

## November 16th, 2010 - ASIS&T Group Meeting Minutes

Date: November 16, 2010

Time: 12:30-1:30

Location: Trail Room

Members present:

- Heather (Faculty Supervisor)
- Mahria (Chair)
- Tosha (Vice Chair)
- Shannon (Treasurer)
- Alex (Webmaster)
- Jessie (Secretary)
- Qinqin
- Tristan
- Justin
- Bronwyn
- Tervor
- Devon
- Jamie
- Ali
- Yolanda
- Kate
- Jonathan
- Cynthia

Debrief of Cool Tool Day 2 and discussion for Cool Tool Day 3:

- Positive feedback expressed from attendees
- People stayed after the event to talk during coffee and cookie time
- Group member commented - 5 minutes can be a little short for really getting some tools
  - Suggestions for improvement
    - Providing option of 5 or 10 minute presentations?
    - Having the group participate during presentations - like mini workshop? If not maybe make that another type of event?
    - Option to ask presenters for more info on same tool in the next event?
    - Maybe send out an email or survey to find out who needs more info/instruction for which tools - making it more of an instructional event?
      - Issue though is making sure not to overwhelm the presenter!
  - Divide up the hour for presentations
    - Allow for 2 presentations of 10 minutes each (with 1 at the start of the event and the other at the end)
    - First come first serve for both 10 minute slots
    - Keep the rest of the presentations to 5 minutes

- **Group in agreement - divide up next cool tool event in this manner!**
- Cool Tool Day 3
  - Group agreed for scheduling event in January 2011, and maintaining Tuesday 12:30-1:30 time slot
  - Next Cool Tool Day - January 18th, 2011 @ 12:30 - 1:30 in the SLAIS Terrace Lab, with refreshments (ie, coffee and cookies) after presentations.
  - Suggestions
    - Present tools found to be useful for slais?
    - Have introduction to slais tools for new comers (suggest this on wiki, but no veto to other tools not really useful for slais)
    - Keep track of tools on wiki - include a “best of cool tools” and get more in depth on a particular tool
  - Group asked what they would be willing to help with in minimal prep work for next event (such as picking up a cookie tray, answering questions, helping clean up, making sure programs are on the main computer, posting flyers advertising event day before/ day of, etc.)
  - Group noted that most did not see email request for volunteers for previous event!
    - Concern - Why aren't people getting some emails?
- **IMPORTANT - communication decision**
  - For all official communications (meetings, events etc.), the group is to use both the asis&t@ubc blog and the asis&t listserv!
  - In emailing group through the listserv - make sure to link to blog as well.
  - Listserv is now set to reply to individual senders (not the entire list)

#### Debrief on experiences at the 2010 asis&t conference

- Alex said...
  - Was his first time, and met a lot of information science professionals
  - Was a good time
  - Next year is in New Orleans
  - Joined a few asis&t groups and had a great time
  - Went to a lot of meetings
  - Presented poster on work with neuro ethics team for the UBC hospital
- Heather said...
  - Calibre of poster sessions increased - acceptance rate was a lot lower - so tougher to get in, but if you do get to chosen to present it is good for your resume
  - For next conference, deadlines for paper proposal submissions is around July 31st or June 31 (need to clarify)
  - For next conference, asis&t is seeking more video submissions - so student group should think about this
    - “Video submissions” means: offering opportunity to present posters/demo using a different medium. Must be original, upload to youtube, following text overlay etc., and be 10 minutes.

- This past conference there was a student competition where students divided into groups and had to complete a design task, and presented them at the end
  - For example, students were instructed to design a system that supports serendipity. In teams, they spent 36 hours on it, at the end all five teams presented, and one of the teams won
- Conference website for next year is already up- check it for details!

#### Heather's debrief of research week 2011 at UBC

- March 11 celebrate research week at UBC
- Allows slais to participate with the larger UBC community
- Slais is looking at themes this year to show the rest of UBC what slais does
  - For example, the role of information artifacts and the user experience
- If slais students have interesting work please submit it
- The event will consist of keynote speakers and short presentations, and the audience are encouraged to submit questions during presentations
- Justyna is coordinating with the office and setup
- Volunteers are needed for prep, monitoring speaker times, setting up/clean up, etc.

#### Executive elections

- Webmaster position for January to April 2011
  - Currently still working on migrating online information/records to new blog
  - More coordination is needed next semester with secretary for taking care of the blog
  - Nominations: Justin, Qinqin - voting conducted by secret ballot
  - Justin Unrau voted in as new webmaster
- Secretary position re-election of Jessie London
- Reminder - official membership costs 40\$ for students

#### Fundraiser (in mandate)

- T-shirts fundraiser
  - Have contest for t-shirt design and have prize for designers (\$25 and free t-shirt and maybe other asis&t swag)
  - General guidelines for competition to base design on (theme up to you, but need asis&t logo on it)
  - Need to put up poster up advertising contest
  - Ali volunteered to put poster up
  - Criteria for design details: solid design, encourage larger design, no shading, one colour
  - Prizes to the student with the winning design
  - Deadline for design submission is January 7th, 2011 (email design to webmaster at the asis&t gmail account)
  - Need to get printing and pricing information from printing company - Kate will check on prices
  - Possible use of collected profits

- Bus rental for asis&t members to attend a nearby conference
- Can keep funds for future events etc.
- Added advantage of fundraiser: good PR for the group and outreach
- T-shirts prices: 11\$ per shirt for made in Canada non sweatshop product
- Put out criteria for shirt contest (email, blog etc.)

#### Discussion regarding guest speaker Rex Turgano

- Rex will be at slais Dec. 1 but is also willing to come back in January
  - Group decided for January instead of Dec. 1st
- Group agreed to keep it small informal brown bag - all invited but sign up sheet
- Tosha will check with him for scheduling
- Suggestion made to attend upcoming SLA event - Peter Turell and Rex will be there

#### Upcoming meeting:

- First asis&t group meeting of new term (January 2011) will be announced in the new year