

## **CLAMSC: Minutes**

### **Executive Meeting**

**Date:** October 2, 2003

**Time:** 12:15

**Location:** Thomson House Restaurant

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

**Main Topics:** Job Descriptions, Professional Partnering Program, Calendar of Events/Personal Agendas

### Review of Jobs and Job Description

**President:** Janelle

Objectives:

Orchestrate meetings

Continue to maintain, plan and manage the Professional Partnering Program (as a new initiative!)

Guide CLAMSC in general, supporting and helping to plan events

**Treasurer:** Aude

Objective: collect receipts and make sure that funds do not run out!

Will plan fundraisers (ie bake sale, exam busters)

Responsible for writing the End of Year Report

- We still have not received our money from the CLA- Janelle is going to try to contact them.
- The Forms for the Professional Partnering Program cost \$9.95 (from CLAMSC money)
- There are seven \$10 gift cards to use for speakers or other gifts/prizes

Will be in charge of finding out about getting food for events

Will help plan book drive

**External Liaison Officer:** Graham

Interested in helping to plan for the CLA President's visit

- In January
- Janelle will send his name to Valerie
- Will contact CLA Montreal Chapter
- Possible event place: Atwater Library?

Will plan the Ottawa Trip:

- In January
- Maybe use a committee to help organize
- Objective: to have more people benefit from this experience!

Responsible for sending out information emails about events.

**Communications Officer:** Rosanne

Has moved the website to the new location/format

- Looking for input/suggestions on design ideas
- Has posted the executive bios and pictures
- Will post meeting minutes

Interested in planning SIS sweatshirts along with MLISSA

- Keep them simple, so they suit more peoples' tastes

**Secretary:** Brittany Trafford

Take notes at all meetings

Send notes to Rosanne so they can be posted in PDF online

Interested in helping with any fundraising

Interested in organizing events on censorship for month of February to help celebrate Freedom to Read Week (which is our week off)

Responsible for making posters for events

- Ask in office if we can photocopy there

**Vice President:** Benjamin

Main Objective: to learn the steps of the president for next year especially for the Professional Partnering Program.

Interested in highlighting the humanitarian aspects of the CLA and librarianship in general

- Plan lecture series to raise awareness

Will help with planning food for events.

Professional Partnering Program Overview

Janelle began planning for the program during the summer (2008) along with Megan Fitzgibbons. Main objectives have been the marketing of the program, finding volunteer professionals and matching each student participant with an information professional. Rosanne has been helping, especially with the online forms.

CLAMSC executive members plan to support the progression of this program by helping determine RSVPs for the Kick Off, helping to set up and overseeing the Kick Off, looking for feedback from students. The VP will be especially active in learning the processes of the program as it will hopefully be repeated next year.

Funding for events: CLA funds, perhaps MLISSA or SIS in possible/if needed.

Areas for future improvement: determining students *main* interests in information studies so as to match them with the most appropriate professional possible.

- Suggestions: Have students rank their interests on the form submitted

Explain to students that as volunteers are limited, matching cannot always be perfect, but something can always be gained from interaction with a professional.

**KICK OFF!** October 16, 5:30-6:30

Name Tags, Food, Handouts (questions/ice breakers/planning for the year)

Executive will be there to help set up tables, make coffee/juice, hand out name tags, help match up partners and clean up.

Janelle and Meghan plan to bake sweets for the food trays, other volunteers welcome.

Aude and Ben will look into getting food for the event, perhaps this will be cheaper than using Food Services.

Janelle and Rosanne plan to submit form to MLISSA for help with money for food if needed. CLA funds may also be used.

### Ideas/Events

OCTOBER:

#### **Public Libraries Month**

Bring in lunch time guests to talk about public libraries

- Plan for after the study break to avoid busy time
- Janelle- ask librarian at Westmount Library or Children's Library
- Aude- ask librarian from Atwater

Perhaps send out email of link to website where people can find their closest public libraries

**Kick Off for Professional Partnering Program-** October 16th

NOVEMBER:

**Speaker(s)** highlighting social activism/humanitarian aspects of the library world and librarian jobs.

- Ben will be leading this event

DECEMBER:

#### **Fundraiser**

Exam buster (packs of sweets, pencils etc.)

- Money for the CLA or to give to Atwater?
- Aude will plan

#### **Book Drive**

For Atwater (who especially need DVDs) or possibly to donate to shelter/food bank

- We would rather donate to these organizations than Books for Prisoners
- Plan ahead / advertise for book drive so that people have time to gather books
- Set up box in the Student Lounge, offer incentives (put names of donators in a draw for a gift card)

JANUARY:

**CLA President Visit!**

- Need to find out dates (request that it not be the first few days back from the break as that would be too soon to publicize)
- Possible location: Atwater, Thomson House
- Graham will be planning this event

**Trip to Ottawa!**

Visit Library and Archives

- Get more people to go by having it earlier in the year before stress season

FEBRUARY:

**Celebrate Freedom to Read Week**

We are on break this week (Feb. 22-28) but we can draw attention to censorship this month and suggest readings for our “reading week”

- Have speaker(s) talk about censorship week before break
- Give out/post lists of banned books
- Brittany will be helping with this project

**Summer Jobs**

Find out how others got their awesome summer jobs!

**Web 2.0 Workshop**

- Was a success last year
- Graham is interested in helping out with this

MARCH:

**Career Fair**

**Academic Libraries**

Find academic librarians to present their field to interested students

**CLAMSC Elections!**

APRIL:

**Professional Partnering Program Wrap Up**