



# ALPS Executive Meeting Agenda

**ALPS Executive Meeting**  
**12 March 2013, 7:00pm**

**PRESENT:** Tara Stephens, Aleha McCauley, Sarah Stang, Danielle Winn,  
**REGRETS:** Rebecca Dowson, Ebony Magnus, Nick Josten

## **Agenda**

### **1. Approval of agenda**

Danielle noted that she had an item (ALPS Award) to add to *Other Business*.

### **2. Innovation Boot Camp (IBC) Planning Update**

Tara thanked everyone for their efforts to make this event happen.

#### **a) Date Change (Tara)**

Due to an unanticipated change in the speaker's schedule, we've had to change the event from April 4<sup>th</sup> to April 10<sup>th</sup>.

#### **b) Budget (Tara)**

We've secured \$2400 in funding from UBC HR (\$1000), UBC IKBLC (\$1000) and UBC FA-LAC (\$400) to offer this event. We estimated MJ's flight to cost \$800, the actual cost is \$640 (will allow us to provide taxis for him). The LCD projector will cost us \$400 to rent, but we may be able to bring our own. We've set aside \$300 for an honorarium for MJ, the hotel costs \$311 (for 2 nights), BCLA's administration fee (for registration system) will cost approximately \$250 ( 4.5% plus a credit charge of 15%). Catering will cost about \$1200.

#### *Action Item:*

- Danielle will contact Frank (at Ponderosa) to see if we can bring our own LCD.

#### **c) Location Details (Tara)**

IBC will be held in the Arbutus Room at UBC's Ponderosa Center. We've booked the room from 8:30-4:30, but will see if it's available until 5:00 pm.

#### *Action Item:*

- Danielle will contact Frank (at Ponderosa) to see if we can book the room until 5 pm



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## **d) Registration Fees (group discussion)**

As mentioned earlier, using BCLA's registration system requires us to pay them a large sum, so we'd like to explore other options. Aleha investigated Eventbrite as an alternative, they charge: 2.5% (event charge) + 99 cents per registration + PayPal fees of \$1.07 per registration.

## **e) Online Registration (group discussion)**

We'll need to charge from \$40-\$50 to cover our costs. We decided that members will pay \$50 and non-members will pay \$60. In the future, we'll try to offer discounted rates for students.

The group decided to use Eventbrite.

### *Action Item:*

- Aleha will set up registration

## **f) Catering (group discussion)**

The option that Tara sent around will cost approximately \$1250. This includes a morning coffee service and lunch with vegetarian options. Everyone agreed that this was a good option. Taxes and gratuity will be waived if we can pay with a UBC Journal Voucher (JV).

### *Action Item:*

- Tara will contact UBC Finance to determine if we can submit our registration fees directly to a UBC account to cover catering costs (this will allow us to pay with a UBC JV).

## **g) Marketing (group discussion)**

We examined our options: a) send out a new save-the-date immediately that includes minimum details (date of the event, brief description, and notice that it's a day-long event) **OR** b) don't send out a new save-the-date, just note the new date and time on the registration form. After some discussion, it was agreed that we'd implement option a. All of the sponsors' names will be included in the announcement.

## **h) Next Steps**

### *Action Item:*

- Sarah will take care of marketing
- Aleha will take care of registration



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## **3. Pub Night (Danielle)**

We've decided to hold a pub night following IBC on April 10<sup>th</sup>. On our registration form, we can have a box that people can check to show their interest in attending. Discussion centered on where to hold the event. We want it to be convenient for participants, but there's not a lot of options on campus, so Mahoney's it is.

### *Action Item:*

- Danielle will make a reservation at Mahoney's for 20 people and revise it if necessary.

## **4. SLAIS Job Fair**

The event will be held on Thursday, March 21 from 5:30-6:30 in the Dodson Room at IKBLC. Confirmed panelists are: Erin Fields (Research); Dean Giustini (Social media); Myron Groover (Professional advocacy); Lindsay Ure (Professional development).

Tara mentioned that the ALPS SLAIS Student Representatives for 2013-2014 are Amber Saundry and Ariel Deardorff. Once the 2013-2014 academic year is complete, we will continue with the past tradition of having one (1) SLAIS Student serve as the Representative. This will need to be communicated to the new ALPS SLAIS Student Reps in the first meeting of the new executive in July 2013.

## **5. Other Business**

Danielle reported that to date, no nominations have been received for the 2013 ALPS Award. She's contacted past committee members and will implement some strategies (deadline extensions, summary of past winners, ask ULs to distribute the message) in an effort to obtain nominations.

## **11. Next meeting**

Tuesday, April 9 @ 7pm.

## **12. Adjournment**

The meeting adjourned at 8:38 pm.