Executive Committee Meeting
Friday 18th January 2019 1.30-4.00pm
Law Board Room, University of Birmingham

1. Welcome and apologies
   We welcomed Jamie Medhurst (University of Wales Aberystwyth) as the MeCCSA representative observing the meeting.
   Apologies were received from Alex Marlow Mann, Sue Harris, Anna Maria Sapountzi, Agnieszka Piotrowska.
   Sue Harris had asked for her thanks to be recorded to Rajinder Dudrah for acting as Secretary in her absence.

2. Approval of the Minutes of the last EC held on 9th November 2018, QMUL
   The minutes of the last meeting were approved subject to the following corrections:
   p.2 initials of MH should read as MD.
   Matters arising –
   The BAFTSS Mentoring Buddying Scheme is now live.
   item 7 – are we compliant with GDPR regulations in terms of our membership list?
   **ACTION:** AMM to check

3. Update on Action Points (ALL)
   Completed and ongoing (see Action Points sheet).
   SIG reports and review of SIGs are not on the Action Points but are on Agenda for the current meeting below.

4. Chair’s Report (AM)
   We are now into the judging period for the Awards the deadline is the 4 February.
   No major report from AM.

5. Conference Birmingham 2019 (KI)
   KI confirmed that SIGs will be assigned meeting spaces in the main lecture room and seminar rooms during lunchtimes. **Action:** LW will notify SIGs after liaising with KI.
   
   EC members who cannot claim the conference registration from their Universities will be given a fee waiver. **ACTION:** KI to look into this and report back to EC via email as to how this will appear and/or be dealt with via the online website.

   **ACTION:** AM to contact Meera Syal via Linda Ruth Williams and/or Viv Gardner

   MD gave an update on the PG Workshop ‘De-mystifying REF’ to be held at the conference. Rajinder Dudrah, Sarah Street and Sue Harris have accepted to participate. Yvonne Tasker declined the invitation, and we are awaiting a response from Sarah Atkinson. Efforts will be made to secure another speaker via existing
contacts. It was agreed that travel expenses could be covered for invited panel speakers.

KI: Accommodation has been block booked in Lucas house (approx. 10mins walk from the conference buildings) and details will be available when delegates register online. **ACTION:** KI will liaise with the UoB conference/events team to offer a list of alternative nearby hotels and B&Bs.

**ACTION:** James Leggott will organise certificate and frames for the BAFTSS Awards.

6. **Postgraduate poster competition (SH & LW)**
   **Action:** SH and LW to liaise with KI and to agree the submission process, deadline, and display space during the conference, and competition process on the day. It was agreed that we would offer the winner a prize of £100.

7. **Elections update (AM)**
   AM distributed document indicating which positions are due for election in next three years. Members may not serve on EC for more than 6 consecutive years from the adoption of the current Constitution in 2015.

   AM will look at posts coming up for election and oversee the process of election at the AGM. **ACTION:** AM to advertise Election for Treasurer role prior to the AGM in April 2019.

8. **Membership Report (AMM)**

   The following membership numbers were provided by AMM in an email report:
   Waged: 83
   Unwaged: 41
   Jiscmail: 1374
   BAFTSS social media followers: 2346

   These numbers reflect people who have joined since the website was relaunched (14 Dec) and are now registered on a 12 month, rather than calendar year basis. They will receive automated reminders to re-join when this expires. AMM expressed the view that we are already in a healthy position. He informed the EC that he will send out another reminder to re-join in the next few days, and expects us to be able to consolidate numbers in the run up to the conference, awards and other deadlines.

9. **Treasurer’s Report (EC)**
   AMM confirmed that he has transferred the complete current PayPal balance of £1,993 into the TSB account, and safe receipt was confirmed by EC.
   **Action:** AM to go to TSB to update records of named officers on the EC account and the home name of address needs to be changed from University of Leicester to MMU.
   Account budget as at 16 January 2019: £17,310.
**ACTION:** Elena Caoduro to send statement to SH/secretary for full records to be filed with the next meeting records.

10. SIGS Report (LW)
Report submitted by LW.
LW drew the attention of the committee to the following points:
- This has been a healthy initiative for the Association and beyond.
- 9 of the SIGs have drawn on BAFTSS funds to support their events.
- SIG funding stands at £250 p.a. and can be rolled over for 2 years maximum. This will be reviewed in 2021.
- SIGs are free to decide the length of the term of their convenors. SIGs should discuss and decide this amongst themselves as part of SIG business.
- A £250 application for the Performance and Stardom SIG was approved by the EC.

Queries:
- Can the membership system flag up to convenors that the members joining are a SIG member?
- Can the membership system inform us if members are part of one or more SIGs?
- Can SIGs propose a special issue of Open Screens? It was agreed, yes they can and should be encouraged to do so.

**ACTION:** AMM to look into how SIGs are being promoted on the membership website.
**ACTION** AM to check with Ubiquity press how OS material is archived on the site.
**ACTION:** AM to thank Phil Powrie for his custodianship of the previous BAFTSS website.

11. Postgraduate Report (MS & MFS & AMS)
**ACTION:** EC will revisit the general funding scheme in the July EC and will run that for the following year accordingly.

12. Social Media Report (AP)
AP not present and no report was provided. This item to be held over to next EC.

13. Website update (AMM)
**ACTION:** AMM to follow up on the search engine optimisation on the new BAFTSS website.

14. Open Screens (AM)
**ACTION:** EC discussed and agreed to allocate some money from the central funds to appoint an ECR as Editorial Assistant on the journal. **ACTION:** AM to follow up with the Open Screens board members.

15. AOB
RD raised issue of Diversity in the BAFTSS Lifetime/Outstanding Achievement Awards process which was discussed by the EC. This included the whole range of Diversity issues (age, disability, early career, race and ethnicity, gender and sexuality etc.) and how we address them in the selection of our 2 Outstanding Awards for academia and industry?

**ACTION:** Issue of Diversity to be taken to the AGM for discussion and possible options from members drawn via the Chair/AM.

- April 2019 (at conference with AGM) BIRMINGHAM
- July 2019 LONDON
