

Library and Archival Studies Student Association Summer Meeting

Date: August 1st, 2017

Time: 4:30 p.m.

Place: Trail Room

In attendance:

Executive Officers:

Stuart Hill (MAS Co-President)

Yvette Rancourt (Treasurer)

Lucas Hill (Secretary)

Kate Cawthorn (Communications Officer)

Erin Flynn (Webmaster)

Casey Stepaniuk (Webmaster)

Maddy Walter (MLIS Member-at-Large)

Leïla Matte-Kaci (MACL Representative)

Joella Allen (AMS Representative)

Lisa Zhu (GSS Representative)

Peter Musser (GSS Representative)

Fellow Students:

None

Regrets (Excused):

Brooklyn Kemp (MLIS Co-President)

Sarah Hotson (Faculty of Arts Representative)

Absent:

Sarah Khan (Events Coordinator)

Danna Hofman (PhD Representative)

Last Meeting: May 23rd, 2017

Minutes Approved: Yes

Called to Order: 4:34 p.m.

1. Executive Reports:

a. Faculty of Arts Representative

i.

b. GSS Representatives

i. Peter talked about the incoming referendum on the proposed separation of the AMS and the GSS.

c. AMS Representative

i.

d. PhD Representative

i.

- e. **MACL Representative**
 - i.
- f. **MLIS Member-at-Large**
 - i. Maddy will attend the executive orientation on August 26th.
- g. **Webmaster**
 - i.
- h. **Events Coordinator**
 - i.
- i. **Communications Officer**
 - i. Kate is hoping to revive the LASSA Twitter as a way to gets students engaged in events and aware of what is happening in SLAIS.
 - ii. Kate will be responsible for the message board in SLAIS.
- j. **Secretary**
 - i.
- k. **Treasurer**
 - i. Yvette reminds everyone to send her an e-mail double checking what receipts may be required for various purchases.
- l. **President**
 - i.

2. **LASSA Orientation** - September 5th ~ 12:00 p.m.

Must have all clubs present. Kate will contact all clubs to ensure representatives are present and prepared, including Out on the Shelves (which plans to be operational in September).

Food:

Events Coordinator Sarah can find how much food we may need to provide based on the number of students from the Student List and additional club members present for booths, and Yvette can reimburse any costs. The food provided in the past has been pizza bought on campus and 2-litres of pop. We also will aim to provide gluten-free and lactose-free options, which Kate will spearhead to ensure safety.

Photograph Responsibilities:

Taking Photographs - Joella and Lucas

Camera - Provided by Kate

Developing Photographs - Peter

Cutting and Arranging Photographs - Lisa and Peter

GSS Presentation:

Peter and Lisa (focusing on the referendum)

3. **LASSA Potluck** - September 8th ~ 5 p.m.

We will hold the usual LASSA Potluck in the SLAIS Lounge, no booking required. Kate will create a Facebook Event that will act as an R.S.V.P to keep track of students interested in attending. Casey will make a post on LASSA Blog advertising the event, in addition to updating the calendar.

Food:

LASSA will provide some food, mostly drinks (pop and tea), and Kate will discuss gluten free and dietary restricted foods with supplier. SLAIS will provide food as well, and potentially the front desk clerk will take care of this, though Stuart will double check this. Plates and cutlery can be located in the SLAIS kitchen, but Stuart will double check if it is available for our use, and whether there are some in the SLAIS supply cupboard.

Games:

Games will be provided by LASSA, but executive members are encouraged to bring additional board games. Peter can bring Table Topics to facilitate conversation between new friends. Faculty are also welcome to attend, including those outside of SLAIS who conduct MACL classes. Leïla will invite these professors.

LASSA Visibility:

LASSA Executives shall be required to wear nametags to increase the visibility of LASSA to the incoming cohort and make our presence known.

4. LASSA Halloween Party - TIME TBD

The LASSA Halloween Party is traditionally held in the Thea Koerner building. Sarah is responsible for booking the event. Kate will create an R.S.V.P using Eventbrite/Showpass/Google Doodle. Yes/no questions should include 'Coming,' 'Drinking,' and 'Alcohol Free.'

Serving It Right

Serving It Right certification is required for the serving of alcohol in British Columbia, and two executive LASSA members will gain certification. Leïla and Kate have volunteered. The cost is \$35.00 and will be reimbursed by LASSA (Yvette, once again, reminds members to double check with her on what receipts are necessary for ease of reimbursement). A call to the wider student body for others with the certification will be made, to find more servers for the bar on the evening of. We would ideally prefer four (4) bartenders.

Entertainment:

Last year's party included a popular colouring table, which will be repeated this year. Games will also be provided by LASSA and members who would like to bring them. A costume contest will be held, with prizes including Book Warehouse gift certificates. Lucas will inquire if they would be willing to donate.

Decorations:

Decorations will hopefully be salvaged from last year. If not, new decorations will be purchased by Sarah.

5. Knowledge Exchange Mentor Program

We have decided to repeat last years attempts at the mentoring program between senior students and the incoming cohort. While the last attempt lacked accountability and interest from the senior members, we will attempt to drum up interest with LASSA Executives talking

to each of their classes. PhD candidates are also encouraged to participate, and Darra will inquire with them.

Matchmaking:

The representatives, Maddy and Peter, are responsible for the matchmaking and developing, based on the form provided by the previous MLIS Member-at-Large Ean. Interest should be included in what environment the new student is interested in working in. MACL Representative Leila has decided that due to the small nature of the MACL program, the mentorship program is probably not necessary for incoming MACL students.

6. Casual SLAIS Events

Board Game Events:

We hope to twice a month host board game nights. Depending on the schedule of the incoming cohort, Thursday after 5 p.m. can be a tentative time. Peter is willing to host, as he lives on campus, and provide extra board games, beyond the selection LASSA has to offer.

Pub Nights:

We hope to host 1 or 2 pub nights a term, following the success of our Toonie Night at the Stormcrow.

Board Games in the Common Area:

We hope to reintroduce the very casual hosting of board games in the common areas of SLAIS, supervised by a member of the LASSA Executive.

7. Recruiting of Vacant LASSA Executive Positions

We hope to get new candidates for the vacant LASSA Executive Positions from the incoming cohort. We need to fill the vacancies for MAS Member-at-Large, Dual Member-at-Large, and MLIS First Year Representative.

Meeting Adjourned: 5:37 p.m.

Next meeting: Doodle Poll - next week perhaps.

Topics for Next Meeting:

- 1. More Ideas of Social Events**
- 2. Destressing for the End of Semester**