda item	Comments	Actions
4.5 4.5 Challenges (ongoing and new)	(Partly addressed under other items. Further discussion deferred until next meeting)	
4.6 Website		
4.6.1 Approve publication of final minutes 2013 AGM minutes	Tim moved John seconded	
4.6.2 Availability of minutes via website	Decided that AGM minutes be available on the website. Executive minutes available via the ASPERA Dropbox folder.	
4.6.3 New executive details for website	Details of the new executive need to be updated on the website. Tim moved that this be carried out as soon as possible Seconded by Bettina.	
4.6.4 Policy/guidelines regarding advertising requests	The discussion was referred to the email stream but there was a feeling that paid advertising is not appropriate. Jobs and other opportunities for members to be promoted through the Google group. Tim moved.	

Agenda item	Comments	Actions
	Craig seconded.	
4.6.5 Updated content for scrolling banners on website		Bettina to look into an RSS feed to update scrolling banners
4.7 Conference 2015 – proposed dates	15-17 July locked in as the conference dates in 2015.	
5. Other Business		
5.1 SSAAANZ membership	Discussion around the value of promoting a linkage between the two organisations. Meeting decided to keep an eye on it.	
5.2 Policy on approving members for the ASPERA Google group	The meeting decided to keep on with the open membership as it feeds into potential to broaden involvement in ASPERA events/activities Tim moves to leave it as it is Craig seconds	
5.3 Potential ASPERA Exec meeting (possible Working Bee) at Sightlines conference	Decision held over until next meeting.	
6. Date/time/location of next meeting		
	11 September at 2pm via Skype.	

Appendix 1

Wednesday, July 2, 2014 – 2 hour Skype meeting re: 5-year plan to publish high quality ASPERA journal articles and fully refereed conference proceedings.

Attendance: Susan Kerrigan, 2014 ASPERA Conference Convenor
Craig Batty, ASPERA Executive Member

2014 – Year 1:

- Prepare HERDC-compliant web page for ASPERA conference proceedings, linked especially to ERA and individual track records. Examples of good practice to be found on the Australasian Association of Writing Programs conference proceedings page: <http://www.aawp.org.au/publications>
- Prepare 2013 and 2014 conference proceedings (combined) for publication in approximately July 2015 (7 possible papers at this stage)
- Liaise with authors re: journal submission to *Studies in Australasian Cinema*, issues 9.3 (2015) and 10.1 (2016), which have been secured by SK.

2015 – Year 2:

- Publish ASPERA conference proceedings on new ASPERA web page.
- Publish journal articles in *Studies in Australasian Cinema* (9.3), with a themed title that represents / promotes ASPERA.
- Assist 2015 Conference Convenor on the organisation and publication of refereed conference proceedings.

2016 – Year 3:

- Publish journal articles in *Studies in Australasian Cinema* (10.1), with a themed title that represents / promotes ASPERA.
- Publish conference proceedings from 2015 conference.

2017 & 2018 – Years 4 and 5:

- Continue to publish refereed conference proceedings; further explore journal relationships; investigate the possibility of launching an ASPERA journal.

1. Relationship with Taylor and Francis Journal *Studies in Australasian Cinema*

Journal Editor: Anthony Lambert, Macquarie University

Anthony is offering ASPERA two editions in which to publish articles from the 2013 and 2014 ASPERA conference. These are 9.3 (late 2015) and 10.1 (early 2016).

Anthony also has three spaces for issue 8.2 (September 2014). We hope to have 3 papers from the 2013 conference ready to be submitted for peer review by July 14th.

We propose to take ownership of the special issues (9.3; 10.1) and theme them to represent ASPERA's interests. The conference theme may be used as a title ('Screen Explosion Vols 1 and 2') but will depend on the outcome of peer review and selection of articles. 'Australasian Screen Production Education and Research' is an alternative.

Susan and Craig will guest edit both issues, and will confirm procedures for peer review and editing with Anthony. ASPERA members may be called upon to assist in the peer review of submitted articles. Anthony has also offered assistance if required.

Cost to ASPERA: \$0.

2. Creation of a web page to host ASPERA refereed conference proceedings

Currently, the publications web page within the ASPERA website is not achieving what it could. The downloadable refereed proceedings are difficult to navigate, and there is no

'evidence' that they are refereed papers. In order to comply with HERDC guidelines for research, and to help establish quality measures for ASPERA publications (NB: conference proceedings may be subject to ARC ranking in the near future), it is necessary to create a new web page. Not only will this help researchers' outputs comply more fully with HERDC guidelines and help to build a higher quality critical mass of research from ASPERA, the web page will be a permanent host for all future conference proceedings (i.e., more work now, less work later).

Strong examples of web pages that host refereed conference proceedings include:

<http://www.aawp.org.au/publications>

<http://www.anzca.net/conferences/past-conferences.html>

With research assistance based at RMIT University, we will develop a high quality web page to host past and future conference proceedings – one that a) complies with HERDC guidelines, and b) promotes ASPERA as the peak body for research/creative practice research in the discipline, in Australia. Craig will oversee this process, in consultation with the ASPERA Executive and Research Steering Committee.

Tasks performed will include:

2014:

1. Create the text for an ERA-compliant website for ASPERA conference proceedings – in consultation with the web expert/provider.
2. Migrate old ASPERA peer review work across to new site.
3. Integrate the two existing Journal Publications in the ERA website.
4. Create shell to house 2014 Conference Proceedings.

2015:

1. Assist in the quality control and proofing of reviewed conference proceedings (grammar, referencing and bibliographies, figures and tables, etc.).
2. Add 2014 conference proceedings and process used (i.e., details of peer review) to the website.
3. Assist with updates for any calls for peer editors, development of editorial board, etc. for conference proceedings and, where appropriate, journals.
4. Assist with the development and documentation (web text/resources) for the conference proceedings (i.e., what to expect, peer review, final delivery).

2016:

As 2015: for the 2015 conference (publication) and 2016 conference (preparation).

To facilitate this activity, we are asking for financial assistance to the sum of \$6000. This is made up of: 120 casual RA hours @ \$50 per hour (including on-costs): 60 hours in 2014 (\$3000); 30 hours in 2015 (\$1500); 30 hours in 2016 (\$1500).

In accordance with the 5-year plan, we request that the funding be spread over 3 years in order to employ ongoing research assistance. This will help us to build the web page and ensure its compliance, to maintain it (including publishing 2015 and 2016 conference proceedings) and promote it to the wider academic community.

We propose that this funding be managed through an official partnership (signed MOU) to help give the work credibility and weight. In this sense, the research work of ASPERA will be elevated to be more in line with the AAWP and ANZCA.

Cost to ASPERA: \$6000 (over 3 years).