



## Minutes from ASP communication meeting – September 7, 2016

Date: September 7, 2016

Present: LB, LK, PBC, SP

### 1. ASP Update! - Newsletter:

- Discussed content for the upcoming newsletter.
  - Susanna has offered to take the lead on this (thanks!).
  - Will follow the same format as website
  - Announcement at the beginning: Welcome to our new Associate Partners – UTromso and AWI
  - Research: SP/PSM will get updates for Greenland campaigns
  - Research: LB will get updates for Amundsen and BaySys
  - Education: SP will get update from Lotte; LB will get update from John Iacozza
  - Job Opportunities – all centres to contribute
  - All centres should have some content in the newsletter – this will help with creating an identity with ASP
  - Focus on upcoming events – ASP Annual Meeting & ArcticNet conference in Winnipeg; and Arctic Frontiers in Norway
- Discussed timeline for the fall newsletter
  - LB to provide the outline with CEOS content – by September 14th
  - SP/PBC will add info from ARC
  - LKH/EK will add info from Greenland
  - PSM to add news from Leadership meetings that should be included
  - Review final draft – October 5th ASP Communications meeting
  - Send final version to PSM to post by October 7th
- Discussed distribution of the ASP Update! to new Associate Partners – Norway and AWI – and inclusion of content relevant to their participation in ASP in our communications (newsletter and website) this should be added to items we want to discuss at the annual meeting.

### 2. ASP Communication Meetings

- Meeting called early due to difficulties with the reception
- Video conference system is still an issue – very difficult to hear participants – too much echo. We need to find a solution. SP to talk to PSM to see what leadership is doing for their calls – they don't seem to have the same issues. Other solution is to try Skype
- LB will test this out – send your Skype addresses to Lucette
- We need to add upcoming ASP Annual meeting at the October meeting agenda

**Action item for all: provide input from your centre to Lucette's first draft of the ASP Update and forward to Susanna.**

**\*\* Next meeting is scheduled for Wednesday, October 5, 2016**