



Minutes from ASP Administration Meeting

Date: March 4, 2014

Present: Peter Schmidt Mikkelsen, Egon Frandsen, Linda Chow, Emmelia Wiley and Denise Whynot

Absent: Christina Levisen, Paaviaaraq Ludvigsen, Kathrine Lund Olsen

Referee: Linda Chow

1. ASP Handbook

- All administration teams have filled in appropriate sections and will be published to the ASP Website

2. Exchange of People / Visitors

- Mark Nuttall will be in Winnipeg March 5-6th for the ArcticNet Seminar Course to present to students and meet with PI's for future research collaborations
- Soren recruited a new student named Heather Kyle to start an MSc with Geological Sciences. She still needs to apply to the University of Manitoba but hoping for a May 1st start
- Sergei, Satwant and Kang have now applied for their Greenland/Denmark VISAs. Kang is the only one who has been approved

3. Equipment / Purchases

- Daneborg shipping for Leg 1 and 2 from CEOS has been sent
- Leg 3 shipping from CEOS is has 4 coolers and Dangerous Goods items

4. Upcoming Field Campaigns

- Egon provided all participants a spreadsheet with a list of dates to and from which airports. Almost ready for Kibba to order flights
- All participants should have First Aid Training and a Shooting Course/PAL Training before going to Daneborg. CEOS participants finished their course last week
- Egon, Kunuk, Carl and Ivali will give Daneborg participants a quick briefing once in the field
- Amundsen Cruise has no description on the ASP website. Emme to ask Lauren for a short summary

5. Others

- Emme to send Egon proforma invoice to provide to Kibba for Dangerous Goods
- Blue Water invoice follow up with Geoff
- Emme, Linda and Denise to install Jabber Video conference software on laptop.

6. Next admin team meeting

- March 18, 2014