

Southeast Asian Art Academic Programme (SAAAP) Project Board
Minutes: Thurs 19 April 2018 (Meeting 32)

Membership	Dr Tamsyn Barton	Chair
	Professor Anna Contadini	Head of Department (School of Arts)
	Dr Heather Elgood	Course Director (Diploma in Asian Art)
	Ruth O'Hanlon	Interim Director of Development, Alumni and External Engagement (DAEE)
	Dr Ben Murtagh	Head of the School of Languages, Cultures and Linguistics
	Liam Roberts Chloe Osborne (Secretary)	Project Manager Project Administrator
Apologies	Baroness Valerie Amos	SOAS Director

Purpose: To manage and oversee the delivery of the Southeast Asian Art Academic Programme (SAAAP) funded by the Alphawood Foundation.

Agenda item.	Agenda Item and Notes
1	<p>Previous Minutes</p> <ul style="list-style-type: none"> - Previous minutes were agreed to be accurate. - All Action points have been completed, or will be discussed further in the agenda. <p>Minutes were approved.</p>

2	<p>Chair's Report (TB)</p> <p>TB noted that the last meeting which had focussed predominantly on the outcome of the latest round of Scholarships applications had been immensely positive. .</p> <p>She summarised latest developments with the Impact Report, a first full draft of which was not ready for discussion, but was expected to be finalised imminently.</p>
3	<p>Alphawood Scholarships Selections 2018-19: Update (AC/LR) Appendix 1</p> <p>AC summarised the final choice of Scholars, which she noted had been discussed in depth at the last Board. Having established a list of those of high calibre candidates for whom no places had been available due to the strength of the applications, three people on the list had now been offered Scholarships after one MA, one Diploma and one deferred MA from 2017 had been unable to accept their offers (due to challenges acquiring leave from work/government). Overall there are 19 total awardees, which is the number expected and still notably high. All agreed that the process had gone extremely smoothly, and having Mulaika Hijjas and Elizabeth Moore as full voting members of the Scholarships Panel had worked well.</p>
4	<p>SAAAP Impact Report 2018: Advanced Draft (LR) Appendix 2 (Forthcoming)</p> <p>LR summarised the purpose and objectives of the report. Whilst the report includes the information usual in the annual report, which has been sent each year to the Alphawood to summarise expenditure, activities and outreach events, this report also serves further purposes this year in that it may also be a final Scholarships award report. It will demonstrate overall impact of the programme so far, whilst also highlighting alumni activities/regional impact thus far.</p> <p>TB noted the importance of the report for demonstrating the legacy of the programme, and as a way of giving thanks to the Alphawood for all they have done. It will also be vital in the search for other possible funding avenues.</p> <p>AC outlined the work done by the Outreach Sub-Board to produce the Outreach summary plan of alumni activity and events, which particularly captured the impact Scholars have already had on ancient archaeology in the region. She suggested this be included in the final Impact Report, possibly as an Appendix.</p> <p>The structure and presentation on the report was more generally discussed, in particular the extent to which alumni stories are made a focus. BM suggested these stories be collected and presented into a "yearbook-style" book, which the Board agreed would be something to consider.</p> <p>It was agreed that the report should demonstrate the broad brushstrokes of impact on the field within the region, with alumni stories to come later and tie into the proposed graduation event in November in Singapore. The report might focus on a few individuals but overall on showing the wider trends of impact of the programme. Outreach components would feed the content, as would research and publications activities. LR's report should be given prominence as it clearly demonstrates the trends of impact which the programme has had, with data/alumni stories etc. following.</p> <p>Action #149: RO to send LR and AC as complete a version as possible of the report in an editable format. LR and AC to liaise on initial feedback and send back to Development. Development to circulate their revised version amongst Board members for final feedback before sending to the Alphawood. Draft to be circulated to Board members by the 25th April.</p> <p>TB especially thanked Sara Seymour Savage in Development for the work she had done on the Report under difficult personal circumstances.</p>

<p>5</p>	<p>Academic Support Fund: Updates, Reports and Applications</p> <p>a. UPDATE: Singapore Alumni Event (RO/AC)</p> <p>RO outlined plans thus far which are very much still in the preliminary stages. The budget in particular needed to be looked at as a priority, but the main idea of bringing alumni and paying for airfares, graduation ceremony, drinks reception and opportunity to showcase people’s work, was agreed. She noted that the weekend would be divided into two halves: the first the graduation ceremony, and the second the masterclasses.</p> <p>RO discussed the plans already underway with the working group in Singapore on the Masterclass sessions, which would involve bringing SOAS art lecturers out to Singapore to hold masterclass sessions with alumni, who would pay to attend and hear from experts in their fields of interest. This would bring together ex-students in the region, and be an opportunity to seek potential future funding for Scholarships schemes more widely, as well as raising SOAS’s profile in Asia. None is this would be funded by SAAAP as the working group were seeking sponsors. AC added that this was important for bringing cultural content to the event beyond just a ceremony. BM noted his agreement with the idea.</p> <p>RO added that VA and Alphawood knew about the dates, but next step will be to confirm their attendance.</p> <p>Action #150: RO to update LR/AC with plans including budget for the graduation event as soon as possible.</p>
<p>6</p>	<p>Finance update (LR/TB) Appendix 3</p> <p>LR summarised the outcome of discussions at Board and with Alphawood surrounding the budget deficit which had been discussed in depth at the last Board meeting. This was the deficit which the time-limited fund (CAL2) had absorbed with each tranche of funding from Alphawood because of adverse currency movements. Alphawood had agreed with the proposed plan to shift capital from the Academic Support Fund to cover the deficit. This had now been done and outlined in the latest finance report.</p> <p>LR then reviewed budgets for each of the Related Costs and Academic Support Fund cost centres, in the context of terms of reference for each budget and the question of reassigning any activity from one cost centre to another (Action #148). He noted there had been six cases of spending in the last year where the terms of reference for each cost centre made clear that these projects might have been eligible for support from either fund. The six cases were events generally involving alumni attendance at conferences.</p> <p>TB stressed that while both Funds needed sufficient funding, it was vital to husband use of the Related Costs Fund, because it was not replenished by investment returns. BM said that if this was to be done for accounting reasons then that was fine, as long as it was recalled in future that different marking criteria were in place for different pots, which would need to be taken into account for future funding applications. However this was not an issue in these cases. He added that nothing had been rejected by the Research & Publications Sub-Board which seemed eligible for Related Costs Funding instead, and so the question had not arisen. It was agreed unanimously that retrospective cost centre changes should be made in the six cases where Academic Support funding was appropriate. Action #151: LR to request reassignment of costs to the Academic Support Fund where appropriate.</p> <p>AC added that going forward, it would be better for funding application forms to offer a choice of ‘type’ of activity, i.e. Outreach, Research, Impact etc. which applicants can tick, and LR could then decide on whether it should be funded from the ‘Academic Support Fund or from the ‘Related Costs’ fund. Action #152: LR to change the form to reflect this.</p>
<p>7</p>	<p>AOB</p> <p>No AOB, but looking back over the Action Points, #139 was noted as ongoing, but the rest have been completed.</p>

SAAAP Project Board Actions 2017/2018

	Agenda Item	Added	Action Points	Deadline	Owner	Complete?
#152	6 Finance update (LR/TB) <i>Appendix 3</i>	19/04/18	LR to update the form for funding applications with tick boxes for activities rather than funding pots.	ASAP	LR	
#151	6 Finance update (LR/TB) <i>Appendix 3</i>	19/04/18	LR to request from finance the retrospective reassignment of the six projects he identified from Related Costs fund to Academic Support Fund.	ASAP	LR	
#150	6 Finance update (LR/TB) <i>Appendix 3</i>	19/04/18	RO to update LR/AC with plans including budget for the graduation event as soon as possible.	ASAP	RO	
#149	3 SAAAP Impact Report 2018: Advanced Draft (LR) Appendix 2 (Forthcoming)	19/04/18	RO to send LR and AC as complete a version as possible of the Impact Report in an editable format. LR and AC to liaise on initial feedback and send back to Development. Draft to be circulated to Board members by the 25th April and submitted to Alphawood shortly afterwards.	25/04/18	AC/RO/LR	
#148	5 (Academic Support Fund: Updates, Reports and Applications)	22/02/18	LR to look over past financial decisions and advise on whether there could be any retrospective budget reassignment for past and current projects between Funds.	By April	LR	Complete
#147	2 (Chair's Report)	22/02/18	LR to brief VA on the finance proposal for her to discuss in her next phone call with JMD.	ASAP	LR	Complete
#146	2 (Chair's Report)	22/02/18	LR to write a summary of the new cohort of Scholarships and send on to JMD, copying in VA.	ASAP	LR	Complete
#139	4 (Marketing and Publicity)	19/10/17	BM to contact CSEAS about further publicising opportunities for SAAAP through the centre.	Next meeting	BM	Ongoing

#138	3 (Discussions with Alphawood)	19/10/17	RO to enquire further about the possibility of organising a graduation ceremony for Alphawood Scholars or other events with the National Gallery Singapore/Asian Civilisation Museum	Next meeting	RO	Ongoing
-------------	--------------------------------	----------	---	--------------	----	----------------