



Minutes from ASP communication meeting – March 10, 2014

Date: March 10, 2014

Present: Michelle, Peter SM

Absent: Emma, Signe (maternity leave), Lucette, Peter BC, Lene

Referee: Michelle

Since most of the team was unavailable, the meeting was brief.

1. Newsletter

- Leadership Team did not feel this was a necessary communication item and decided that minutes from all individual ASP team meetings should be posted on the website.
- Peter SM has posted the Communication Team meeting minutes on the website
- Newsletter template to be created by Peace Works with the idea that it could be used for specific announcements and to target specific ASP groups.

2. Communications Report – Aarhus

- Nothing reported/absent

3. Communication Report – CEOS

- Stories are continuing to be generated and posted on the CEOS website and ASP when relevant

4. Communication Report – GCRC

- Peter reported that ASP website usage is continuing to increase with information about campaigns being downloaded.

6. Action Items

- Amundsen Campaign – information regarding projects should be posted on the ASP website (**Lucette?**)
- **Peter SM** to contact Peace Works to determine how to update the Feature Video, Photo Galleries, and possibly creating individual log in codes.
- **Michelle** to look into obtaining a report on the Field School or if something already exists creating a link to it

Feb 4th Action Items – To be reviewed again at the next meeting.

- Add contact info for each centre to communication plan and post as a pdf on the website – **Lucette**
- GCRC – open house photos to be posted on website - **Lene, Emma**

Next meeting: April 1, 2014

The communication team meets on the 1st Tuesday of every month. LB will distribute agenda 1 week before meeting. Please ensure that 1 person from each centre is present.