



Minutes from ASP Administration & Communications Meeting

Date: March 1, 2018

Present: Peter Schmidt Mikkelsen, Peter Bondo Christensen, Egon Randa Frandsen, Jennifer Hollar

Missing: Linda Chow, Lene Kielsen Holm, Lucette Barber

Referee: Jennifer Hollar

1. ASP Administration – General Updates/Discussion

- Nothing new to report

2. ASP Communications – General Updates/Discussion

- Agenda Template was circulated to the team prior to Admin/Communications meeting.
- Updated date of Soren's CERC Wrap Up Event in Canada (University of Manitoba) April 2018.
- Updated date of PSM's ISSIFIK workshop in Canada at University of Manitoba.

3. ASP Communications – Upcoming Newsletter

- Final draft for ASP Spring Update was circulated to Communications Team for approval. Final copy will be sent to PSM by March 7, 2018 for upload.
- Any additions to the Update, please send by March 5, 2018.

4. ASP Communications - Website

- Peter Bondo to update the video content on ASP website.
- Outreach page on ASP website needs to be updated. If all centres could submit one outreach activity to help update content.
- Website was otherwise updated as a group at ASP Annual Meeting.

5. ASP Communications - Social Media

- ASP is now live on Instagram.
- Please email any pictures you would like posted to Jennifer.hollar@umanitoba.ca .
- Instagram posts are now linked to ASP website, as per PBC's suggestion at last meeting.

6. Next ASP Admin/Communication team meeting

- Thursday, April 12, 2018