

ASIS&T@UCLA
Board Meeting Minutes
July 12, 2007, 5:00 – 6:30PM
College Library Room 132-C & Online (via Skype)

ATTENDEES:

In-person:
Ashley Burdick
Tommy Keswick
John Khuu
Grace Lau

Online (via Skype):
Aura Lippincott
Shilpa Rele

- I. CONVENTIONS OF "ASIS&T" SPELLING
 - a. Comparisons to local and national ASIS spellings
 - b. Agreed to spell ASIS&T with the ampersand and the letter 'T'
 - c. Communications should use consistent spelling (to establish convention/standard, branding)
 - d. Agreed that our student chapter would always use the name "ASIS&T@UCLA" to self-identify for consistency.

- II. ANNUAL REPORT - ADMINISTRATIVIA
 - a. "Membership" totals clarification
 - i. It is supposed to reflect total national ASIS members in the student organization; however it may be interpreted differently (on the report)
 - ii. Membership is required for Board members, which is \$40 for students

**** JOHN:** E-mail Aura the current board roster and e-mail addresses

**** JOHN:** E-mail Aura to add Shilpa to executive list
 - b. Bank account with University Credit Union
 - i. Explanation of bank account:
 1. Approximately \$300 in the account
 2. Current status and existence of account is unknown

**** JOHN:** Find out from Lua Gregory, UCU bank, and Dick Hill (ASIS) on the current situation with the account and re-establishment

- III. EVENTS
 - a. Informatics Journal Groups
 - i. Topics
 1. Begin brainstorming ideas amongst ourselves
 2. Draw from the portfolio and relevancy to course curriculum
 3. Speak to Professor Clara Chu for community-based topics

- ii. Speakers
 - 1. Consider asking Professor Phil Agre to be a guest discussion leader** AURA: Will help suggest potential speakers

b. Panels

- i. Topics
 - 1. Blogs
 - a. “Boeing guy” (Grace / Jill)
 - b. MTA librarian, Matt Barrett (IS 410 guest speaker)
 - 2. Information Literacy – possibly link with or direct to a Workshop
 - a. Esther Grassian
- ii. Scheduling
 - 1. Arrange towards the end of a quarter after familiarity of topics

c. Workshops

- i. Topics
 - 1. Recycle previous workshops for first years and to address basic/beginner’s skills
 - 2. Plan for “advanced” workshops that build on prior technological skills
 - 3. Information Literacy – Esther Grassian
 - ii. Collaborative workshops with IS groups (e.g., ARTiFACTS, SLA, SGB)
- ** SHILPA: Post to IS Students Google group re this workshop idea

IV. LACASIS

- a. Programming
 - i. Fall workshop (on tagging) needs student volunteers** TOMMY: Will participate/volunteer
- b. Monthly meetings
 - i. Meetings take place throughout the Los Angeles area
 - ii. Recommended attendance by officers
- c. Lists ? / Listservs

** CLARIFICATION NEEDED

V. COMMUNICATIONS

- a. Promotional materials
 - i. Moo Cards flyers
 - 1. Use like business cards with contact info, URLs
 - ii. Bookmarks
 - 1. Similar use to Moo Cards, but with more space and falls in library-theme
 - 2. Prepare for Convocation to pass out** NEEDS A TASK LEADER
- b. Listservs
 - i. Use departmental listservs to communicate events and news instead of IS-ASIS&T

- ii. “ASIS&T This Week” emails communications are deemed useful and to be continued
 - 1. Responsibilities given to Ashley
 - 2. Other communication responsibilities and day-of-event emails to be given to Publicity Chairs
- ** **ASHLEY**: Will take responsibilities to writing/sending these e-mails
- c. Journaling/Documenting IS department events – platform to disseminate information and news on events
 - i. “Sanjeet Synopses” – He compiles and provides comprehensive write-ups
 - ** **JOHN**: Ask Sanjeet his thoughts on a platform creation
- d. Tools for communications/collaborative work amongst board
 - i. Google tools (Calendar, Groups, Docs & Spreadsheets)
 - ii. Yahoo (Flickr)

VI. WEBSITE

- a. Summer website revamp project
 - i. Assess needs/uses of site, semantics, site analytics, headlines, bloglines
 - ii. Link site analytics to e-mail address asist@ucla.edu
 - iii. Link to ASIS&T flickr page
- ** **SHILPA**: Will spearhead revamp project
- b. ASIS&T Logo – needs new design
- ** **JOHN**: Ask Matthew Witmer if he can design a logo for ASIS&T

VII. FLYER FOR INCOMING STUDENTS

- a. Good to go, no changes
- b. Give 100 copies to Ms Abler by July 23, Friday morning
- ** **TOMMY**: Will photocopy and pass on to Ms. Abler
- c. Link site analytics to e-mail address asist@ucla.edu

NEXT MEETING: TBD, Tentatively planned in August