

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

2015-2016 School Year Meeting # 05

**Date:** September 17, 2015

**Time:** 12:00pm - 12:55pm

**Location:** IBLC 156

### **In attendance:**

Mystery Beck (MLIS Co-President)  
Cathryn Crocker (MAS Co-President)  
Kelly Rovegno (Treasurer)  
Maggie Hunter (Secretary)  
Nancy Shin (Communications)  
Colleen Pawliuh (Events Coordinator)  
Jacob Vangeest (MLIS Member-at-Large)  
Christie Waltham (GSS Representative)

### **Regrets (Excused):**

Taylor Kenkel (Webmaster)  
Pascal Canucci (MLIS First Year Representative)  
Sarah Giesbrecht (Dual Member-at-Large)

### **Absent:**

Meaghan Smith (MACL Member-at-Large)  
Alamir Novir (PhD Member-at-Large)  
Abeer Siddiqui (AMS Representative)  
David Gill (GSS Representative)

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## **Meeting called to order by Mystery at 12:00.**

### **1. Regrets**

**2. Motion to approve minutes** with minor amendments. Motion put forth by Mystery. Seconded by Cathryn. Passed with no objections.

### **3. Reports**

#### **a. Treasury**

The LASSA budget has been submitted to the AMS. The reimbursements from the orientation have been submitted and processed as well. Connie contacted Kelly about the LASSA membership fees, the total will be around \$1300. Majority of people have paid. We should have all money by end of October. Reimbursement for Aaron was also submitted.

Kelly proposes that next meeting discuss funding for LASSA clubs. She will email a list of clubs to Mystery and Cathryn.

The orientation cost about \$390 in total.

#### **b. GSS**

GSS meeting later in the day. Christie is going, but no proxy for Davey has been appointed. Need to send out an email to LASSA listserv stating that we need a proxy for Davey.

#### **c. AMS**

No updates.

#### **4. Orientation Debrief**

Pizza early, photos done, Mystery states that it was an overall success.

##### **a. Photographs of new students**

Jacob is in charge of the photographs. He will get them from Mystery. Still need to find out where to print them. Mystery will email Kelsey to ask where she printed them.

#### **5. Potluck Debrief**

Overall, a good turnout for students. No faculty or children attended the potluck.

##### **a. Future potluck responsibilities**

Run by the students for the students. No public money allowed to pay for alcohol. Therefore Mystery suggests we get people to donate alcohol. SLAIS provides non-alcoholic beverages. LASSA has to provide two potlucks in an academic year. Those potlucks held at the end-of-term usually have lower turnout.

Mystery suggests sending out a student survey for when to hold the end-of-term potluck. Suggested dates are the 24<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> of November. Nancy to send out a poll to the students through the LASSA listserv.

##### **b. Alcohol**

Mystery stated that since no one brought children, it might be beneficial to allow alcohol to entice more students to come. It is decided that the next potluck will have alcohol, with the server to be determined. There would have to charge, perhaps a “toonie bar”.

#### **6. Halloween Party**

Alcohol licence should be retrieved as soon as possible. Through GSS since expected turnout will be under 100 people. Mystery is in contact with several breweries to acquire alcohol.

Date of the Halloween party will be Friday October 30<sup>th</sup>. Nancy will confirm the room booking. Plan is to start the party at 6:00pm then end it at 10:00pm. We will have the room for 8 hours which allows for setting up and taking down.

Suggestion of having a potluck for the Halloween party. Suggested that someone should send out a sign-up sheet for potluck food so that it is enough and not all desserts.

Decorations, bartending (Mystery), music (ask Sarah about getting her playlist from last year), activities other than dancing (such as colouring and board games), and costume contest (prizes need to be decided) all need to be organized.

#### **7. Records Management**

Maggie asks the executive to send her information about all of their record keeping habits, including email addresses and other documents. Maggie will create a centralized record system to maintain this and update the records cabinet in SLAIS.

#### **8. Meeting with Mary**

Director’s Tea rather than Director’s Forum. Two informal meetings a term like this will be held to promote communication between the students and the Director of SLAIS.

Committees do not have to report to LASSA. Problems have arisen in the past in regards to misinformation and confidentiality. SLAIS will put out a call for open student positions on their committees. All future public information generated by these committees will be disseminated through SLAIS itself.

**Events for next term.** SLAIS wants to have events to meet new faculty members, advertised through SLAIS. Taylor and Melissa to discuss coordinating the student and SLAIS online calendars.

**Graduating students photos.** SLAIS suggest minimum of 30 students sign-up for the graduation photo. We will set up a day for photographer to come, however Artona (the photography company) likes to set up their own dates. Send a poll to the students to figure out the best days to arrange this. Suggestion brought forth to have photos taken in March due to graduation schedule. Someone needs to ask SLAIS for clarification as to when the school year begins in terms of the photograph composite. Mystery and Jacob suggest three photograph sessions for winter (in October), spring (in March), and summer (in June) graduates.

**Room bookings.** SLAIS has also had issues with booking rooms for this academic year, possibly due to the change in booking systems.

**9. Appointment of new executives**

Jessica Tung has nominated herself for the position of MAS Member-at-Large. This nomination and by-election will occur at the next meeting.

**Meeting adjourned at 12:55.**