

**Minutes from ASP Administration & Communications Meeting**

Date: May 3, 2018

Present: Peter Schmidt Mikkelsen, Linda Chow, Peter Bondo Christensen, Egon Randa Frandsen, Emma

Missing: Lene Kielsen Holm, Jennifer Hollar

Referee: Linda Chow

**1. ASP Administration – General Updates/Discussion**

* Invoices to ARC
* Cruise to Greenland in planning stages, shipping and buying being headed by Egon

**2. ASP Communications – General Updates/Discussion**

* Peter came to Winnipeg to introduce Issaffik to CEOS/University of Manitoba
* Emma mentioned that they are busy finding a suitable cruise for upcoming field season
* Emma is stepping down as head of division to concentrate on just communications
* New person to start in June
* Peter updated team that Leadership meeting will be in November in Denmark
* AWI is now a full member. Laval, Tromso, and Copenhagen in partnership
* Focus area of CERC is going from Sea ice to inland Greenland Icesheet
* Emma and Lena are working on guidelines for fieldwork, what to expect from scientists, outreach, etc

**3. ASP Communications – Newsletter**

* Nothing new to report – next issue will be in the fall

**4. ASP Communications - Website**

* Peter noted Issaffik website being updated with re-design launch in June
* ASP website has been updated

**5. ASP Communications - Social Media**

**6. Next ASP Admin/Communication team meeting**

* Thursday, June 7, 2018