

**In attendance:**

- **Current executive members:** Kaya Fraser, Michelle Spelay, Kate Shuttleworth, and Jennette Chalcraft
- **Faculty representative:** Melissa
- **New members:** Jocelyne New, Sara Ellis, Mariah Gastaldo, Reba Ouimet, Lise Nielsen, and Kayla Hilstob

**Introductions**

- Kaya, Michelle and Jennette introduced themselves and their role to the group. Kaya will be staying on as a member-at-large as she will be graduating in December; Michelle is the new BCLA rep for the group; Jennette is the outgoing IFC rep but may be willing to stay on the executive in a different capacity, or as a member-at-large
- Kate joined via phone to explain her Communications/Webmaster role and the content of the group website; Kate willing to give up role or to share with someone else, as she is doing a co-op this term and may not be able to do this alone because she will not be able to attend meetings in-person
- Melissa introduced herself and explained she is new in her role; happy to help with logistics and knows people in the community

**Purpose of the group**

- Kaya explained about how the group interacts with BCLA and the format/frequency of the meeting (roundtable, reporting, usually once per month)
- Transition from outgoing to incoming exec committee reps – Kaya explained importance of this for new members and that we plan to be more proactive about this to help new committee members

**Officer positions/committee representatives**

- Kaya mentioned the different roles and which are key and which are optional
- Kaya explained the need for volunteer names to be put forward 2 weeks prior to election at next meeting
- Michelle asked for expressions of interest or any questions from the new members – none for now, but they will consider and advise of any interest/put their names forward

**BCLA report (Michelle)**

- Conference in May, BCLA accept student volunteers and get to go for free – great opportunity to network and to attend the event for free
- BCLA mentorship program – watch for an e-mail next month (make sure to join “Big BCLA”, which is free); great way to get life and professional advice and to build your network; Kaya mentioned that this may be open now as she got an e-mail this week and has signed up
- Planning to host a panel event, partnering with ACA@UBC, this term. Theme will be “From SLAIS to staff” with recent graduates talking about their transition into the working world

**Other business**

- Kaya explained proposal to delete the CLA representative and change the name of the group; will circulate this and give option to vote online; we will second this and take the vote at the next meeting
- Proposed change to the constitution that will have core office positions (secretary, treasurer, webmaster/communications, tour coordinator/events coordinator) vs. optional representatives

**Actions to be done**

- Kate/Kaya to send links to the minutes docs, and/or to clarify the process of how the minutes get approved and posted to the website
- Kaya to draft an e-mail about the proposed constitutional changes and circulate this for comment before the next meeting