



Minutes from ASP administration team meeting

Date: 09 July 2015
Present: Linda Chow (LS), Peter Schmidt Mikkelsen (PSM)
Absent:
Place: Skype
Referee: PSM

Agenda:

1. ASP Annual Meeting – December 5-6, 2015

- The meeting will take place just prior to the ArcticNet meeting in Vancouver
- Each centre decides who should participate in the meeting, but each ASP team should be represented by at least one person from each centre. Important that new admin team members meet each other
- Meeting agenda will follow later this autumn
- The Admin team will initiate practical preparations / bookings in the beginning of September

2. Reports

- ARC - a new person has been hired to replace Christina as administrator of the ARC centre.
- CEOS – LS continues as admin for Soren, and another admin person will be admin for Dave Barber

3. Next team meeting:

- Tuesday, September 8th 2015