

## **Library and Archival Studies Student Association**

2010-2011 School Year Meeting #8

**Date:** February 21, 2011

**Time:** 12:00-13:00

**Location:** SUB 215

### **In attendance:**

Leah Hopton – MLIS Co-President

Sarah Rathjen – Secretary

Kyrstin Floodeen – Treasurer; PEP Co-ordinator

Amanda Tomé – Web Master

Jennifer Lee – Events Co-ordinator

Myron Groover – Communications Officer

Kevin Read – MAS Member-at-large

Siri Hiltz – MLIS First-Year Representative

Shalene Williams – AMS Representative

Karen Meijer – Faculty of Arts Representative

Catie Sahadath – Facilities Committee for IKBLC

Rachel Balko – MLIS student

Jonathon Schulz – MLIS student

### **Absent:**

Joanna Hammerschmidt – MAS Co-President

Sara Church – Events Co-ordinator

Justyna Berzowska – PhD Representative

Yolanda Bustos – SLAIS Curriculum Committee

Franklin Sayre – PEP Co-ordinator; MLIS member-at-large

Judy Hu – Faculty Search Committee

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### **1. Approval of minutes from January 24, 2011 meeting**

- Siri moved to approve, Leah seconded – **minutes approved**

### **2. Committee updates**

- Facilities and resources – Catie
  - Committee meeting today – complaints about the mouse problem in Room 260 will be presented
  - As no one responded with to Catie's request for input into SLAIS technology purchases, Catie has prioritized the list
- Curriculum/Program Development – Yolanda (update via email)
  - The committee is having a retreat; drafts for next year's courses have been released; the rest of the planning process just starting
- School Admissions – Siri
  - Nothing to report; no meeting until April

- Faculty Search – Judy (update sent via email)
  - The committee has invited two candidates for interviews. These will likely take place early March. Students will be encouraged to attend the meet and greet session with candidates at this time
- Arts Co-Op – Co-op students are invited to share feedback on the program during a meeting on Feb 24<sup>th</sup>
- GSS – LASSA representatives were unable to attend the last meeting. Leah will contact Joanna to see who will go to the next meeting
- Faculty of Arts – Karen
  - Voting on changes to curriculum plan (minor)
  - The committee was unaware that Karen was supposed to be there as a LASSA representative – Leah will look into this

### **3. Director's Forum**

- Clarification was needed around the so-called “bribe” money from SLAIS. This is for special school-related events only – the AGM does not fall under this. We will, however, still get some funding from SLAIS for food (coffee and tea) at the Director's forum

### **4. Potluck**

- The potluck will be held on Friday, April 8, 2011 from 4:30-6:30 pm

### **5. Finances - Kyrsti**

- \$452 left in the account
- \$50 to go toward Research Day
- \$200 for AGM

### **6. Policies and procedures**

- The manual is almost done; Leah thanked everyone for their work
- Most of the amendments were minor
- Website coordinator - Myron
  - Webmaster or website coordinator? Needs to be made consistent. We will now have only one coordinator (can only have one blog administrator)
- Communications officer position added
- We will remove the newsletter editor position
- Section removed regarding SLAIS funding
- Alcohol (sections 7.3 and 8.3)
  - It says in the P&P that we have to have liquor (in the events section) – will remove
  - What is the building policy? Catie will ask at today's meeting
  - Inconsistencies in what we're hearing from security at IKBLC
  - Leah and Sarah suggested not changing the P&P and simply refer to the classroom service's website
- Photographs (section 8.2 “Photographs”)
  - Leah added section that photos are not mandatory – we've built the notice into letter sent to incoming students to let them know
- PEP survey

- References to faculty involvement have been removed; the executive is in agreement with this change. PEP should be a student-controlled survey as we want students to feel uninhibited in their responses
  - We would like to be sensitive to the faculty in making these changes
- Roberts rules issues. If the P&P says we use them, we should probably have a copy of them (and perhaps we should all read them?)
  - Siri offered to make a flow chart for reference
- Catie suggested that we may want to explicitly state that non-elected people shouldn't have access to certain kinds of information (i.e. like ballots for the AGM)
- Constitutional changes
  - We would like to change who has voting privileges. All first-year representatives should be able to vote
  - Mission statement – Leah presented a draft mission statement; it was decided that we would table this and discuss at another time
- Myron to help clean up the P&P draft? and Amanda will post the formatted version on the web

## **7. AGM**

- Proposed agenda – we can't technically approve last year's minutes as there aren't any (apparently there were few meetings last year?)
  - Executive reports – we will all be required to give an update at the meeting (so people will see how we run meetings)
  - Leah will do a brief presentation on the changes to P&P so we can vote on them
  - Kyrsti will talk about PEP survey
  - We will have our election – as of the AGM, all positions are up for grabs
  - No nomination forms for committee reps? Same nomination process for committee positions? Could possibly have two people in these positions
  - On our nomination form we have a treasurer/secretary position – should be separate
- Current LASSA members who aren't graduating are encouraged to nominate themselves for their current position
- We will be conducting class visits to promote AGM. Let's talk up LASSA and encourage people to get involved. Myron recommended that we get in touch with faculty to give them a heads up
- We need to talk to the first year cohort – only necessary to go to one core class in each program.
- Catie sent out talking points to the executive to use
- There are nomination forms on the white board in the SLAIS lounge – recommended to bring some to class visits
- Food/planning
  - Help is needed with food prep (Myron will help with cooking meat; Siri to do vegetarian filling)

- Shopping will be done on Wed; food will be stored in SLAIS fridge for pick up; bring prepared for Monday.
- Catie may be away on Monday
- Executive will arrive at 11:30 am to help set up
- Can we elect new officers in December? This would make the election process easier to have mid-way through the school year. Can discuss further; would need to change the constitution to do this

**8. Minutes on website**

- Amanda will post missing minutes on the website

**9. Other business**

- On behalf of the ACA@UBC Symposium, Sarah thanked LASSA for its financial support