

Library and Archival Studies Student Association
 2010-2011 School Year Meeting #9 – **Annual General Meeting**

Date: Monday, February 28, 2011

Time: 12:00-13:00

Location: SLAIS Lounge

LASSA Executives in attendance:

Joanna Hammerschmidt – MAS Co-President	Leah Hopton – MLIS Co-President
Sarah Rathjen – Secretary	Kyrstin Floodeen – Treasurer; PEP Co-ordinator
Amanda Tomé – Web Master	Myron Groover – Communications Officer
Jennifer Lee – Events Co-ordinator	Siri Hiltz – MLIS First-Year Representative
Justyna Berzowska – PhD Representative	Shalene Williams – AMS Representative
Karen Meijer – Faculty of Arts Representative	Catie Sahadath – Facilities Committee for IKBLC
Judy Hu – Faculty Search Committee	Yolanda Bustos – SLAIS Curriculum Committee

LASSA Executives absent:

Sara Church – Events Co-ordinator	Franklin Sayre – PEP Co-ordinator; MLIS member-at-large
Kevin Read – MAS Member-at-large	

SLAIS students in attendance:

Mehjabeen Ali - MLIS	Rachel Balko - MLIS
Kelly Foisy - MLIS	Bronwyn Guiton – MLIS
Megan Harris – MLIS	Jonathan Kift – MLIS
Victoria Killington – MLIS	Danielle LaFrance – MLIS
John Lett – MLIS	Schuyler Lindberg – MLIS
Jessie Loyer – MLIS	Cynthia Ng – MLIS
Courtney Novotny – MLIS	Nicholle Plante – MLIS
Jonathan Schatz – MLIS	Vera Spika – MLIS
Tosha Tsang – MLIS	Justin Unrau – MLIS
Milena Varzonotseva – MLIS	Bonnie Wen - MLIS
Helen Brown – MASLIS	Danielle Watters Westbrook - MLIS
Jessica Flank – MASLIS	Elizabeth Bryan – MASLIS
Jacqueline Huck – MASLIS	Heather Gring – MASLIS
Patrick Ansah – MAS	Tammie Mercado – MASLIS
Alyssa Gallant – MAS	Kathleen Brow – MAS
Jayson Kennedy – MAS	Jade Guan – MAS
Meribeth Plenert – MAS	Leif Kopietz – MAS
Robert Bittner – MACL	Samantha Schmidt – MAS
Adam Jansen – PhD	Donald Force – PhD
Elizabeth Shaffer – PhD	Corinne Rogers – PhD

1. Approval of Minutes

- Will need to table this item as we do not have the minutes from the 2009-2010 school year
- *Motion passed*

2. Executive Reports for the year

- Presidents – Joanna and Leah:
 - Changed format for new student orientation lunches starting this January – moved to club table format
 - Developed a mission statement for LASSA which has been tabled for the time being
 - Initiated revision of policy and procedures
 - Organized Director's forum and AGM
- Secretary – Sarah
 - Performed all regular secretarial duties
- Treasurer – Kyrsti
 - Oversaw club finances
- Webmaster – Amanda
 - Uploaded all meeting minutes and events notice to website; facilitated access to SLAIS events calendar for all clubs
- Communications Officer – Myron
 - Sent club announcements through SLAIS admin listserv
- AMS Representative – Shalene
 - Attended meetings; reported back to executive
- GSS Representative – this position was never filled
- Events Coordinators – Jenn
 - Planned orientation, AGM, and other student events; booked rooms; worked with events committee
- PEP – Kyrsti and Franklin
 - Coordinated survey which will be sent to all students very soon
- Faculty of Arts Representative – Karen
 - Attended all meetings; reported to executive

3. Committee Reports

- Curriculum Development – Yolanda
 - Represented the concerns of both MLIS and MAS students on the committee; feedback is welcomed from students regarding long-term curriculum evaluation
- Admissions Committee – Siri
 - Represent admitted students

4. Policies and Procedures Manual and Constitutional Amendments

- Leah presented all changes (major and minor) to the student body
- The goal of these changes was to better reflect current practice; clarify any ambiguous language; correct errors; remove any incorrect information; and present information in a more easily readable format
- Summary of changes:

- First-year representative positions are now voting
- Website coordinator positions were reduced to one position
- Communications officer position was created
- Newsletter editor position was removed as LASSA no longer produces a newsletter
- Section on SLAIS funding to student groups removed as this does not pertain to LASSA funding
- Explanation added with respect to new student groups being recognized under LASSA
- Any committees no longer functioning were removed
- Clarifications around alcohol at LASSA events made. We will now refer people to the UBC classroom site.
- Changes to orientation section made to reflect new club format
- Clarification around the use of new student photographs made – not mandatory, and we do not pay for developing (SLAIS does)
- Changes to Director’s forum – 1st forum will have just the director and students; 2nd forum will have director, students, as well as program chairs
- Removed section on SLAIS merchandise (we do not have any)
- Changes made to reflect current procedure around PEP survey
- No changes made to appendices
- All of these changes have been posted on website
- It was noted that ALA may need to be inserted into club listing
- *Leah moved to approve all changes to the policies and procedures; seconded by Sarah; 36 members voted to approve the changes*

5. Finances – the year in review

- \$2300 in the account at the start of the year; some of this was used to pay off expenses incurred in the previous year
- \$500 was spent for each orientation
- \$200 on the first director’s forum
- Other miscellaneous expenses – candy for movie night; get together with club presidents; pot-lucks
- \$250 was donated to ACA Symposium; \$50 will be going to research day
- After AGM expenses, we will be left with \$200 for the rest of year
- More money coming to LASSA from SLAIS mid-end of April

6. Pep Survey

- Through the survey, students will have the opportunity to evaluate SLAIS and LASSA (this is separate from course evaluations)
- A link to the survey will be sent out via listserv
- There will be 15-20 questions; should take 10 minutes to complete
- Survey results will be posted on LASSA website and presented at the SLAIS faculty retreat
- Old PEP surveys are posted on the LASSA website
- The survey is referred to in the ALA accreditation documents

7. Elections – open positions and candidates

- MAS Co-president – no candidates
- MLIS Co-president – Siri Hiltz
- Secretary, treasurer, and events coordinators – no candidates
- Curriculum Committee Rep – Bonnie Wen
- MAS Member-at-large – Kevin Read, Kathleen Brow, Samantha Schmidt
- MLIS Member-at-large – Jennifer Garrett, Rachel Balko, Kevin Read
- Dual Member-at-large – Kevin Read, Yolanda Bustos
- MACL Member-at-large – Robert Bittner
- Arts Co-op Advisory – Kathleen Brow
- PEP Coordinator – Frank Sayre
- MLIS First Year Rep – Jonathan Schatz
- MAS First Year Rep – no candidate
- PhD Member-at-large – Justyna Berzowska
- Webmaster – Schuyler Lindberg
- Communications Officer – Myron Groover
- Faculty Search Rep – Bonnie Wen
- Admissions Committee – Bonnie Wen
- GSS Representative – Bronwyn Guiton
- AMS Representative – no candidate
- Faculty of Arts Rep – Jessie Loyer
- Facilities Rep – Kathleen Brow
- Contested positions:
 - MAS member-at-large – Kathleen and Samantha are withdrawing
 - MLIS member-at-large – Rachel Balko said a few words about her involvement in Library clubs and student life; is approachable and happy to help students
 - Dual member-at-large – Yolanda Bustos said she would be happy to continue to speak on behalf of Dual students to LASSA
 - Key positions – Secretary/Treasurer/Events co-ordinators desperately needed!
- Anyone whose name is written in a ballot will be considered formally nominated
- *Voting took place. Voting will officially close at the end of the week; results will be announced next week*

8. Director's Forum

- Will be attended by director and heads of programs
- We want to provide a way for students to ask questions before hand – send your questions to Joanna or speak to her directly and she will ask on your behalf

9. Other Business

- It was requested by Justyna, PhD representative, that a Doctoral Students Association be formally created under LASSA
- *Motion was seconded and passed*