

Alexander Studies Online – Action Plan

3rd October 2014



Note: This is a revised version of the Draft Action Points from 13th September 2013, following a meeting of the Editorial Committee. Dates have been revised, tasks added or revised. “New” and “CFWD” are in relation to the Action Plan from March.

Action points

ACTION	New / CFWD	When by	Who	Priority/Comments
MODUS OPERANDI				
1. David and Erica to involve others across all roles ad hoc; EAB members to offer help as they see fit.	CFWD	Ongoing	David + Erica + Editorial Advisory Board [EAB]	Medium priority
2. Editorial Committee to seek to expand as it deems necessary.	CFWD	Ongoing	David + Erica	Low priority
3. Expand Editorial Advisory Board organically	CFWD	Ongoing	David + Erica, EAB	Medium priority Raise with Jenny, Stephanie, Korina and Malcolm Williamson in immediate future
ORGANISATION AND FINANCE				
4. Produce draft Role Description for Editorial Advisory Board Member role	New	31-Oct-2014	David	To save time in recruitment to EAB
5. Produce JDs for other managerial/editorial roles within ASO	CFWD	TBC	David	Low priority as developing organically

6. SRG to recognise roles within ASO team and respect its ability to make decisions independently of SRG	CFWD	TBC	Erica to lead on liaison with SRG	Current relationship working OK but not formalised. Some dependence on (4).
7. Review status of budgets and expenditure with Ilia and SRG.	NEW	12-Oct-2014	David => Ilia + SRG	David to email Ilia for clarification about amount and ownership of budget
8. Revise budgets as necessary and obtain authorisation.	CFWD	12-Oct-2014	David => Erica => ??	
9. Make initial contact with ATAS	NEW	02-Nov-2014	David	To make ATAS aware of the initiative and to start to explore possible relationships
PROJECTS				
STAT Archives				
10. Hold initial scoping meeting between David, Erica and Ilia (and Jean if he wishes)	CFWD	By 30-Nov-2014?	Erica => David + Ilia => Jean	To scope roles and approach and relationship between ASO and Archives. Supplementary item on agenda for other meeting?
ASO Content – Encyclopaedia, Library, Bibliography				
11. Establish Library Development Project Team (LDPT)	New	19-Oct-2014	David to initiate	David to approach Korina and Stephanie and throw open to EAB members.
12. Draw up forward plan for obtaining materials	New	02-Nov-2014	David => LDPT	Outline by David as LDPT coalesces

13. Further discussions with Jean Fischer about possible models that would allow the incorporation of Jean's "encylopedic" materials into the website; establish a cost.	CFWD	Establish cost by 02-Nov-2014 if possible	David => Jean	
14. David/Stephanie to find out Jamie's/Publication Committee's views about uploading material from back editions of Statnews and Alexander Journal	CFWD	19-Oct-2014	David => Stephanie	
15. SRG/EAB members invited to offer materials for publication	CFWD	19-Oct-2014	David	
16. Draft and circulate options for copyright policy	New	12-Oct-2014	David	
17. Review options for copyright policy	New	26-Oct-2014	EAB	
18. Determine copyright policy	New	02-Nov-2014	Editorial Committee	
19. Prepare draft Submission Guidelines (to include quality standards)	CFWD	16-Nov-2014	David => LDPT	For materials to be published on the website
20. Review of draft Submission Guidelines	CFWD	07-Dec-2014	EAB	
21. Finalise and agree draft Submission Guidelines	CFWD	31-Dec-2014	LDPT	
22. Continue creating bibliography entries to support Alexander Index	New	Ongoing	David	Priority medium
23. Review Bibliography as a project in the light of discussions around the STAT Archive	New	31-Dec-2014	LDPT	
ASO Website Platform - Development				
24. Feed back on website features, appearance etc	New	Ongoing	All	Medium priority

25. Improve website functionality	CFWD	Ongoing	David	To be defined elsewhere. Priorities vary according to task.
26. Improve visual design tools for website	CFWD	19-Oct-2014?	David	Awaiting response from developer on completion date
27. Add images to website	New	02-Nov-2014	David	
28. Incorporate relevant policies from main STAT website into ASO site	CFWD	19-Oct-2014	David	
29. Review website polices	CFWD	02-Nov-2014	EAB	
30. Approve website policies	CFWD	16-Nov-2014	Editorial Committee => SRG?	
Alexander Technique in Autobiography				
31. Erica to contact her "AT narrative" group about ASO and the AT in Autobiography project	New	28-09-2014	Erica	Complete
32. Erica, Lesley, David and Pia to form ATIA project.	New	28-09-2014	Erica is Project Lead	
33. ATIA project team to develop forward plan	New	02-Nov-2014	Erica => ATIAPT	
34. Specify website features necessary to support ATIA	New	02-Nov-2014	David, with reference to ATIAPT	
Alexander Index				
35. David to continue preparing and uploading FM Alexander book index files as time allows	New	Ongoing	David	Priority medium
36. David to continue preparing and uploading FM Alexander book index files as time allows	New	Ongoing	David	Priority medium
37. David to prepare shortlist of next batch of works to be indexed.	New	02-Nov-2014	David	

Outreach and Publicity				
38. David to prepare article for next Statnews	New	By Statnews deadline	David	
39. Appeal for volunteers to go in Statnews and possibly e-newsletters	New	Ongoing	David	
40. Create "Member" category to expose website to more interested parties	New	Ongoing	David	Establish membership criteria and permissions

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