



Minutes from ASP Administration & Communications Meeting

Date: February 1, 2018

Present: Peter Schmidt Mikkelsen, Peter Bondo Christensen, Lene Kielsen Holm, Egon Randa Frandsen, Lucette Barber, Jennifer Hollar

Missing: Linda Chow

Referee: Jennifer Hollar

1. Welcome to the 1st joint meeting of Admin and Communications Team

- Joint ASP Admin/Communication meetings will be the 1st Thursday of every month

2. ASP Administration

- Nothing new to report

5. ASP Communications – General Updates/Discussion

- Agenda Template will be circulated to the team prior to next Admin/Communications meeting.
- Soren in Canada April 2018. Question was asked if PSM would consider accompanying SR and possibly do a ISAAFFIK workshop.

3. ASP Communications – Upcoming Newsletter

- Upcoming Newsletter for March 2018. Jennifer will work on this newsletter with guidance from Lucette.
- Discussion was made regarding the focus of this Newsletter. Question was asked if the focus of next update should be on the ASP Annual meeting that was held in Tromso.
- Suggestions were made that we should include the new roadmap on the Leadership side in this update.
- Remind everyone within our centres to sign up for the ASP Newsletter.

4. ASP Communications - Website

- Reminder to connect ASP partners in posted stories. Stories can be sent to individual communication team members to circulate and promote within their centre.
- Need to update the ASP website with relevant projects and campaigns so ASP members are aware of future events and have opportunity to join.
- Discussion was made regarding integrating projects and campaigns through ISAAFFIK.
- Reminder for everyone to contribute a community outreach item from each centre for the ASP Outreach page.
- Need to update Stories from the field on ASP website.

5. ASP Communications - Social Media

- Suggestion to put ASP on Instagram – Jennifer to follow through. Please email any pictures you would like to see posted to Jennifer.hollar@umanitoba.ca . If you could send a one or two sentence description with your picture, that would be appreciated.
- Suggestion to link recent Instagram posts to ASP website (looked at model of ARC)

6. Next ASP Admin/Communication team meeting

- Thursday, March 1, 2018