**Library and Archival Studies Student Association Meeting**

**Date:** February 8, 2018

**Time:** 11:05

**Place:** Trail Room

**In attendance:**

**Executive Officers**:

Stuart Hill (MAS Co-President)

Joella Allen (AMS Representative)

Victoria Alvarenga (Secretary)

Erin Flynn (Webmaster)

Adrian Bogdan (MAS Representative)

Yvette Rancourt (Treasurer)

Maddy Walter (MLIS Member-at-Large)

Sarah Hotson (Faculty of Arts Representative)

Hannah Hirsch

**Fellow Students:**

**Regrets (Excused):**

Peter Musser (GSS Representative)

Kate Cawthorn (Communications Officer)

Leïla Matte-Kaci (MACL Representative)

Brooklyn Kemp (MLIS Co-President)

Allison Jones (Dual Representative)

Lucas Hill (Secretary)

Lisa Zhu (GSS Representative)

Dara Hoffman (PhD Representative)

**Absent:**

**Last Meeting:** January 18th, 2018  
**Minutes Approved:** Yes

**Called to Order:**

1. **Executive Reports:**
   1. **Faculty of Arts Representative** *(Sarah Hotson)*
   2. **GSS Representatives** *(Lisa Zhu and Peter Musser)*
   3. **AMS Representative** *(Joella Allen)*
      1. AMS elections
         1. nominations closing soon
         2. vote for competent people
   4. **PhD Representative** *(Dara Hoffman)*
   5. **MACL Representative** *(Leïla Matte-Kaci)*
   6. **MLIS Member-at-Large** *(Maddy Walter)*
   7. **Webmaster** *(Casey Stepaniuk)*
      1. Still waiting for access
      2. Now President of ALA w/Lara
   8. **Events Coordinator** *(Sarah Khan)*
      1. Coordinating w/Leïla
      2. Valentine’s day
         1. card grams, Hershey’s kisses
         2. Volunteers to write cards, Tuesday
      3. Great turnout for pub-night
      4. Planned to start Instagram page
         1. LASSA\_UBC
         2. events specific email?
            1. just use main email
   9. **Communications Officer** *(Kate Cawthorn)*
   10. **Secretary** *(Lucas Hill/Victoria Alvarenga)*
   11. **Treasurer** *(Yvette Rancourt)*
       1. $720 student fees, will deposit
          1. needs to give Sarah hot son refund
          2. no expenses for last pub night
       2. Revamping club policies
          1. YACS/ALA scavenger hunt event
          2. $135.24 in expenses ($67.62) – vote to give them the money
             1. Vote approved
             2. policy to give clubs money c.2013-2014, ~$200 for YACS
          3. YACS do not have any financial information with us, has been in contact
             1. need to implement memos to vote on
             2. issue of current club policies

try to create accounts (revenue) for YACS

difficulty for creating new accounts

either get new account codes or change existing ones

* + - * 1. DSA had a similar issue and needed the previous year’s funding

voted to give previous money – can we do the same for YACS?

* + - 1. Suggestions for writing policies for clubs in LASSA policies and procedures
         1. meeting on Tuesday (Yvette, Adrian, Joella w/AMS)
      2. Current policy
         1. groups asking for funding for specific projects

publicize more

$300+ lying around

line in policy: under $100 short memo, over $100 meeting in person (sales pitch)

* 1. **President** *(Brooklyn Kemp and Stuart Hill)*
     1. Small team doing policy review
        1. check in: Adrian, Yvette, Joella
           1. no not need additional help yet
           2. will know more after AMS meeting
           3. try to get it voted on before elections
           4. Deadline: additional month (elections in April)

amendments may occur after election

* + - * 1. Draft b/w 2/26 and 3/2
    1. Tighten up policies
       1. Umbrella organization currently, but spotty w/clubs’ relationships
       2. do better for future turnovers
    2. Do other clubs use Slack?
       1. easier contact
    3. Club liaison position
       1. currently minimal club relations policy
       2. outdated clubs list in the constitution
       3. club consultations
    4. 3 new clubs started this year
       1. SLA is very active, AMS or departmental club?
          1. fundraising and received annual $50
    5. No current concrete procedure for starting new club
    6. elections coming up
       1. need to be done in the middle of March
          1. after AMS
       2. Election info day
          1. with tea?
          2. pizza in trail room?
          3. 2/26 – 3/2

send people to announce in classes

* + - 1. announcements for people interested in running
      2. elections coordinator
         1. running the election software

put them in touch w/AMS elections administrator

webmaster + AMS rep

* + - 1. any interest goes to lassa
         1. doodle poll for elections info day (events-coordinator)
    1. future photo boards?
       1. move into labs
       2. how many people get pictures taken?
          1. poll various cohorts, during elections
  1. **Fellow Students**

1. **Potential Events**
2. **Hannah**
   1. Concern about co-op
      1. esp. for US and international students
      2. Have an event?
         1. best around intake time
      3. in contact w/international students interested in SLAIS
         1. pair interested student w/existing students
         2. advertise on board, not just facebook

**Meeting Adjourned:** 11**:**50

**Next meeting:** March

**Topics for Next Meeting:**