

Committee Meeting 29-01-04 Opened: 7.15pm [apologies to all for slowness in getting these minutes out to you; Rose]

Present: Julian, Christy, Gary, Alyson, Rose
Chair: Alyson

Agenda:

- 1. Reaffiliation with UMPA**
- 2. Treasurer's Report**
- 3. Calendar**
- 4. Seminars**
- 5. Position Descriptions**

1. Reaffiliation with UMPA: Gary spoke with Merryn Shaw and MS noted that our AGM was held, technically, outside of the university's academic calendar year. Julian will meet with Merryn, introduce himself as President, and seek clarification on the validity of the AGM;
- Alyson suggested we hold a meeting on Orientation Day, and take the formal vote to affiliate then, as well as promote SCAtharsis membership;
- Julian to check with Merryn asap re. what format to send documents in because there has been some trouble sending last AGM details to Merryn in Word.

2. Treasurer's Report: Gary noted that Katherine left things in exceptionally good order
- there is \$2.86 in our account
- we will need to apply for next round funding (round 3 \$400.-)
- Gary to check timeline for submission with UMPA
- confirm that the Department will fund SCAtharsis Orientation Event (we currently have no funds of our own);

2.1 In relation to UMPA funding, since funds are pro rata to the membership count, we make sure that all renrolled SCA postgrads are aware that they automatically become members of SCAtharsis, and that new/potential postgrads are well notified of the existence of SCAtharsis and of the Mailing List;
- Julian will write a welcoming email to new postgrads to let them know that they automatically become members: Christy will then add a passage about how to subscribe to the ML;
- Coralie has agreed to handle outgoing mail for SCAtharsis.

2.2 Signatories: we need three signatories for the signing of checks from our account, and there are currently only two. Gary moved that Rose be the 3rd signatory; seconded Alyson: Motion passed.

3. Calendar:

- it was suggested that we operate on a six-monthly calendar as far as organising events, however, a 2004 calendar of events has been pencilled in so far: Alyson to type up the calendar to hand out/pin up:

3.1 2004 SCAtharsis Calendar

Orientation Day: Tuesday 17th Feb.

March: ACMI tour

April: Social Event - 'cocktail night'?

May: Seminar Day #1

September: creative work 'salon'

November: Seminar Day #2

December: end of year social event

Details regarding above events:

Orientation Day (A.K.A. Induction Day) - Tuesday 17th February

- Alyson to coordinate arrangements re funding via Dept. for food & wine etc;
- Gary: that we send out, with the Dept's own mailout, information for new/prospective postgrads;
- Alyson to collate material to include in a hardcopy handout, based on previous format;

In addition, we email all existing postgrads as a welcome to SCAtharsis 2004;

- Rose to design stereoscopic postcards to hand out at Orientation

***** there will be a meeting prior to Orientation Day on Tuesday, 10th February, in the SCAtharsis room**

- **to organise for the day (refreshments, material & information)**
- to reorganise the room around privacy issues

ACMI tour -

- Christy: ACMI will charge a \$10.00 fee for tours; that the charge for the tour is in line with ACMI's usual policy of charging all such tours;
- it was suggested we apply to UMPA for subsidising for ACMI tour; Julian: postgrads each pay \$5.00 @ 20 people, and seek \$100.00 subsidy

4. Seminars (SCAtharsis-run Seminar Days are a separate thing)

- Christy: Alison Richards has suggested that SCAtharsis handle the postgraduate contribution to seminars within the scheduled series (i.e., aside from Seminar Days). This decision on our behalf is not acceptable, and further discussion and negotiation is needed so we don't get lumped with a whole lot of responsibilities that, as HRD students with work/family commitments, we could well do without! **[this is currently under discussion]**
- Christy: that the SCAtharsis website will receive and respond to seminar details, promotion of the seminar and of attendance by both staff and pgrads
- Rose: that we meet with Alison R, Denise & Christy to discuss SCAtharsis's position regarding this decision, and clarify the relationship between SCAtharsis & the Dept. re. HRD Seminar Series and Seminar Day **[Christy has been working with Alison & Angela on this issue];**
- Gary: that it would be beneficial to give artists at SCA the opportunity to present the creative component of their project in a seminar-style setting that is tailored for such work/discussion (with drinks & snacks as usual);
- Rose: that it could be a problem of the creative 'salon' style of seminar being seen as non-academic in relation to 'straight' seminar papers, i.e., a two-tiered system developing;

5. Position Descriptions: Christy

- clarified her position as CIO (Chief Information Officer) re. understanding within whole department of her responsibilities: e.g., there have been a number of occasions recently where people are coming to Christy for technical advice, and this is not her role/responsibility;
- is working on setting up a minimal but operational SCAtharsis website with Dennis;
- website to include research profiles, CFPs, seminars, forms, research admin. Info, etc.;
- specific mailing lists (themed according to interests, e.g, links to the Film-Philosophy or other existing established MLs.) so that new postgrads can visit the site and find these links/resources already available;
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