



Minutes of AFRIAMSLIC Executive Board Meeting

1st Monthly Meeting (Virtual)

Venue: Skype **Date:** 10 June, 2019

Time: 12:00 pm GMT / 3:00pm EAT (East Africa Time)

MEMBERS PRESENT

No.	Name	Position
1.	Ms. Saida Messaoudi	Chairperson
2.	Ms. Alice Endra	Secretary
3.	Mr. Geoffrey Salanje	Member
4.	Ms. Arame Keita	Member
5.	Mr. Raphael Okeyo	Member
6.	Mr. Mercy Sebuliba	Member

Agenda

1. Review and modify agenda as needed
 2. Google-Drive Working space
 3. Reports of Committee's Leaders
 - a. Handbook
 - b. Directory
 - c. Website
 - d. Membership
 - e. Finance and Resources
 4. AFRIAMSLIC branding, name and logo
 5. Date of the next meeting
- Closure

Opening of the meeting

-Technical Issues with Skype: Ms Maymouna Pouye KANE could hear but could not participate;

-Ms Richards Awah (invited): didn't participate because the meeting was rescheduled and there was a misunderstanding related to time zone.


The Chairman welcomed members to the meeting and commended them for honoring the invitation. She said the meeting was called because there were urgent things to address. She said given the demands, the Committee was expected to meet as often as possible. She wished members good deliberations and informed them that the meeting is being recorded and shared on G-Drive.

Notes taken	Action/ Decision	Progress
<p>1. <u>Adoption of the Agenda</u> The Group adopted the Agenda for the meeting.</p>	All	
<p>2. <u>Google-Drive Working space: presented by the Chairperson</u></p> <p>Saida informed the meeting that she created a folder named “AFRIAMSLIC” into Google Drive and she encourages to use it as a working space where we can work together, edit and share documents. https://drive.google.com/drive/u/0/folders/1uLZytgNd5zg3Ray5jdaRas6Z2pIXUv4U. She had uploaded documents on the G.Drive and that if anybody had problem with access they need to inform her.</p>	All	
<p>3.a. <u>Handbook: presented by Geoffrey</u></p> <p>On the handbook committee Geoffrey informed the meeting that he had made progress and that there were 8 topics: 4 sections have been picked by: Saida, (Section A); Alice (Section B), Geoffrey (Section C) and Arame (Section G). Arame will also assist Saida writing History in Section</p> <p>Feedback not received from 4 members of the committee (Julius, Leah and Cheikh) and he is left with 3 topics to be shared (D, E and F). the Bylaws were part of topic number one but were waiting to edit and incorporate it into the handbook.</p> <p>the constitution had already been worked upon by Mercy and that there was no need to prepare the constitution and that the committee needs to get the working paper which was drafted when Edna was Chair Afriamslic, the draft was updated during the Iamslic conference in Uganda.</p> <p>there was need to update the working paper and establish if everything has been incorporated.</p> <p>Saida urged Mercy to join the handbook committee because he is very active, he prepared the constitution. Alice informed the committee that Mercy will accept because he is abit flexible.</p>	<p>All to note</p> <p>-Geoffrey to urge committee members (Cheikh, Leah, Julius and Bope) who are yet to pick a section in the Table of Contents to do so. Sections remaining are D, E and F.</p> <p>-The committee agreed to utilize the working paper and come up with the bylaws.</p> <p><i>-Geoffrey to send email to Mercy informing him of what he is supposed to do.</i></p>	<p>Done</p> <p>Done & Mercy informed the team that he would be willing to join the handbook committee</p>
<p>3.b. <u>Directory report: presented by Raphael</u></p> <p>Mr. Raphael informed the meeting that the directory committee had decided to use the questionnaire which he sent to Ms. Saida and if it's</p>		

<p>fine they would then send it to ASFA and IOC members, he had sent the questionnaire to Mr. Mika and that he had made some changes, inputs and that if it's okay it can be sent to members to collect the data. On how the informed would be collected Mr. Raphael informed the meeting that it will depend on methodology that the committee would agree on to develop the database.</p> <p>Ms. Alice informed the meeting that the mail we got from Mr. Mika indicated of the possibility of funding and supporting the directory project and therefore informed members of the need to follow up with Mr. Mika.</p> <p>Chairperson informed the meeting that IOC may not able to fund the whole project, Ms. Arame suggested the need to come up with a working document and establish how much is needed to fund the whole process, we need to know what we need in teams of capacity before asking IOC to support the project.</p> <p>The Chairperson requested Mr. Raphael to speak with the IT specialist at KMFRI so that we get the details of the database and software. The Chairperson informed the meeting that Iamslic was struggling to maintain the Aquatic Commons database.</p> <p>Ms. Arame informed the meeting that there was already a database of marine institutions in Africa being maintained by IOC. Members agreed that the database should be part of IOC and the need to prepare a project document.</p> <p>Ms. Arame informed the meeting that there is already a project document at IOC which we could adopt for the directory project and that the committee can source information from IOC website.</p> <p>The Chairperson informed the meeting that Maria from ASFA would not be able to support this initiative because they are already engaged in many initiatives. She further informed the meeting that they would discuss the details during the ASFA board meeting in Malaysia and wondered whether it is possible to prepare a presentation for the ASFA board meeting in Malaysia.</p> <p>Ms. Arame informed the meeting that this time there was a change in the board meeting and that this time the focus would be on grey literature. So it would not be possible to present on the directory during ASFA board meeting. Ms. Alice informed the meeting that Ms. Maria had communicated in email that it would be possible to present during</p>	<p>-Alice to formulate the letter to Mika & inform him that we're working on the preparation of Terms of Reference (ToRs)</p> <p><i>-Mr. Raphael to consult Mr. Sam Ngate and establish what is required for the database and how we can prepare a proposal to be sent to Mika (we need software, maintenance and long term maintenance of the database.</i></p> <p>-Arame to provide link of the project document at IOC which we could adopt for the directory</p> <p>-Members agreed that they need to find time during the board meeting and discuss with Ms. Maria about the directory.</p> <p>-Members to exchange mail on</p>	<p>Done & Sam Ngate said that we can use the Dspace but he need Terms of Reference then he can develop for us the DB, with the project documentation.</p> <p>Done</p>
--	--	---

<p>the board meeting.</p> <p>The presentation at the board meeting would then cover something on AFRIAMSLIC. Ms. Arame agreed that the team should focus on one project of the directory and carry it on to completion before taking on another task. Members agreed to think about it by the course of the week by Friday.</p> <p>The directory committee was requested to work with the membership committee if they are to have a successful project. Information about Afriamslic members is available on the lamslic website and the directory committee was advised to make use of the website. The Chairperson informed the meeting that she had an updated listed of all the Afriamslic members. Mr. Raphael was advised to go to G. Drive, in the membership directory and get all the information about the members</p> <p>https://drive.google.com/drive/folders/1qdgSR3jOYbebzfL8RYirQWC91MXUvDm3</p>	<p>presentation at ASFA board meeting.</p>	
<p>3.c. <u>Membership</u> report presented by Alice</p> <p>Ms. Alice informed the meeting that Mr. Mercy had been trying to promote AFRIAMSLIC among the local communities, he needed some documentation to help him promote lamslic. She informed the meeting that last year when she traveled he encouraged more institutions to join Afriamslic.</p> <p>The Chairperson encouraged all members to have the task of encouraging new members to join Afriamslic. We need to encourage members to participate in the association by putting their names on the website.</p> <p>The Chairperson informed the meeting that she has compiled a comprehensive listing of all the names of institutions (ASFA & IOC partners) that can be recruited.</p> <p>Ms. Arame informed the meeting of the need to encourage institutions working with environmental science to join and that we should not only focus on aquatic and marine. Ms. Alice informed the meeting that environment was part of the aquatic system.</p> <p>Ms. Arame informed the meeting that during the lamslic conference in Uganda she shared about promoting membership and she made a</p>	<p>- The Chairperson to put list of members on G.Drive. then on the website</p> <p>- Saida to email the list of potential members/ institutions to Mercy to invite them to join Afriamslic</p>	<p>Done on G.Drive</p> <p>https://drive.google.com/drive/folders/1qdgSR3jOYbebzfL8RYirQWC91MXUvDm3</p>

<p>report which she shared with the executive.</p> <p>Members agreed to have a clear strategy for recruiting membership. There is a draft recruitment strategy which they need to add to the membership strategy drafted by Mr. Mercy.</p> <p>Andreas Dozquin had moved on to a new job within a non marine institute. His membership will end by December 2019. Saida asked him to give the contact of the new librarian of NatMIRC (Namibia), but he said that he will let us know once a new person will replace him and that can take months before someone new is appointed.</p> <p>Julius Wambuzi had moved on to a new job and that this job is not within a marine institute. Alice is yet to find out from him if he is still going to continue to be a member of Afriamslic (3 year Subscriptions paid by IAMSLIC (2019-2021))</p> <p>Mercy informed the meeting of the need to have documentation about Afriamslic with the sole purpose of publicizing Afriamslic. He said he needed brochures and ids such that when he go around promoting Afriamslic he has documentation. Chairperson informed the meeting that Mercy's request was been worked on.</p>	<p><i>membership strategy drafted by Mr. Mercy.</i></p> <p><i>-Mercy & his team to look for new contact information of persons who replace members already moved and/or irresponsible persons.</i></p> <p><i>-Alice to get new contact from "National Fisheries Resources Research Institute" Uganda</i></p> <p><i>Team to load any documentation about Afriamslic into Google drive to be used by the marketing committee and /or the Handbook committee</i></p>	<p><i>Done: document emailed to the Exec board and posted on G. Drive.</i></p>
<p>3.d. <u>Finance committee</u> Presented by Ms. Alice</p> <p>The finance committee was supposed to look for resources for Afriamslic and that they expect the committee to carry out fund raising activities and also write proposals.</p> <p>Alice had given the list of institutions that they can send proposals to. She outlined the list of members of the finance committee. Members agreed that out of the moneys generated part should work on the brochures.</p>		
<p>3.e. <u>Marketing & Communication Committee</u> presented by Ms. Saida</p> <p>Chairperson informed the meeting that Richard Awah had tried to do an online training for the committee</p> <p>She proposed to Richard to present training materials. Once this is done, he will embark on the effective training of the other members of committee in WordPress content management and daily update of the website.</p>	<p><i>-Members to provide information & suggestions for website committee</i> www.iamslc.org/afriamslic</p>	

<p>Richard accepted to be an administrator with Arame and Maymouna. He will be in charge of updating the website along with some members Ms. Arame informed the meeting that Afriamsic had a Marketing and Communication Committee and that they should be left to handle brochures & leaflets.</p>	<p><i>-Maymouna with Marketing & Communication Committee to think about preparing brochures.</i></p>	
<p>4. <u>AFRIAMSLIC branding:</u></p> <p>On change of Afriamslic name she informed the meeting that there was need to change to “African Association of Aquatic and Marine Science Libraries and Information Centres” but the acronym “Afriamslic” would remain.</p> <p>The team agreed on the last version of Afriamslic logo for use on the web, handbook, leaflets, brochures...etc.</p>		
<p>5. <u>Date of the next meeting:</u></p> <p>The Group noted that the next Afriamslic meeting will be on Tuesday, 2 July 2019.</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 being of the month. She declared the meeting closed at 13:30 pm GMT / 4:30 pm EAT.</p>	<p><i>Members to have meetings every Tuesday beginning of the month</i></p>	

Ms. Alice Endra, Secretary