aspera.

EXECUTIVE Minutes

Meeting	Executive board
Date	23/11/2015
Time	10.15am AEDT
Location	Skype call

	Comments	Actions
1. Attendance and Apologies	John Cumming, Craig Batty, Alison Wotherspoon, Bettina Frankham, Mark Ryan (joined at 11am) Apologies: Sarah Stollman, Richard Seale, Tim Thomas, James Verdon	
2. Previous Minutes		
2.1 Ratify minutes from previous meeting	Proposed: Craig Seconded: Alison	
3. Business Arising		
3.1 Promotion of ATOM	Now completed.	John: to check that promotion of ATOM Screen

	Screen futures on the website		Futures on the website is now finalised.
3.2	Publication of AGM draft minutes	Still to be done.	John and Bettina: to check through AGM minutes and put them up on the website as a draft.
3.3	Membership payments	Reports carried over to Finance section of meeting.	
3.4	Links from institutional websites to ASPERA website	Deakin has said they can do it on their School page. Bettina has put two links to ASPERA from her profile page	All: follow up the possibilities for linking from their institutional websites to the ASPERA website
3.5	Images for website	Deakin has outsourced its photographs so they don't hold the copyright in images to use. Craig has asked but hasn't heard back. Via email Richard reported that there was "not much we can do here [with regard to adding any new images] until the website is ported across to a traditional control panel host. Alternatively Nico has offered to upload images for us directly. Richard suggested we hold off doing any more until such time as there is strong appetite for another web design.	All: continue to try to source images that can be used for the website.
4.	Recruitment		**4.**
4.1		Deferred to next meeting.	
5.	Finances		
5.1		Nick and Alison have been trying to work out the bank account details. It looks like the best option is now to set up a new ASPERA bank account	Alison: look into what bank/credit union is going to be most accommodating.

	and transfer the funds from the old account to the new account. Will set it up so that there is more than one signatory to the account. John suggested that Bank Australia may be appropriate. Alison has sent the seed fund invoice and the conference invoice to Nick for payment. She thinks that the seed grant invoice has been paid and that the conference payment is in train. Alison will continue to manage payments through Nick until the new bank account is set up. John and Alison said that any substantial costs (such as those incurred by the research sub-committee) should be pre-approved by Exec. The procedure is that committee members either get the budget items approved bit by bit or present a budget or a number of budgets and get the executive to approve the budget. Once approval is granted committee members have clearance to spend that money according to the budget set out. Any proposed budgets could be part of the sub-committee's report to the executive meeting.	Bettina: to forward the list of members and contacts to Alison. Craig: to check into the conditions previously agreed to for the RSC to access its budget.
6. Online communications		
6.1 Website development and long term re-birth – access to back end of ASPERA website and consequences for hosting	Bettina read the notes from Richard's email into the minutes. The key points were • The site is on a grid hosting package (including multiple sites other than ASPERA) which doesn't allow granular access to individual sites via FTP • Nico can look into a solution for uploading background images specifically for the ASPERA site but in the meantime we can email any new images to Nico and he will add and remove any images that we specify.	Craig: follow up getting an ISBN set up for Sightlines with Rilke Craig: follow up getting the remaining materials uploaded to the site. Bettina/Richard: send a notice out to the mailing list about the availability of the journal. Richard: to come up with a format and/or list of points that need to be covered in a brief for the redesign of the website

		• If we want to move the site to a more traditional Control Panel host, Nico can package everything up and transfer it across. • This would give us full access to the back end of the site so we would be able to edit the theme directly etc. • Richard suggested that in the medium term we plan to move to a Control Panel host, as otherwise it's very difficult for him to incorporate any new ideas into the website, unless they fit within the current structure, which has many restrictions. "Richard offered to work on a beta-version 'alternative design' over the break to give the exec something to look at. He has done a very quick mock up of one already which is available at : http://aspera.org.au/wp-content/uploads/home-pahe-mockup-v1.png Comments from the executive committee on Richard's mock-up for new website are available as appendix 1 of these minutes.	Richard: suggest at what stage of the design process it would be most productive to have a face-to-face meeting with the executive.
	6.2 Handling announcements – mailouts, newsletter, Facebook, website news	With the shift from using the Google group to the MailChimp list for announcements to member representatives, some policy needs to be established around the use of the different communication channels – MailChimp mail out, Facebook, News section of the website. The original idea was for an ad hoc email of a newsletter to go out. John suggested that the newsletter become a monthly thing. Craig spoke about the use of Facebook that it is for more ad-hoc content – jobs, ads, events. This is the space for members to post announcements as a replacement for the Google group. Bettina expressed concerns that there was so much AFTRS content included in the latest newsletter. In future we will only provide links to this	Richard: put the latest November newsletter up on the website

	kind of information.	
	Alison said that it is difficult to come up with this kind of policy, around communication with the ASPERA community, via Skype conversations.	
	Bettina said that perhaps we need to start thinking about when our next working bee will be so we can put these issues on the agenda for that.	
	It was agreed that we should include a link to the ASPERA Facebook page in the next newsletter.	
	Calls for contributions to the newsletter could go out to the ASPERA community via the Facebook group.	
	Higher priority material will be distributed through a mailchimp email.	
	Process to be that Bettina collates and gathers content for the newsletter and Richard distributes the email.	
7. Conference 2016	Tim not present at the meeting so the item was deferred.	**7.**
7.1 Conference update		
8. Workload models	John raised the question of whether we saw value in a comparative exercise reporting on how creative work is being measured in each different institution. Craig said that it is a good discussion to have at the next conference. Mark agreed that it could a very significant discussion. John suggested that it is very central to ASPERA's purpose to be across issues of how creative work is valued as research in the different member institutions. He suggested that we could identify what the key themes and issues are either as an individual research project or as a committee.	Craig: ask the RSC if they see value in ASPERA doing a project which is a survey of the way that Creative Practice is quantified, valued, recognised, measured (or not) as research by ASPERA member institutions.

	It could be a project that gets developed between ASPERA and an external researcher.	
9. Research Sub-committee	Craig noted that there was not much to report as the RSC is not meeting until the following Friday. Conference proceedings will be out in the next 2 weeks. The RSC is still compiling a list of creative practice research scholarly journals. Working on the idea of the book proposal. Also working on the research training session to be held in conjunction with the next conference.	
10. Seed grant		
10.1 Report	Craig (on behalf of James) – The Exec approved $5000 for the seed grant for the 2014-15 period, we used $2500 The Exec approved a further $5000 for the 2015-16 period and we used $2500 So we have a balance of $5000 before even considering funds for the 2016-17 round which fits nicely with wanting to increase the amount to help build the profile and number of applications as well as realise substantial outcomes. Direction we are heading with this….	

	- Looking to reconfigure the grant to be one award but for a larger amount = higher profile, more substantial outcomes, number of applications, more competitive - Current funds are: $5000 and thinking of again allocating a new $5000 for 2016-17 so a total of $10,000 to one project next round. This should be viable re ASPERA funds based on previous annual income and conference etc. costs. - Wanting to encourage experience and ROPE (relative) building through pairing of new and more experienced researchers- Link ECRs with more senior researchers- part of this then is that we do not exclude people from the Exec or RSC for e.g. as it seems that some of those that are 'doing' ASPERA work are also those that are 'doing' research things in other spaces too. We can't afford to cut these people out of the project if we want to have competitive and quality project submissions - A formal presentation (format variable) at the next ASPERA conference should be a mandatory part of the award conditions. Could be a paper or presentation or screening or workshop etc. - Allow traditional outputs and NTROs if relevant. Restricting the outcomes to NTROs means that some valuable and relevant to ASPERA work is cut out. This is contentious as there are more other avenues for traditional research funding but not as many for NTROs and is this the specific flavour of the grant? We should think about what traditional research outputs would be of benefit to ASPERA and is this enough to then include them in the project? - The benefit to the ASPERA community should be made more explicit in the guidelines and the application. This can still be very open as to what the benefits are but at the moment it is not there at all. A few ideas about	

	changing the focus of the grant. Thinking about whether it should be a grant that is bigger. According to James we've got up to $10 000 in the pot so need to think about 1 or 2 grants. Changing the limit to encourage bigger projects. Reconfiguring the grant to encourage people to work together – more about how we can bring people together to offer mentoring and emphasise that the project be something of value to the ASPERA community e.g. a scoping project that looks at teaching and learning. Not to exclude exec members to be part of the team. Outsource the selection to past presidents. John noted that the original intent of the seed grant was to be able to access funds for creative research projects that might not be supported elsewhere. Craig responded that there were concerns that past recipients had failed to present on the outcomes at the conference. John agreed that it is also about building teams around creative practice. Craig suggested it can be about creative practice research but not necessarily producing a creative output John proposed that grants next year be for up to $5000 so that we could potentially award 2-3 grants.	
11. Other business		
11.1 DDCA Symposium - Students in Creative Arts Research: exploring frameworks and models for the	Craig noted that people are wondering if ASPERA is to be involved. He's not sure if they're interested in getting support from us. We'll have to go through our Deans to nominate people. John pointed out that he never hears anything from his Dean so wonders if they are getting any information.	All: contact their Dean/head of Research to find out if they received notification of the DDCA symposium.

creative thesis	Craig said he thought that the information is going to schools in Architecture, design etc. Craig is going to go to his Dean directly to see if they'll sponsor people to go. John is going to contact his head of research and see if they had received the notification. He suggested that all executive members do that in his or her institution.	
11.2 CILECT Congress 2016	Alison noted that 2 ASPERA delegates can go. Bettina read James' email regarding the CiILECT Congress to the meeting. The key points were • The CILECT event is confirmed as being Sunday November 20 - Thursday 24 at Griffith culminating in the AP screen awards on the Thursday evening. • The congress theme is Ethics/Aesthetics but there is no additional text yet to position this • Herman said that the punctuation between the two words might change. More information is coming soon. • Herman is interested in principle in having a link with ASPERA but its not yet clear what form that might take so any ideas are welcome. • Herman is keen to get non-CILECT peoples involved but this is a congress rather than a conference so two of the days would be for CILECT members only as that content is the business of the organisation. • The other two days are more like a conference and this is perhaps where Herman is thinking of the engagement with ASPERA occurring. • Herman is also keen to get the other Australian CILECT schools	

	involved (AFTRS, VCA and Swinburne) and of course there is 100% crossover there with ASPERA so we should see how we could leverage that as appropriate.	
12. Date/time/location of next meeting	.	Bettina: Email Tim and see when he can do a meeting in December and organise time around that
Meeting closed at 12.20pm		

Appendix 1 – Executive committee feedback on webpage mock-up

The committee discussed the webpage mock-up that Richard sent through. The executive appreciated Richard taking the time to put the design together. There was consensus that the committee members really liked the look of it and wanted to pass on some specific feedback.

We really like the band of visual material at the top of the page and are happy for the images to scroll. It would be good to include images from creative productions made by member delegates along with other stills (such as book covers, student production etc). This visual content could be tailored so that, for example on the research page the images are related specifically to research.

LOGOS

There were concerns that the ASPERA logo needs to be more recognisable and consistent and most likely at the top of the screen. The position and treatment of the ASPERA logo in the current mock-up means that it is not as clear as it ideally could be.

It's also important to include all the University logos at the bottom of the home page.

On a finer point, there is no comma between the words – Production and Education in the fully spelled out rendering of ASPERA

There was a general feeling that it is good that the mock-up does not have the horizontal scrolling of news items.

We liked the idea of having to drill down to find the latest news section via a heading for latest news with the most recent items as headlines to be clicked on.

LINKS

It was suggested that links to the Sightlines journal and the annual conference proceedings should be made more prominent on the homepage, so that users can access them quickly (important for research visibility!).

BRIEF & FURTHER DEVELOPMENT

The committee believes that the best way to move forward is for the executive (including Richard!) to provide Richard with a brief.

If Richard wants to proceed with further design work on the basis of this feedback that's fine but we think that it may be best to come up with a brief for a redesign so that our objectives are clear and our input is more active rather than reactive.

To make this happen they would like Richard to come up with a format and/or list of points that need to be covered in such a brief.

(Some suggestions for the content of a brief include setting out the purpose of the website, determining the audience, choices around style of user experience intended and priorities of elements that are included in the website.)

The brief pro-forma/questions could then be circulated to the executive so that they each could respond to the questions/prompts in advance of a meeting. A meeting would then be convened to discuss these responses and come up with the final brief.

WORKING BEE

It was suggested that the brief and redesign of the website could be the focus of the next Executive working bee (early in 2016). We would like to get input from Richard regarding at what stage of the design process it would be most productive to have such a face-to-face meeting with the executive.