



# ALPS Executive Meeting Agenda

**ALPS Executive Meeting**  
**13 November 2012, 6:30pm**

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

## Agenda

### 1. Approval of agenda

The agenda was approved as distributed.

### 2. Approval of November 1 minutes

There was one amendment on previous minutes.

### 3. ALPS December Meeting

#### a. Speakers update

The following speakers have been confirmed:

- Janis McKenzie, Scott Mackenzie, Sarah Stang, Sierra Stephens, and Gordon Yusko have all sent in bios.
- Julie Mitchell will reply soon whether or not she can speak at the event.
- Kevin Madill has not confirmed, but will most likely decline due to the sensitivity of issues surrounding the current implementation process.
- *Tara will send permissions for webcasting will be sent to panelists in the next two weeks..*

#### b. Event outline

- A tour of the host library was changed to 12:30 instead of 3:00 to give people who are there for half the day a chance to attend the tour.
- The order panelists will speak in the panel discussion will be decided closer to the date.
- Tara sent an invitation to BCLA President, June Stockdale, and BCLA Conference Programming Chair, Debbie Shachter to provide brief reports at the meeting. June and Debbie were asked if they would consider providing a report if they are unable to attend in person. *Tara will follow-up with June and Debbie next week.*



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- *Danielle will follow up with JoAnne Naslund* regarding her request to report on the Research Institute she attended during the Business Meeting (approx. 10 minutes).
- The final schedule of the business meeting is not set. Participants will be invited to report on the news from their institutions.
- There was discussion on how to send parking passes to registrants. *Tara will send a reminder email to participants* a few days before the event and ask them to email her with requests for parking passes.

### c. Live streaming/webcasting

- Langara is able to manage live streaming and webcasting. Lindsay Tripp is liaising with Langara, and more details should be available by next week.
- *Rebecca and Ebony will coordinate taking questions* from the webcasting audience.
- *Tara will coordinate* licensing and files to put recordings into cIRcle.

### d. Marketing

- *Rebecca will post* event details on the ALPS Twitter and Facebook page.
- *The executive will email* people on ALPS champions contact sheet to spread the word.
- *The Social Media Group will follow up* on posting schedule in December.
- *Ebony and Nick will send* event details to SLAIS students.

### e. Registration

So far 18 people have registered. Tara reminded the executive committee that they still need to register.

### f. Budget/Catering

- The budget was emailed to the executive committee on November 13.
- Langara is sponsoring morning coffee, webcasting, and room rental.
- Registration fees will cover the cost of lunch and coffee.
- In the past BCLA has helped pay for coffee and/or lunch, but due to budget constraints they have requested that events cover their own costs. Tara has requested if any assistance can be provided to cover the cost of gifts. A response is pending. Ebony will contact UBC Library Development for speaker gifts for 6 individuals.
- Aleha corrected the dates and times from Chartwells' catering quote.
- Coffee, tea, and water comes with the sandwich platter. Tara will pick up bottles of juice, pop, etc. from Costco.



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- ALPS is covering the cost of speakers' lunches and must note this on the budget.

## **g. Timeline/Next steps**

- We need to do as much as possible marketing with Facebook and Twitter.
- The registration deadline is December 10.

## **4. Other Events**

### **a. Innovation Bootcamp**

Rebecca has been in touch with librarians who set up the Innovation Bootcamp at their library and has a conference call with them on Thursday, November 15th to find out more about the program, staffing, timing, possible materials to share, and consulting.

### **b. BCLA Conference Planning**

Aleha reporting that BCLA is putting together a committee to review conference proposals. Announcements went out for proposals and a meeting will be held in early January to review applications and prioritize any with feedback. Tara suggested that in the next meeting Aleha and Rebecca can talk about having a meeting dedicated to proposals, possibly after January 8 and before January 11.

### **c. SLAIS Spring Event**

Last year Ebony and Nick planned the event "Standing Out While Fitting In," but they thought it was too similar to the fall "Getting Hired in Higher Education" event. They are looking into partnering with LASSA to resurrect the job fair instead.

### **d. Pub Night**

The committee will discuss potential dates after the December Meeting.

## **5. ALPS Membership and Communications**

### **a. Social Media Plan Working Group**

The Social Media Group will implement a policy document in January or February. This document can be left as a legacy of guiding principles for future committees.

## **6. BCLA Board**

### **a. Strategic Plan Draft and BCLA Board Meeting for SCIG Chairs**

- A draft of the strategic plan was sent to committee members to review.
- Tara was invited to talk about the strategic plan on November 29.



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- A link to a survey was posted on the strategic plan cover page to get feedback. Members of the executive were encouraged to review the plan and complete the survey.

### **b. Website Redesign Working Group**

- The BCLA website redesign project will proceed. An advisory group has been formed.
- The first meeting is either November 20 or 21.
- Tara will represent ALPS on this group and will report on the results from the web design advisory group meeting.

### **5. Other Business**

No other business.

### **6. Next meeting**

The next meeting will be held after the ALPS December Meeting. Tara will send out a Meeting Wizard soon.

### **7. Adjournment**

The meeting was adjourned at 7:36 pm.