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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]
Giacco 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