**Library and Archival Studies Student Association Summer Meeting**

**Date:** Monday, September 4th, 2017

**Time:** 12:30 p.m.

**Place:** Slocan Room

**In attendance:**

**Executive Officers**:

Stuart Hill (MAS Co-President)

Brooklyn Kemp (MLIS Co-President)

Yvette Rancourt (Treasurer)

Lucas Hill (Secretary)

Kate Cawthorn (Communications Officer)

Danna Hofman (PhD Representative)

Joella Allen (AMS Representative)

Sarah Hotson (Faculty of Arts Representative)

Peter Musser (GSS Representative)

Lisa Zhu (GSS Representative)

Leïla Matte-Kaci (MACL Representative)

**Fellow Students:**

None

**Regrets (Excused):**

Sarah Hotson (Faculty of Arts Representative)

Casey Stepaniuk (Webmaster)

**Absent:**

Maddy Walter (MLIS Member-at-Large)

**Last Meeting:** August 1st, 2017  
**Minutes Approved:** Yes

**Called to Order: 12:37 p.m.**

1. **Executive Reports:**
   1. **Faculty of Arts Representative**
   2. **GSS Representatives**
      1. When cutting photographs, Peter will add borders to the LASSA executives to denote their positions.
   3. **AMS Representative**
   4. **PhD Representative**
   5. **MACL Representative**
   6. **MLIS Member-at-Large**
   7. **Webmaster**
      1. Is the calendar available on the website?
   8. **Events Coordinator**
   9. **Communications Officer**
      1. Kate would like to initiate a Google Doc for the contact information for all the SLAIS clubs, so the information is readily available to all.
      2. Kate will make a Facebook page for LASSA, that will post events onto the SLAIS Social Page, to legitimize our events and create continuity with future LASSA executives.
      3. Kate would like to make LASSA more transparent and readily available to the student body and will use as many channels of communication as necessary (Twitter, the new Facebook page, the Newsletter, the Dynamic Bulletin Board).
   10. **Secretary**
       1. Lucas has added himself to the incoming cohort’s facebook page and will take the position of liaison until a first-year representative is found.
   11. **Treasurer**
   12. **President**
2. **LASSA Orientation** - September 5th ~ 12:00 p.m.

Most SLAIS Clubs will be presents, including the ACA, ALA, ASSIST, BCLA, Out on the Shelves, DSA, and, while we have not heard anything back, we hope to see the SLA, See Also, YAACS, and the PLG.

**Food:**

There are 88 incoming students and we will be getting pizza from Pie R Squared on campus. Darra has graciously agreed to make a Costco run to pick up flats of pop and biodegradable utensils. The break down will hopefully be as follows: 1 gluten free, 1 gluten free/vegan, 1 vegan, 1 vegetarian, 2 cheese, and meat for the rest.

We will meet at 11:00 in the morning to help Darra with unloading the fan, picking up the pizza, and arranging the room. We should be ready by noon.

**Photograph Responsibilities:**

Taking Photographs - Joella and Lucas (If anybody wants a new photograph, feel free to ask us!)

Camera - Provided by Kate and Brooklyn

Developing Photographs - Peter

Cutting and Arranging Photographs - Lisa and Peter

**President’s Speech:**

Stuart and Brooklyn will introduce LASSA and what we hope to do for the year, including how student’s benefit, how LASSA represents students, how clubs get money, etc. We want to focus on strengthening community in SLAIS this year.

**GSS Presentation**:

Peter and Lisa (focusing on the referendum)

**Open Positions:**

MAS 1st Year Rep

MLIS 1st Year Rep

MAS Member-at-Large

Dual Member-at-Large

Faculty of Arts Rep (because Sarah Hotson is attending a co-op position in Victoria)

1. **LASSA Potluck** - September 8th at 6 p.m. to 8 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. Darra’s Costco run for the Orientation will include picking up materials required for the potluck. Thank you, Darra! However, we will suggest that people bring their own utensils and containers, to align with our eco-friendly policies.

Yvette is hoping to bring vegan cupcakes.

Kate is hoping to bring a gluten-free/vegan option.

Darra is hoping to bring a kosher/halal option.

**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.

**Music:**

Brooklyn will bring something to play music with.

1. **LASSA Newsletter**

Kate is interested in making the Newsletter more useful and readily accessible and will work on ensuring that it is sent out once a month will relevant information. The name may remain as the simple LASSA Newsletter, but suggestions are welcome for something more inspired. Suggestions for a WTF is LASSA? and a prize for the newsletter to increase community feelings were suggested.

Any suggestions for the newsletter can be made to relevant representative by the general student population, who can alert Kate to them by using the #Newsletter in Slack.

1. **Casual SLAIS Events**

**Board Game Events:**

Peter will host the first on Thursday the 7th, at 5:15, playing Seven Wonders.

**Meeting Adjourned:** 1:37 p.m.

**Next meeting:** Doodle Poll

**Topics for Next Meeting:**

* + - 1. **More Ideas of Social Events**
      2. **Destressing for the End of Semester**
      3. **Halloween Party**