



ALPS Executive Meeting Agenda

ALPS Executive Meeting
16 October 2012, 6:30pm

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

Agenda

1. Approval of agenda

2. Approval of September 18 minutes

There was one amendment/correction made to the minutes.

3. ALPS December Meeting

a. Location and date confirmation

Discussion centred on possible locations and our ability to webcast (live-stream) the event from each location. A firm decision was made to hold the event on 14 December at Langara College.

b. Live streaming/webcasting

There was some discussion about the need to webcast (live-stream) or record and archive the event. There was agreement that this is an important service to provide our members who work and reside outside the Lower Mainland.

Action Item:

- Tara will contact CPSLD to enquire about funding opportunities for webcasting.

c. Speakers/theme confirmation

So far we've contacted potential speakers from UBC, UBCO and SFU. We brainstormed other people to contact in the hopes of having speakers from other institutions participate in the event. We haven't confirmed the type of presentation(s) and it may feature a mix of panelists and speakers. Sarah (by way of an email) confirmed that UBCO has granted travel funds to send a support staff to participate in this event.

Action Items:



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- Tara will contact people from Langara and VCC
- Tara will speak with Erin F and Ellen G about speaking on the assessment of a first-year instruction program
- D will contact someone from the University of the Fraser Valley
- Rebecca will contact someone at UNBC and Kwantlen
- Ebony will speak to a contact at Douglas

d. Catering request

A lot of work was done on this last year, so Tara will submit a budget to Allie based on last year's expenses (\$1100). The cost for members last year was \$15 while non-members paid \$20. There was a selection of gluten-free, vegetarian and vegan selections.

Action Items:

- Tara will secure a quote from Langara and ask if they're willing to sponsor the coffee break

e. Save-the-date

We would like all speakers to be confirmed by Monday, 22 October so that the save-the-date message can go out soon.

Action Item:

- D and Tara will draft and send the save-the-date email

f. Timeline/Next steps

The speakers need to be confirmed by 22 Oct and the theme should be decided on by 27 Oct. We will coordinate with BCLA to set up a registration link. Last year the link went live in the first week of Nov, our goal is to have it ready on or before 12 Nov.

4. Other Events

a. SLAIS event: Getting Hired in Higher Education Planning Update (Ebony and Nick)

The event will be held on 23 Oct. Ebony reported that a room has been booked (BUC B 305) and \$50 in funds secured from both LASSA and the BCLA Student Chapter. She asked about gifts for



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speakers and D said she would send her contact information for someone in Library Development.

Action Items:

- Nick to send out a reminder email to speakers (Jeremy B, Trevor S, Leanna J, Sarah S, Andrea C and Lindsay T).
- D to send Ebony contact information for obtaining speaker gifts

b. Innovation Bootcamp planning (Rebecca)

Rebecca and Aleha met with regard to offering Innovation Bootcamp as a Continuing Education session in Spring, 2013. Rebecca has emailed a contact at the University of Guelph to ask about planning and implementing this session.

5. ALPS Membership and communications

a. Social Media Plan Working Group (Aleha, Rebecca, Sarah, D)

Aleha, Rebecca and D met and had some information and questions for the Exec to consider. We currently have a blog and group page on Facebook. An ALPS gmail account was just created and a Twitter account will be established soon. The Working Group recommended the use of Hootsuite to schedule and push blog content to Facebook and Twitter. One question they had was who the target audience was, and the Exec agreed that although our first priority is to current members, we would like as far a reach as possible. The group shared their ideas on communications goals, stated they had considered (but not yet begun drafting) a Social Media Policy, and asked the Exec if they would each be willing to manage our social media accounts for a month at a time, on a rotating schedule (every seven months).

Action Items:

- D will contact Katharine Miller and/or ask if they still have the login/password information for the blog
- Aleha will draft a schedule

6. Other Business

Ebony will do a write up of the Getting Hired in Higher Education event for the next ALPS Yodeler.

7. Next meeting



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Tara will send out a Meeting Wizard.

8. Adjournment

The meeting adjourned at 8:00 pm.