IASPM Executive Committee Meeting

21 November 2011 (teleconference)

Participants: Martha Tupinambá de Ulhôa (Chair), Carlo Nardi (General Secretary), Laura Francesca Jordan, Ed Montano, Héctor Fouce, Eduardo Viñuela (IASPM 2013 conference host).

Agenda

1. Liverpool Proceedings
2. Liverpool list
3. Skype license
4. IASPM documental archive (IPM?)
5. IASPM legal situation
6. 2013 conference (pt. 1)

1. Liverpool Proceedings

Geoff Stahl has edited the proceedings and they have been ready for a while. However, the digital file of the proceedings is too large (more than 1GB) as it includes also multimedia content, so that up to this point it was not possible to share the file. Also, there are copyright concerns concerning the multimedia content that need to be considered before uploading the file onto the IASPM website.
In Liverpool it was decided to share the proceedings among our members, but of course many of us expect some form of publication of the proceedings. A Copyright Committee was appointed to deal with this issue. Héctor, chair of the committee, will set up a deadline in order to go forward and devise sustainable solutions for the future.
In the meanwhile, Ed and David Cashman will edit the file by removing the multimedia content and splitting it into individual articles, so that the latter can be uploaded onto the IASPM website.

2. Liverpool mailing list

Laura is now in control of the IASPM mailing list. She is going to meet Rob Strachan on Skype so that he can learn how to manage it. Martha will also meet Rob.

3. Skype license

Teleconference meetings of the committee are often difficult due to limitations of the bandwidth of free Skype accounts. Moreover the executive

committee is not going to meet in person in 2012 as it as often been the case.

Purchasing a Skype license would possibly allow both the executive committee and the Journal editorial board to have more effective communication. Violeta will look at the conditions available, as there seems to be a free trial. That could be tested for the next Journal meeting on the 18 December.

Ed will create an Email account from the website to be used for both boards.

4. IASPM documental archive

Over the years IASPM has collected much paperwork: diaries, books and other 'historical objects'. Martha, who is presently in Liverpool, is going to ask Sara Cohen if is possible to establish an official IASPM archive at IPM.

Ed suggests to create a cloud account to store digital files (proceedings, conference documents, etc.). It would be advisable to store the same digital files twice, and hence also at the IPM if possible.

5. IASPM legal situation

Sara will soon get hold of the IASPM registration papers. Her home address will be IASPM c/o address.

IASPM was exempted from submitting a declaration form between 2006-2012. This was due to Skatteverket (Swedish tax agency) not receiving any declaration forms from IASPM for several years.

Further, there seem to be some confusion regarding what kind of organisation IASPM should be qualified as: non-profit organization OR non-profit organization open to the public.

6. 2013 conference (pt. 1)

Edoardo, Ed and Carlo will look at the conference website during the week 28/11-2/12. Ed, who is already registered, has to be enrolled as site administrator.

Deadlines for the conference:

Call for papers: 1 December 2011
Deadline: 1 March 2012
Extension: 1 April 2012
Acceptance/rejection letters: 1 June 2012 (1 year before the conference)
Programme draft: 1 February 2013

Final abstract: 1 May 2013
Paper submission: 13 May 2013

In the call for papers we need to include instructions. We need to be very precise and explain the procedure as clearly as possible.

The conference programme will be ready on the 1st of May.

Registration:

Open registration: July 2012 (1 year in advance).
Early bid: close in February 2013, 5 months in advance.
Late registration: two weeks before the conference for presenters.
Opened until last minute for audience.

Word length:

Abstract: 200 words
Conference paper: 2,000 words (6-8 pages)

Eduardo proposes to create a scientific committee to scrutinize both the abstract and paper submissions also in order to delegate some of the work to other people. Laura suggests to appoint two experts for each stream that will help with the review process and perhaps also with the publication of the proceedings.

Presenters will receive the confirmation letter based on the reviewing of their abstracts. On the other hand, papers won't be rejected for the conference (though for the proceeding this may be the case); however we might ask an author to resubmit the paper in the event that it is not up to the standard.

We decide to adjourn the meeting to the next week, 28 November 2011.