

## **CLAMSC: Minutes**

### **Executive Meeting**

**Date:** November, 6 2003

**Time:** 12:15

**Location:** Thomson House Restaurant

**Present:** Janelle Ramsay, Benjamin Girard-Bond, Graham Lavender, Aude McDermott, Rosanne Lester, Brittany Trafford

### **Main Topics:**

- Overview of Budget (Handouts)
- Help Sheet: Event Planning
- Updates on progress: sweatshirts, November Speaker, President Visit, Ottawa Trip, Web 2.0 Conference, Atwater Book Sale, Project Management
- Idea for presentation on how to get a job in an academic library

### Budget Overview

Aude provided the members of the executive with a break down of the CLA Budget for 2008-2009.

### Help Sheet: Event Planning

Nell provided the members of the executive with a help sheet on planning an event.

### Updates on Progress

#### **Sweatshirts:**

- Rosanne has checked into the sweatshirts for SIS. The shirts are more expensive the less we order and depending on which style we choose.
- She proposed that we plan to sell them/take orders (with a deposit of at least \$20) in January.
- We will need to decide on a design. It was decided that possible designs should be provided rather than asking the students to provide possible designs as this would be more complicated and less likely to please everyone.
- It was suggested that a survey be made asking students which type of shirt they would be interested in ordering and how much they would be willing to pay for one. Perhaps the survey could also include a couple of choices of design. Rosanne will be looking into this and will make the survey.
- Rosanne will advertise the idea before the break.

#### **November Speaker:**

- Olivier Charbonneau - November 13<sup>th</sup> at 12:15
- Advertising to students and librarians at McGill
- Have cookies and juice for the meeting. (If cups are needed ask MLISSA)

- This event will take the place of the usual CLA meeting as the second Thursday of the month.
- Will present him with a gift card.
- Ben will send a reminder email to students and also announce in GLIS 615 on Thursday. Nell and Rosanne will remind students in their class too.
- Ben is making posters to put up.
- Nell will be buying a thank you cards for this speaker.

**President Visit:**

- The date still has not been confirmed.

**Ottawa Trip:**

- Graham has been working with Meghan and Andrea (who is from Ottawa), he is meeting with them on November 7<sup>th</sup>
- Planning for the weekend of January 24<sup>th</sup> (Our second weekend back at school)

**Web 2.0 Conference:**

- Planning for Feb 13<sup>th</sup> (Friday)
- Will book MS 42
- Graham has been meeting with Amy who kept all of her documents from last year which will be helpful.
- A keynote speaker will be Michael Stevens
- Perhaps Steve Abrams
- There may be an option for McGill Librarians and students to participate
- Student presentations may be timed PowerPoint presentations.
- Last year money came from SIS, maybe we can apply for money from the PGSS this year. There may also be some money from the sweatshirt sales.

**Atwater Book Sale:**

- Aude may send another email to remind students to volunteer
- She will also be putting up a poster

**Book Drive:**

- The book drive will be held in the student lounge from 12-2. We don't have to book this area as it is a common room
- A name will be drawn for a prize which will be a gift card and maybe the CLA coffee mug.

**Project Management:**

- This is going to be held on November 21<sup>st</sup> from 1:00-4:00
- Nell has suggested that there be a certificate for those who complete the training
- We need to advertise this event around the school and provide the refreshments and help meet and greet students and other participants.

### New Event/Speaker Idea

- Graham suggested that there be a presentation at the school about how to get a job at an academic library. They tried to do this last year but it did not work out in the end.
- This would be helpful sometime before February.
- Nell and Ben will help out in planning this event