



African Association
of Aquatic and Marine
Science Libraries and
Information Centers

Minutes of AFRIAMSLIC Executive Board Meeting

2nd Monthly Meeting (Virtual)

Venue: Skype **Date:** 2nd July, 2019
Time: 12:00 pm GMT / 3:00pm EAT (East Africa Time)

MEMBERS PRESENT

No.	Name	Position
1.	Ms. Saida Messaoudi	Chairperson
2.	Mr. Geoffrey Salanje	Member
4.	Ms. Maimouna Pouye	Member
5.	Mr. Raphael Okeyo	Member
6.	Mr. Mercy Sebuliba	Member

AGENDA

1. Review and modify agenda as needed
2. Approval of Minutes from the 1st monthly Meeting of June
3. Committee updates
4. Representing AFRIAMSLIC at scientific events & Funds
5. Mailing lists
6. Date of the next meeting

OPENING OF THE MEETING

Apologies: Ms Arame Keita

Technical issues: Ms Alice Endra had problems with her network; Mr. Assane Fallhad problems with connecting and unfortunately could not participate.

Ms Saida Messaoudi, Chair of the Afriamslic welcomed the participants to the meeting and commended them for honoring the invitation. She requested Mr. Raphael Okeyo to take the minutes since the secretary was not present at the meeting.

Notes taken	Action/ Decision	Progress
1. Adoption of the Agenda The Group adopted the Agenda for the meeting.	All	
2. Approval of Minutes from the 1st monthly Meeting of June	All	

<p>3. <u>Committee updates</u></p> <p>3.a. handbook committee:</p> <p>Mr. Geoffrey informed the meeting that the handbook is progressing well and only remaining two chapters which is to be picked by other members of the team, Ms. Saida agreed to take section D of the handbook and informed the committee that she had already sent an email to Mr. Salanje to that effect.</p> <p>The Chairperson remain that we should send the draft of the Afriamslic handbook to Iamslic in September and urge team to upload their draft sections in Google drive for adds and comments.</p>	<p>Saida & Bope to take section D and E.</p> <p>Geoffrey Salanje to email team and give deadline for sending draft of their sections</p>	
<p>3.b. Directory</p> <ul style="list-style-type: none"> • Saida informed the meeting that the Directory project was discussed and included in the work plan (2019-2021) adopted by the IOCAFRICA-V session and that Mr. Mika Odido (IOC Coordinator in Africa) asked us to provide him with details of the type of support required and the timelines. • Raphael prepared the Term of References (ToR) which was shared on G-Drive to work on it together, https://drive.google.com/drive/u/0/folders/1b2hkQdfmU4mx-Jym3apCHwJMXMB5PXa7?fbclid=IwAR1n5IYbW8u2ltnAhDhZg3OR3bsEQ-uB-uwaschaNhjEdif-08TypE5gNc • Saida added 2 paragraphs: "Support required from IOC-UNESCO" & "Projections to valorize the project". 	<p>Raphael to send the ToR to exec.Board for consideration</p> <p>All to give comments & adds to ToR</p>	<p>Done</p>
<p>3.c. Draft Membership strategy:</p> <ul style="list-style-type: none"> • Mr. Mercy Sebuliba gave a progress report on the membership committee and informed the meeting that he has been committed due the end of the financial year commitments and has not had enough time to contact other members • he gave suggestions of the formation of Sub-region committees to recruit more members from their regions, he suggested the formation of North Africa, West Africa, Central Africa, South Africa, and East Africa sub region 	<p>Mercy Sebuliba to prepare a draft email to all members (short/ informative) where he'll ask for sub-regional representative</p> <p>All to give views or comment</p>	<p>Document emailed to the Exec board and posted on G. Drive https://drive.google.com/drive/folders/112MN8R5h7khCDQvGSG0oWwNQs2mKfqXu</p>

<p>membership sub committees, such that each sub-region would register possible members this he said will remove a lot of inconsistency and gaps</p> <ul style="list-style-type: none"> • He further said that Afriamslic membership needs to get its root from the respective member countries. Each country needs to have a focal person who is mandated to follow-up the membership, he gave suggestions that they can also display their activities, researches, information centers to both the community and the media to create interest and knowledge among other stakeholders who may become partners and sponsors of various activities in the strategic and work plan. • He said that the Sub-region may also hold an Annual General Meeting/ Conference/Consultative Assembly where all the chapter members are represented. Like in the chapter, the sub-region meeting/assembly is to share experiences, activities, updating membership, evaluating performance according to the set strategic plan among other activities in regard to the theme and strategic plan. Like the chapters, the sub-region calls upon regional bodies, example, the East African Community, Lake Victoria Basin Commission, Lake Victoria Region Local Authorities Cooperation, and other stake holders working in the region in aquatic and marine life related activities. • Again displays and exhibitions as well as side events are organized. Invitations to IAMSLIC and AFRIAMSLIC membership may be made to share experiences during the events. The meeting may be organized during the second quarter of the year and it's rotational in nature. • A sub regional office desk may be got from one of the member organization or institutions to run the sub-region related activities in direct link with AFRIAMSLIC. 		
<p>3.d. Website</p> <ul style="list-style-type: none"> • Richard Awah is in charge of updating the website to be used as a resource of information. Saida has worked with him on menu & sub-menus first, then on contents (3 topics already done: Home, Join us, Contact). 		

<ul style="list-style-type: none"> • Still need contents for 2 topics: About us & activities: Saida will prepare contents for some sub-menus of “About us” to both handbook and website other items will remain. • Saida encourage the Handbook committee to update the website based on content created for the handbook & invite all members to visit the website & experience its new look and give comments, suggestions & contents (photos, activities...) ▪ About the Afriamslic Logo: Saida informed the meeting that IAMSLIC Exec.Board has officially approved its use in their monthly Meeting of 13 june 	<ul style="list-style-type: none"> • Geoffrey to provide contents about Afriamslic activities + bylaws • Arame to provide “History” item 	
<p>3.c. Finance</p> <ul style="list-style-type: none"> • Every regional group has the funds encumbered in IAMSLIC bank account • Each regional group gets \$28 per membership for each member and we’ve seen a decline in membership numbers over the years. • Last year’s funds were completely expended for grants. • Saida urged members to think on ways the group can generate funds. 	<p><i>All: Members to exchange mail on ways the group can generate funds: presenting suggestions</i></p>	
<p>4. <u>Representing AFRIAMSLIC at scientific events & Funds</u></p> <ul style="list-style-type: none"> ○ 45th Annual IAMSLIC conference (20-25 Oct.19, Texas, USA): • A lot of people will be asking for funding, we’re not able to provide funding for all since the budget is limited. • Streaming conference participation: someone from SAIL group is willing to be the online this year. Maybe charge fees for streaming participation will be needed. • The chairperson informed the meeting that the forth coming IAMSLIC meeting will be attended by Mr. Richard Awah whose travel grant application was funded partially by IAMSLIC <p>○</p>		

<p>○ LVRLAC Annual General Assembly(14th/6/2019 in Kisumu):</p> <ul style="list-style-type: none"> • Raphael did not attend the LVRLAC Annual General assembly meeting held at Tom Mboya Labour College in Kisumu on 14th June 2019 since he did not receive the invitation letter from Mercy as earlier agreed and his attempts to reach Mercy were futile. 		
<p>5. <u>Mailing lists</u></p> <ul style="list-style-type: none"> • Afriamslic has now 2 listserv: 1. for all Afriamslic members: afriamslic@lists.iamslc.org2. Afriamslic Executive Board: afriamslic-exec@lists.iamslc.orgWe can reach every member now at a single click. • Saida and Alice are administrators, and need someone else to help manage the lists: we can always go in and change email addresses that are listed. 	<p>Maimouna to help manage the mailing lists</p>	
<p>6. <u>Date of the next meeting:</u></p> <p>The Group noted that the next Afriamslic meeting will be on:</p> <p>Tuesday, 6th August 2019 at 12:00 pm GMT / 3:00pm EAT.</p>	<p>All</p>	
<p>Closure</p> <p>Chairperson thanked members for attending & said there was a need to have monthly meetings on the 1st Tuesday of the beginning of the month. She declared the meeting closed at 13:30pm GMT / 4:30 pm EAT.</p>	<p>All</p>	

Mr. Raphael Okeyo
 For **Ms. Alice Endra**, Secretary