



AGM AGENDA

Meeting	Annual General Meeting
Date	7 July 2016
Time	3.20-5.00pm (AEST)
Location	University of Canberra, Canberra

1. Attendance and Apologies

2. **Previous Minutes.** Draft for amendment and ratification available at http://aspera.org.au/wp-content/uploads/ASPERA-2015-AGM-Minutes_DRAFT_for_web-pdf

3. Business Arising

4. Reports

- 4.1 President's Report (see Appendix 1).
- 4.2 Treasurer's Report (see Appendix 2 & 3).
- 4.3 Research Sub-Committee Report.
- 4.4 Online Communications Report.

5. General Business

- 5.1 Seed Funding Research Grant: Update and discussion of the future of the fund, in light of the fact that there were no applications for the fund this year.
- 5.2 Direction for the incoming executive regarding the restrictions on full membership as outlined in the ASPERA constitution.
- 5.3 Election of new Executive.
 - President;
 - Vice President;
 - Treasurer;
 - Secretary;
 - Chair of the Research Sub-Committee;
 - Online Communications Editor;
 - Other Members.

cont...

6. Other Business

6.1 Next conference location - proposals for ASPERA 2017.

Interest in hosting the conference in future years was expressed, at the 2015 AGM, by Michael Sergi (Bond University, NSW), Nicollette Freeman (VCA/University of Melbourne, Vic), Sarah Stollman (AFTRS, NSW), Richard Seale (Curtin University, WA).

Past conferences have been held at: 2015 (Flinders University, SA), 2014 (Newcastle University, NSW), 2013 (Swinburne University, RMIT University, Deakin University, Vic), 2012 (Queensland University of Technology), 2011 (Curtin University, WA), 2010 (UTS, NSW), 2009 (Flinders University, SA), 2008 (RMIT University, Vic).

6.2 Congratulations to all recent PhD graduates.

6.3 Congratulations and thank you.

Appendix 1: President's Report 2016

For the past year ASPERA has operated a newly expanded executive with seven elected members. This has made convening meetings more challenging, however all have been present for most executive meetings. The increased capacity of the executive, with a formally constituted research subcommittee (RSC) chair and online communications editor, has allowed us to achieve a great deal.

Membership and Conference participation

There have been a number of discussions about the need to build the conference for future years, and to expand its reach beyond the immediate ASPERA network. An effort has been made to get back in touch with institutions that have been involved in the past, and to recruit new members. In the course of promoting the Creative Practice Research Seed Grant, member institutions have been canvassed to nominate formal ASPERA representatives (separate from conference attendance). The limitations placed on membership in the constitution have been discussed a number of times and ultimately these have been affirmed. Associate status is appropriate for vocational institutions, as a focus on research continues to be central to ASPERA's activities. The Academy of Information technology (AIT) was accepted by the executive committee as an associate member. Committee members have also discussed international ASPERA membership with Auckland University, Fuji National University and Victoria University.

Consideration needs to be given to how ASPERA can support screen production education and research at universities in smaller countries in our region. Unlike ASPERA, the International Association of Film and Television Schools (CILECT) does not represent screen production courses outside the film school model, or place a priority on research. It is also very expensive to join. There have been international enquiries about membership to ASPERA, as mentioned above, but no formal applications as yet. At present these institutions could be considered for Associate Membership. The incoming executive would benefit from guidance at the AGM on whether full membership should be considered for any international institutions. If this were to be approved, a motion to change the constitution would need to be presented at a future ASPERA Annual General Meeting.

Finance

As only the second Treasurer in 13 years, Alison has created a new bank account and an electronic payments procedure that requires authorisation by a second member of the executive. The executive decided to allocate specific amounts of money to both Communications and the RSC to allow for them to plan within a budget, and then to request approval of those budgets. This procedure worked well.

Communication

The executive reformatted 2014-15 executive committee minutes and has posted these on the website, together with the 2016 minutes, so that members have access to information about ongoing business. Bettina Frankham has updated the Mailchimp and Supervisors and Examiners lists, Richard Seale has revised the logo, improved the website and managed content. Bettina and Richard created a new MailChimp email list to replace the Google group list, drawing on data provided by Alison from the 2015 conference. It was decided to minimise adhoc emails to the ASPERA list by using Mailchimp to distribute a monthly newsletter in the week following the executive meeting. The newsletter email has been developed into a summary posting with links back to detailed content on the website or with other hosts. Good use is also being made of the ASPERA Facebook group to keep the ASPERA community informed.

The executive working bee meeting at UTS in February was devoted to reviewing ASPERA's online needs and developing specifications for a new website that Richard is building. Richard presented mock-ups and exemplars to the executive and took us through a structured consultation process. The website that Nico built for ASPERA a few years ago uses a grid hosting package (including multiple sites other than ASPERA) which doesn't allow granular access to individual sites via FTP. This was appropriate at the time, but now that we have an online communications editor on committee, we have decided to move the site to a more traditional Control Panel host to give full access to the back end of the site so that Richard can edit the theme and structure of the site directly.

Efforts have been made to secure more and new images for the webpage, however some executive members have had difficulty securing access to these from their institutions. The new website give prominence to embedded video content from across the ASPERA community. Please try to arrange with the online communications editor to have images and video from your institution available for the website.

Aims

As a result of the working bee discussions, the aims of ASPERA as stated in the constitution and webpage have been reviewed. The conclusion of a discussion on the clause "to lift the profile of the screen based

industries within the wider economic, social and cultural development of Australia” was that, whilst it was aspirational and may seem a little grand, it was important to preserve this broader, foundational remit, as it gives ASPERA a strong platform to engage with industry when, and if, necessary.

Research and the RSC

Susan Kerrigan, Kath Dooley, Bettina Frankham and Marsha Berry all volunteered and were co-opted to the Research Sub-Committee. The RSC developed content for a Research Resources page on the ASPERA website. This includes the refereed proceedings of the 2015 ASPERA Conference, and a list of suggested journals for screen production research output. Led by Craig Batty, the committee also arranged and prepared material for ASPERA to host the *Sightlines Journal* with the inaugural issue of the online journal of peer-reviewed screen works from the first Sightlines festival/conference (2014), <http://aspera.org.au/research/sightlines-2/journal/>. Richard organised final preparation and hosting. Some funds were allocated to employ people to assist on this work.

The second Sightlines conference will be held 28-29 November this year at RMIT, under the stewardship of Leo Berkley. After that Leo and the ASPERA executive will discuss whether, how, when and where to conduct Sightlines 3. The RSC coordinated the peer review of full papers for the 2016 conference and organised a half-day research boot camp run immediately before it. The RSC is also developing and co-editing a ‘companion to screen production’ book with chapters from the ASPERA research community.

The executive discussed the need for a comparative survey exercise, reporting on how creative work is being measured in each different institution. This is central to ASPERA’s purpose to be across the way that creative practice is quantified, valued, recognised, and measured as research across the sector. The research sub-committee has taken up this task with the launch of the Creative Practice Research Project. Ethics have been approved via RMIT for the interview stage of this project, which will be taking place before, during and after the ASPERA conference. The project’s RA, Dr Smiljana Glisovic, has already undertaken some document analysis, and made contact with research leaders at a selection of universities, with more to follow. She will be at the conference, which will form part of the project’s ‘data’, and will make a short presentation to delegates to update them and ask for their participation.

The RSC was also involved in a special issue of the *Journal of Writing in Creative Practice*, co-edited by Craig Batty and Susan Kerrigan. Themed ‘Writing with/on/for the Screen’, the special issue features eight articles authored by members of the ASPERA community.

Creative Practice Research Seed Grant

James Vernon, in consultation with the RSC and executive committee, revised the ASPERA Research Seed Grant guidelines and application. The new documents make the benefit of the Seed Grant to the ASPERA community more explicit and further encourage collaboration and mentoring.

Previous Executive approved \$5000.00 for two \$2500.00 seed grants in the 2014-15 and 2015-16 periods and issued just one on each occasion. This year the executive took a number of steps to build interest in the grant. It was decided to offer a larger amount in the hope of increasing the number of applications and achieving more substantial outcomes. It was also decided not to exclude people from the Executive or RSC from applying, as these committees now account for a substantial number of active researchers in the ASPERA community. A committee includes a member of the ASPERA executive, the chair of RSC, a past president and one other ASPERA member. The committee would exclude anyone with a current application for the grant. A formal presentation at the ASPERA conference, following the award, was made a condition of the Seed Grant. There was some concern that by restricting the outcomes to NTROs (non-traditional research outputs), some valuable traditional outputs and work relevant to ASPERA could be cut out, however the executive decided to retain the unique NTRO focus to the grant.

Conference participants may want to revisit the question of opening the grant to traditional research, such as creative practice research that is not aimed at producing a creative output.

Policy and representation

ASPERA welcomes the fact that the Deans and Directors of Creative Arts (DDCA) has become more active and communicative in recent months and looks forward to a productive relationship with this ‘peak body of peak bodies’ in future. With input from the executive Craig Batty and I prepared an opinion piece on higher education policy for the DDCA’s new digital conversation ‘publication’, NiTRO, launched on 30th June. We also provided the Australian research Council (ARC) with feedback on the federal government’s *National Innovation and Science Agenda* (NISA).

ASPERA has a deadline of the 25th of July 2016 to provide feedback on Driving Innovation, Fairness and Excellence in Australian Higher Education (at <https://docs.education.gov.au>), the government's plan to implement significant changes in the regulation of higher education in 2018.

The 2016 congress of the International Association of Film and Television Schools (Centre International de Liaison des Ecoles de Cinéma et de Télévision – CILECT) will be held at Griffith Film School from November 20 – 24. The congress theme is Ethics/Aesthetics <http://www.cilect.org/cake/event/60#.V3BSMTdfni4>. Incoming president James Vernon will represent ASPERA. Current treasurer Alison Wotherspoon will also be attending as a corresponding member.

Other Business

Thanks to the executive committee 'ordinary members' Sarah Stollman and Mark Ryan for stepping in to help with committee business a number of times. Sarah has proof read and revised the layout of a number of documents including those for the Seed Grant. Mark stepped in to record and prepare executive meeting minutes when Bettina had to take leave during the last two months. Mark also took on the role of President of the Screen Studies Association of Australian and New Zealand (SSAAANZ) this year.

In summary, ASPERA has had a very productive year, with much improved communications and availability of information on our activities. It is disappointing that there was no uptake of the Creative Practice Research Seed Grant this year, however, the research subcommittee has been very active with a raft of publication opportunities for members including the referred conference papers and NTROs on the ASPERA website. ASPERA continues to represent the sector and provide ongoing forums for sharing and discussing ideas nationally.

John Cumming
ASPERA President 2015/16

Appendix 2: Treasurer's Report 2016

The balance of all accounts at 22nd June 2016 is \$21,915.48. The ASPERA accounts are in a healthy condition with 6 member school fees yet to be received and predicted costs of \$1,740 to go out. This year there were no 'Seed Grants' applications received and the allocated funds will remain in the account.

Currently there are 12 paid up members of ASPERA. Those institutions who have yet to pay their membership fees for the 2016-2017 period are: AFTRS, Edith Cowan, Macquarie University, RMIT, University of Melbourne (VCA) and University of South Australia.

The following should also be noted:

- The handover from outgoing Treasurer to incoming Treasurer has been quite complicated and took longer to occur than was initially envisaged.
- The ASPERA bank account has changed from Bank Of Queensland to Westpac.
- The new bank account is online and requires two members of the executive to approve payments.
- 2015 Seed funding payment made to Karen Pearlman, Macquarie University \$2750 including GST.
- Income from membership fees has remained steady since 2015.
- Interest from the business web savings account amounted to \$141.75 for 2015-16.

Alison Wotherspoon
ASPERA Treasurer 2015/16

Appendix 3: Income and Expenditure Summary

ASPERA Income and Expenditure Summary (Trading Acc) 1/7/2015 to 22/6/2016

Date	Details	Income	Expense	Balance
	Balance of Trading account 30th June	8750	10411.0	12,605.79
30-Jun	Interest from Savings Ac	219.75	0	219.75
30-Jun	Deposit in Savings Account at 1st July 2014			10,232
	Balance of ASPERA accounts at 30th June 2015			23,057.98
				12605.79
07-Jul-15	Direct Credit AFTRS EFT AFTRS	600	0.00	13,205.79
23-Jul-15	Direct Credit UNI WESTERN SYD DN UWS 362068	600	0.00	13,805.79
04-Aug-15	Direct Credit Flinders Uni	600	0.00	14,405.79
20-Nov-15	Flinders University - delegates	0	2500	11,905.79
23-Nov-15	Flidners University costs	0	552.69	11,353.10
30-Nov-15	Internet pay anyone fee	0	1.3	11,351.80
04-Feb-16	Pay Anyone to Macquarie Uni	0	2500	8,851.80
08-Feb-16	Pay anyone Macquarie University	0	250	8,601.80
08-Feb-16	Caitlin Schokker	0	455	8,146.80
08-Feb-16	Craig Batty	0	761	7,385.80
17-Feb-16	ASPERA transfer of funds to new account	0	500	6,885.80
24-Feb-16	ASPERA transfer of funds to new account	0	2500	4,385.80
25-Feb-16	ASPERA transfer of funds to new account	0	2500	1,885.80
26-Feb-16	ASPERA transfer of funds to new account	0	1885	0.80
28-Feb-16	Pay anyone fee	0	5.2	-4.40
26-Mar-16	Adjustment fee processing	0		-4.40
26-Mar-16	Debit fee Processing adj	5.2	5.2	-4.40
31-Mar	Transfer from interest bearing Acc	10,593.94		10,589.54
31-Mar	Overdraft fee		0.06	10,589.48
11-Apr	Transfer to New Acc		2500	8,089.48
26-Apr	Transfer to New Acc		2500	5,589.48
26-Apr	Membership Fee, 2016, Uni Melboure	600		6,189.48
26-Apr	Membership Fee, 2016, AFTRS	600		6,789.48
28-Apr	Transfer to New Acc		2500	4,289.48
29-Apr	Transfer to New Acc		2500	1,789.48
29-Apr	Return, Incorrect Ac number for Transfer	2500		4,289.48
30-Apr	Internet Fee		2.6	4,286.88
13-May	Membership Fee, 2016, Charles Sturt	600	0	4,886.88
17-May	Membership Fee, 2016, Griffith U	600	0	5,486.88
25-May	Membership Fee, 2016, Newcastle U	600	0	6,086.88
10-Jun	Transfer to new Acc	0	2500	3,586.88
12-Jun	Cost of Postage for Acc Books etc	0	53.7	3,533.18
12-Jun	Transfer to new Acc	0	2400	1,133.18
13-Jun	Transfer to new Acc	0	1100	33.18
	Balance of Old ASPERA Acc			33.18
	ASPERA Income from Webb Savings Acc 1/7/2015 to 31/03/2016			
31-Mar	Income from Savings Acc for year			141.75

Opening of new WESTPAC account

17.2.16	ASPERA transfer of funds to new account	500	0.00	500.00
24.2.16	ASPERA transfer of funds to new account	2500	0.00	3,000.00
25.2.16	ASPERA transfer of funds to new account	2500	0.00	5,500.00
26.2.16	ASPERA transfer of funds to new account	1885	0.00	7,385.00
24.3.16	Withdrawal Café Catering	0	84.7	7,300.30
24.3.16	Withdrawal Richard Seale accom		139	7,161.30
24.3.16	Withdrawal Richard Seale Airfare		637.02	6,524.28
31.3.16	Interest Paid	0.7		6,524.98
11.4.16	Deposit BOQ Transfers	2500		9,024.98
26.4.16	Deposit BOQ Transfers	2500		11,524.98
28.4.16	Deposit Flinders University	600		12,124.98
28.4.16	Deposit BOQ Transfers	2500		14,624.98
28.4.16	Withdrawal Bettina Reimb Creative arts		358	14,266.98
28.4.16	Withdrawal Marsha Berry Reimb Creative arts		793.85	13,473.13
3.5.16	Direct Credit UTS	600		14,073.13
5.5.16	Direct credit Deakin	600		14,673.13
5.5.16	Withdrawal Smiliana Scoping document		2550	12,123.13
5.5.16	Withdrawal John Cumming Reimbursement		407.65	11,715.48
6.5.16	Direct Credit Curtin	600		12,315.48
12.5.16	Direct Credit UWS	600		12,915.48
13.5.16	Direct Credit University of Canberra	600		13,515.48
13.5.16	Direct Credit QUT	600		14,115.48
27.5.16	Direct Credit Swinburne	600		14,715.48
27.5.16	Direct Credit Bond	600		15,315.48
31.5.16	Direct credit UNSW	600		15,915.48
10.6.16	Deposit BOQ Transfers	2500		18,415.48
13.6.16	Deposit BOQ Transfers	1100		19,515.48
13.6.16	Deposit BOQ Transfers	2400		21,915.48
	Balance of Trading account 22nd June			21,915.48
	Costs to come out			1740
	Predicted Balance of Trading account 30th June			20,175.48