



Minutes from ASP Administration Meeting

Date: April 29th, 2014

Present: Peter Schmidt Mikkelsen, Denise Whynot, Egon Frandsen

Absent: Katherine Lund Olsen; Paaviaaraq Ludvigsen; Christina Levisen; Linda Chow

Referee: Denise Whynot

1. ASP Handbook

- Updates continue. Length and details for entries will be decided upon by each institution.

2. Exchange of People / Visitors

- Details for hiring one multi-institute 'Leadership Co-Coordinator' position was discussed. Method to do this for the U of M's portion will be determined at a later date. Position to start January 2015.

3. Equipment / Purchases

- Details for equipment and shipping for the Daneborg campaign seem to be on track with minor issues resolved.
- Payment for the Zackenberg field station travel/accommodation is being followed up with a request from the U of M for an agreement or contract, prior to accepting the quotes/final invoices for payment. There is sufficient time to sort this out before the end of the campaign.

4. Upcoming Field Campaigns

- No new information or updates.

5. Others

- Invoices for the Summer School cost recovery will be sent shortly now that year end expenses have been reconciled.

6. Next Admin Team Meeting

- May 13, 2014