



ASP Administration Team meeting

Date: **October 13, 2015**

Place: video

Present: Linda Chow (LC), Peter Schmidt Mikkelsen (PSM), Susanna Pakkasmaa (SP)

Absent: Egon Randa Frandsen (ERF)

Referee: Susanna

Agenda

1. Events / meetings / conferences
2. Exchange of people / visitors / HR
3. Travel
4. Booking of facilities
5. Shipping
6. Equipment / purchases
7. Upcoming field campaigns
8. Finance / invoices
9. Other administrative issues

- 1) Next upcoming event: Annual meeting 5-6 Dec

LC: The meeting room is booked for 2 days, meals not confirmed, coffee breaks will be at the hotel. Lunch not decided yet, maybe we let people decide by themselves, we can provide some information on possible places.

We decided that there will be coffee+cake in the afternoon, and a break without coffee in the morning, water available in the meeting room

Saturday night: any social programme? Organised by the students? LC will check that.

Next year's meeting will be in Winnipeg, we should discuss practical issues in December.

Participant list is there, a student from Greenland and Canada (no from Aarhus)

- 2) Visits etc: David Barber and Lucette Barber will visit Aarhus May-June 2016

The ASP Administration meets on the second Tuesday of every month.

- 3) Travel: –
- 4) Facilities: –
- 5) Bookings: –
- 6) Shipping: –
- 7) Field campaigns: Check if Egon has the final numbers for Station Nord campaign
- 8) Finances: –
- 9) Next meeting 10 November (jabber/skype)

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