



## Minutes from ASP Administration Meeting

Date: May 4, 2017

Present: Peter Schmidt Mikkelsen and Linda Chow

Referee: Linda Chow

### 1. ASP Handbook

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### 2. Exchange of People / Visitors

- PSM will be in Greenland for June and August

### 3. Equipment / Purchases

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### 4. Upcoming Field Campaigns

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### 5. Others

- ASP Admin Meetings will be changed to the 1<sup>st</sup> Thursday of every month instead of the 2<sup>nd</sup> Tuesday of every month
- ASP Annual Meeting will be held the last week of January 2018 in Tromso, Norway
  - Leadership Team to come up with list of attendees
  - Need to find a new GINR Rep for the Communications Team
  - UiT and AWI will need to find Reps for all ASP Teams
- LC need to register and book accommodation for SR and PSM for ArcticNet Annual Meeting in Quebec for December 2017
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### 6. Next admin team meeting

- June 1, 2017