SAR EXECUTIVE BOARD MEETING

Date & Time: September 23 2013, 9:00 – September 24 2013, 17:00

Location: University of Applied Arts Vienna (Angewandte)
Room Fokus Forschung, first floor, old building, facing Stubenring
Oskar Kokoschka Platz 2, 1010 Vienna

Participants: Alexander Damianisch [AD]
Gerhard Eckel [GE]
Johan A. Haarberg [JAH]
Julie Harboe [JH]
Rolf Hughes [RH]
Giacomo Schiesser [GS]

Present: AD, GE, GS, JAH, JH. Via Skype: JH (from 16:00, 23/9)

Minutes

Monday September 23

1. Approval of Agenda

   1.1. Decision: to move item 2. to next day.

2. Endorsement of Notes and Minutes from last two Meetings

   2.1. Assessment of Notes/Minutes Scheme
        Held over until next meeting.

3. Finances

   3.1. Brief update of 2013 budget
        JAH presented the 2013 budget.

   3.2. Invoicing of institutional members
        JAH reported members who have not yet paid: Victorian College of Arts, Melbourne.
        Virginia Commonwealth University in Qatar. Aalto University. Geneva University of Art and
        Design. Coventry University. Kingston University. Universität für Musik und darstellende
        Kunst Graz. Decision: Next invoices should be sent out by 15 November 2013, with a due
        date of 31 January 2014 (allowing the fee to be taken from either 2013 or 2014 budget).
3.3. Costs Webpage
The webpage has been developed according to budget.

3.4. Planning 2014

3.4.1. Salary of Editor-in-Chief
The salary of the Editor-in-Chief for JAR was discussed.

3.4.2. RC development costs
The potential costs of RC developments have been discussed.

4. Members

4.1. Recruitment of Members

4.1.1. Status
Status of Potential Members was updated on Whiteboard. **Action**: select from participant lists [AD circulates list for us to vote]
- contact SHARE participants
- contact Vienna EUFRAD participants

4.2. Individual Members
**Decision**: to abandon the student fee, but emphasise that students are free to use our facilities, and are encouraged to take up individual membership. We will try this approach for two years and assess it after that period. **Action**: correct web page (MS) and membership letter (GE).

5. Communication

5.1. Event 2014
Discussion of the programme as drafted so far, and how to create a SAR identity in the event.
**Decision**: JH to liaise with EL in developing the event.

5.2. Webpage

5.2.1. Structure
Structure is clear.

5.2.2. Area for Policies
Discussion of whether to post SAR policies, terms and conditions etc. on the site.

5.2.3. Design Presentation
GS presented the graphic design proposals for SAR’s website and graphical profile.

5.2.4. Timeline
Discussion of Sandra Praun’s graphical design for SAR, including logo. **Decision**: Aim to have website online 31st October. GE, RH and GS to be responsible for selection and proofing of texts.

5.3. Wikipedia

5.3.1. Improve SAR entry
External links are needed to published articles referencing SAR. Send any published references to SAR/JAR (GS, RH, HB etc.) to GS.

5.3.2. JAR entry
GS will write to MS to ask EdB to submit their own entry via GS.

5.4. Facebook
Facebook page is now active and will be maintained by AD and RH.

5.5. Newsletter

5.5.1. Dates
Aim is to have three Newsletters per year, then to review this in the light of our SAR web site and Facebook page. Dates: April (news from MM, changes in the EB etc.), September (details of MM), which this year will be delayed until end of October, December.

5.5.2. Content of next issue
**Action**: RH to send ExB and EdB a reminder for news items. Minutes for the ExB to be put online on new website.

5.6. News Platform

5.6.1. Handling of email addresses
**Decision**: RC users should be sent a Newsletter.

5.7. Webinars
**Decision**: JH to make a test using Adobe Connect when we meet at end of October.

*Tuesday September 24*

6. Strategy

6.1. Report from GE’s meeting with FD, HB, and MS
The EB noted GE’s report.

6.2. Financial Sustainability
We are currently financially stable.

6.3. Artistic Research Advocacy
OECD input towards proposed revision of Frascati Manual: SAR’s contribution was noted.

6.4. Communication of Policies
See 5.2.2 above.

7. Projects

7.1. Status JAR
Report on the status of JAR (from MS) was noted.

7.2. RC

7.2.1. Revision of Terms of Use
The draft of the Terms of Use was discussed.

7.2.2. Status PPPP
**Decision**: In response to a request from HB, GE to ask MS what it would cost to be able to annotate in the RC. Proceed, if price acceptable.
7.3. Status RC Residency Pilot
   Due to a change in Kit Hammond’s working situation at RCA, little progress to report.

8. Any other business
   No other business.

9. Next meetings
   Several dates in January were proposed and communicated to EL and JH to see which would suit.

Meeting ended 17:00

Minutes: Rolf Hughes
Attested: Gerhard Eckel & Johan A. Haarberg