

Information Science Meeting 8 September Caffe Milano

Present: Karen Ayles, Margareta Nicholas, Christine Cother, Chris Moore, Patricia Genat, Fiona Thomson

Apologies:, Fiona Mariner (communicating member), Helen Livingston, Greg Moran, Sarah Hayman, Jeannine Hooper

Silver pin nominations – 5 years or more on a committee . **Action: Christine/Karen for 2008** for Irene Dorskatsch. **Leave on agenda**

ALIA SA

Planning meeting Monday 22nd September Education AU 6-9:30pm tea (pizza) provided
Karen to attend next ALIA SA meeting Tuesday 16th September

Next event: open source – see table of actions below

Table of Actions	
Action	Responsibility
Update activities online before the 17 th of each month	Karen
Papers to be loaded onto website for VALA event	Fiona T/Karen
Spreadsheet of attendances	All to send to Karen for Karen and Christine to design definitive one - ongoing
Archived data to be transferred to new group page	Karen to contact ALIA webmaster
Open source event	
Complete flyer and send to discussion/distribution lists	Karen – done, but will resend Friday 19 th September to all lists
Registrations. Liaise with Fiona T re BSB account number and direct deposit details	Sarah to contact Fiona T – email sent
Registrations on the day	Karen, Sarah and Chris
Speaker bios and technical requirements and program details	Christine to contact speakers – done. Ben to assist with IT issues on the day. Christine to confirm with speakers that presentations will be recorded and that we want copies of powerpoints
Package of event information eg spreadsheet, financials, catering from emails that we can reuse or pass onto other groups	Karen
Catering Platters to U Check if can do coffee at registration and catering costs. Costs \$340 1 cheese and 2 sweet platters. Includes coffee/tea at registration and at afternoon tea based on 50 people. Fewer platters if attendees lower. Agreed ok.	Christine
Speaker gifts \$20.00 bottle from petty cash - ongoing	Margareta
4 spots free for UniSA, committee members to pay, speakers free	Christine
Directional signage/info. Karen to discuss with Art museum people and advise of event	Karen
Add to library screens and mention to Library desk staff at CW	Christine
CPD certificates. Ensure this is on the spreadsheet obtain after the event	Karen to talk to Sarah
ALIA SA evaluation form	Chris to obtain from ALIA SA
ALIA camera and MP3 player	Karen to ask Jeannie for the ALIA SA set

International open access day	Karen to ask Sarah for progress. Can we publicize at our event etc
ALIA SA Planning Day Monday 22nd September	
Attendees Christine, Karen, Sarah, Fiona T??	
Discussion: cooperation with other groups and ALIA SA. Clarify roles	
Venue for ALIA SA events – near transport, more business like. Possible venue Fullarton Road – Tricia TBC	
Planning process	
Group memberships	
Events	
Representation of ALIA head office staff at local events	

Next meeting: Monday 13th of October Café Milano 5:45pm booking for 9 people under Karen Ayles 80 Hutt Street Adelaide beneath Channel 10. To confirm open source event and discuss ALIA SA planning meeting

Meeting closed at 6:30pm.