SAR EXECUTIVE BOARD MEETING

Date & Time: April 15 2013, 9:00 – 17:00

Location: Dans och Cirkushögskolan (DOCH)
                    Brinellvägen 58, 104 50 Stockholm

Participants: Alexander Damianisch [AD]
                    Gerhard Eckel [GE]
                    Johan A. Haarberg [JAH]
                    Julie Harboe [JH]
                    Rolf Hughes [RH]
                    Efva Lilja [EL]
                    Giaco Schiesser [GS]
                    Michael Schwab [MS]

Present: GE, JAH, JH, AD, GS, EL (until 14:45), RH. MS (from 15:25-16:40)

Minutes

1. Approval of Agenda
    GE welcomed the new ExB and thanked EL/DOCH for hosting us. The Agenda was approved.

2. Endorsement of Minutes from last meeting
    Minutes endorsed.

3. Endorsement of Minutes of the Society Members' Meeting
    Minutes endorsed.

4. Budget update

    a. Review of updated 2013 budget
        JAH presented the SAR Budget 2013.

    b. On-going funding applications in connections to SAR
        DIGIRES: New Digital Information and Collaboration Technologies for Digital Research,
        Teaching and Dissemination in the Arts and Humanities submitted to CHISTERA: decision
        due June.
        Decision: Research applications involving requests for RC development must involve cost
        estimates approved by the SAR ExB.

c. Invoicing of institutional members
It is recommended that we send out invoices at the beginning of November so that any end of year surplus can be spent.

d. How to deal with fading members
The ARC had many sleeping members, whose logos are still present on our website.
Decision: GS asked to send a letter inviting them to continue with SAR activities, and follow this up (if answer is positive), after updating existing draft of letter on Basecamp.

5. Objectives for this term of office

a. Identify SAR's aims for the next 2 years
Detailed discussion of SAR's aims.

b. Update Mission Statement – Time plan
Decision: We should present an updated Mission Statement to the next Membership Meeting (MM).

c. Review Articles & By-Laws – Time plan
Decision: The ExB is to clarify some of the Articles & By-Laws.

6. Communication tools

a. Review existing tools (webpage, newsletter, forums, RC messaging)
Discussion of existing communication tools.

b. New web page
Decision: SAR will establish its own web page. GS and RH will talk to Stockholm-based graphic designer Sandra Praun regarding a logo and web site design and ask for an offer with a view to working closely with Zurich programmers.

c. Creating a news platform for artistic research
Decision: Working group established AD, RH and GS to discuss communication platform (via email/Skype as required) and present at next ExB meeting

7. Networking strategy

a. Which networks are crucial?
Discussion on strengthening networks.

8. Membership development

a. SAR benefits for members
We identified the benefits for institutional members as being: RC, create new ways of communicating, portal and archive, potential effect on infrastructure, open peer review (publication of reviews). Benefits for individual members identified as community, reduced isolation.

b. Strategic Decision about new institutional members: which institutions/countries should/have to become urgently SAR Members?
See 7a). **Decision**: Put up a list of potential members on Basecamp and decide who is to contact them.

   c. Payment system for individual members?
     GS reports that SER provides an efficient bank transfer system for Europe (not UK).

   d. Members database
     Proposal to have a current list online. GE will ask back office to act on this.

   e. Institutional members' logos on website
     Decision: GS will provide a letter (with invoice) that can be sent to fading members.

   f. Update on new members
     The board noted the update.

9. Operation of Executive Board

   a. Preliminary discussion of priorities and how to share areas of responsibility (roles to be assigned at next ExB meeting)
     Decision: Use small workgroups and Basecamp.

   b. Preparation of meetings and discussions in Basecamp
     The board discussed and noted changes to preparations.

   c. Defining the interface ExB SAR – EdB JAR
     Decision: ExB are asked to create a list of points on Basecamp for the next ExB meeting.

   d. How to organize Editorial Board input (from MS and HB)?
     Decision: We ask MS and HB to address GE via email with any requests for Agenda items.

   e. Back office procedures
     Decision: JAH and GE will look into the Back Office routines and report to the next ExB.

10. Events planning

   a. Review Mind the Gap
     It was noted that Mind the Gap was an exemplary artistic research meeting.

   b. Plan symposium 2014 (Stockholm, EPARM)
     Discussion of symposium and annual Members Meeting (MM) to be held in Stockholm in connection with the Stockholm University of the Arts.

   c. Society Members' Meeting 2014

   d. Positioning at ELIA/Share meeting Brussels Mai 2013

11. JAR related issues – with MS via Skype

   a. Update from Editorial Board
     MS reported JAR EdB's meeting in Amsterdam; aim was to reduce number of face-to-face meetings. Plan is to have two 2-day meetings per year supplemented by Skype meetings.

   b. Number of issues per year?
     JAR currently inclines towards a solution of 4 smaller issues per year, but if so this could only start in 2014. Discussion: minimum articles per issue should be 5-6; minimum number of issues should be 3 per year.

c. JAR3 out in June
JAR 3 due out first week of June.

d. JAR Advisory Board
The ExB discussed the relationship of potential advisory boards to both SAR and JAR.

e. Seeking message boards, networks etc.
MS asks for a list of networks we should be 'feeding' with information/news – bulletin boards, networks, etc.

12. RC-related issues – with MS via Skype

a. Update about RC development

b. Establish RC Steering Group
How is RC represented in the decision making process? How does the ExB want to develop the RC? MS represents JAR, GE might represent SAR, we need the portal partners to nominate/elect somebody to represent them in relationship to the RC.

c. Status of portal partner pilot project (PPPP)
The ExB noted the status of the PPPP.

d. Establish PPPP Steering Group
The group is in a sense self-directed; different institutions have different needs, and therefore there may be a wish for more structure from SAR or from MS or from a PPPP Steering Group (or representative).

e. Status of RC residency project
The ExB will put on the agenda for the next meeting the role of the curator and how people might apply.

f. New RC user support officer – contract?
The role may require a Letter of Intent. MS to provide JAH with the name of the proposed support officer.

13. Miscellaneous
AD will present at next meeting the exhibition of 10 projects arising from the PEEK project to see if SAR will support with a theoretical framework.

14. Next meeting
10:00 – 17:00, 8 June 2013 KTH Stockholm.

Meeting ended 17:00

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