



## Minutes from ASP Administration Meeting

Date: August 19, 2014

Present: Peter Schmidt Mikkelsen, Linda Chow, Denise Whynot, Christina Levisen, Paaviaaraq Ludvigsen, and Kathrine Lund Olsen

Absent: Egon Frandsen

Referee: Linda Chow

### 1. ASP Handbook

- Will update the handbook as needed

### 2. Exchange of People / Visitors

- John Iacozza will be in Nuuk for the first part of his sabbatical
- Julianna Kuzyk is in Nuuk
- Krista Kenyon still needs to finish her travel claim
- Each institution to pay for their own student claims. Peter to mention at the next Leadership Team meeting
- Will receive an invoice from Greenland for Peter's upcoming work

### 3. Equipment / Purchases

- Egon to provide invoices for Zackenberg

### 4. Upcoming Field Campaigns

- Will require a letter describing the Station North project and a letter of understanding from Aarhus that CEOS will receive invoices
- Peter to ask the Leadership Team whether the next campaign will be split and charged directly to each institution or all run through Aarhus

### 5. Others

- ASP Meeting November 4-5, 2014
- Leadership Team still needs to decide who will be going. 1 person per team, per institution
- Guided tour may be set up the day before or the day after the meetings

### 6. Next admin team meeting

- Once a month instead of bi-weekly meetings. Second Tuesday of every month. Peter to update changes on the calendar invite
- September 9, 2014