

4th Full Council meeting (minutes below)

13th April, 2017, 20:00 GMT



Attendees: Jean Holloway, Sara, Gilda, Alice, Archana, Jennifer, Jose, Vicki, Gabriela

Apologies: Gary, Claudia, Merran, Tamara, Lorna, Josefine, Gerlis, Henrik, Alex

1. Welcome. Introduce Excom members on call, National Committee (NC) Coordinators (Sara Strey and Jilda Caccavo), and Council Chairs (Gabriela Roldan and Lorna Thurston).
2. Introduction to new Council member Inhye (Chloe) Ahn and Alison Thieffry
3. ExCom news & updates
 - a. Update from ExCom Meeting
 - b. Seeking feedback on idea for "Council Orientation"
 - c. APECS Town Hall
4. NC coordinators: what is new with National Committees
5. Group project updates:

Project group/ leaders	Updates
Workshop at ASSW 2017: Igor/TJ	Alice reported, see below
Workshop at ICASS 2017 Gerlis	
World Summit 2018 Jenn/ExCom	Alice reported, see below
Online Conference Lorna/Hanne	Gabriela reported, see below
Social/Event at EGU	
Arctic Frontiers Science for Schools/ Politics Sara A./ Gerlis	
Arctic Frontiers Communications panel	

Sara A./ Gerlis	
Arctic Frontiers Poster awards Sara A./ Gerlis	
APECS workshop SCAR Biology 2017 Henrik (sent notes via email)	<ul style="list-style-type: none"> - All info can be found here and here - We are still (re-)confirming with some invited speakers, but are confident that we will have an exciting & useful program - We haven't set a participants limit (yet), but could host quite a number of people, so additional advertising (APECS social media team, other NCs) is very welcome
Mentorship award Jenn/ Alice/ Alex	Jennifer reported, see below
Polar Week planning Jean/ Alex	Update about Polar Week events (Jean)
Social Media Committee Marta/ Alex/ Hanne	Jean can give a quick update
Webinars Scott/ Hanne	Gabriela & Sara reported, see below
Polar Match with PEI Gary/ Alex	Alice reported, see below
Non-academic Careers info Jilda/ Josephine/ Hanne	Jilda reported, see below
Alpine Cryosphere & APECS Merran/ Alice	Alice reported, see below
Polar Organizations Gabriela/ Alice	Gabriela reported, see below
APECS report 2009-2016 Tamara/ Josephine/ Gerlis	Alice reported, see below
APECS 10 year video Caroline/ Gerlis	Alice reported, see below

5. Reminder - **Council Reports are due 31st of May**. We will send you a reminder and a link to the online form. If you are not going to be available for the deadline, please send your report ahead of time. Your feedback and contribution to the Council work is important to all.

6. Floor open for other business/ final questions prior to meeting close.

Meeting Minutes (Taken by Jean)

- Introduction from Gabriela co-chair
- National Committees update from Sara and Jilda
 - Sara - New chapter in the works from South Africa coming soon
 - Jilda - we will be getting to 1 on 1 meetings with NCs before summer. Meet with the NCs and flush out what's going on with each NC.
- Two new council members, Alison (application was in since 2016 but did not have an ex-com assignment but now she does!) and Inhye (Chloe). Haven't signed up for group projects yet but will soon.
- New council application came in last night, Gabriela will look at that asap
- Alice - updates from Ex-com
 - 1 week ago had big ex-com annual meeting. 2 day meeting sitting down and working through everything from the year.
 - Checked in from project groups to make sure they have the resources they need to get things done.
 - If you have issues with your project group email ex-com!
 - Good report on Polar Week which sounds like it was a great success
 - Planned webinars for spring and summer, and some in the works for next fall
 - A few council groups sound like they aren't doing anything, so there may be a few being shut down. If your group hasn't done anything this year your group may be hearing from ex-com soon
 - APECS town hall was held just before Polar Week. 2 sessions run for APECS members. 12 hours apart so that there was at least 1 time that worked for members. Had okay turnout, but didn't get many questions. Since the call we've had a few more questions come in afterwards, so people were engaged.
 - Do another one in the fall before the fall Polar Week
 - Jilda - town hall was great, but one suggestion was to define what "town hall" is as this may be a more American term, that people know exactly what the meeting is. Advertise a little earlier also.
 - APECS strategic plan, how we can implement things that were identified as areas APECS should work on.
 - Member diversity. Lots of people at different levels of engagement. 60% female, which is good. Mostly post docs and phd students, but also some msc and research scientists. We can pull lots of stats out of mail chimp. We know who our members are, but we don't know who our members aren't... How do we identify potential members and reach more diverse audiences?
 - Social media - identifying goals for APECS and social media and online.
 - APECS partnerships
 - Feedback from council members on the idea of doing council orientation, ie. short internal webinars to get council members acquainted with the goals of APECS and

APECS partner organisations. Short webinar on how to run a webinar. Maybe 3 30 minute webinars.

- Call for new ex-com announcement in July, if you're interested in running get in touch with ex-com contact or anyone. Traditionally there are 5 people on the ex-com, good number for getting things done in terms of manpower but small enough that people are busy and remain engaged. People will be cycling off ex-com, so there will be spots open.

Project Group updates

- ASSW Workshop (Alice) - went well, 50 people attended. People were engaged, got good feedback. A few lessons learned and that will be passed down to future organizers.
- ICASS workshop scheduled for June
- World Summit 2018 (Jennifer) - had recent meeting where they drafted an announcement and made a schedule. 1 day is national committee day, 1 day may be an early career thing. In the next few weeks will start dividing who we are reaching out to for financial support. Another meeting in about a month. Have enough work to do to have a new council member join the group.
- Online Conference (Gabriela) - online conference was successful, had 45 abstracts (rejected 1 - it was a presentation of a magazine so we suggested they integrate that into the polar week activities). 6 sessions, quite popular. 141 people registered, 109 attended. Learned a few lessons - we invited 3 keynote speakers and 1 didn't show up (he was at one of the sessions and in that session 3 presenters didn't show up either). The chair decided to move the presentations up but then some people missed the presentations they wanted to listen to (if they only signed in for those specific presentation). Also the judging forms were a little bit complicated. Eventually announced the 3 winners.
- Social event at EGU (Alice) - German and Austrian members are working on it but no one on the council
- Arctic Frontiers (Alice) - events took place in January, very successful, articles have been published and everything is wrapped up
- APECS workshop SCAR biology - Henrik couldn't make the call but there are updates in the agenda table above.
- Mentorship award (Jennifer) - finally got the announcement out for the mentorship award, leaving it open for 2 months, collect materials until May 26. Take time to review and then announce by July. 2 awards this year.
- Polar Week (Jean) - Polar Week was a big success! Had a series of online events. Polar Art Showcase got work from 10 artists. The artwork was a good tool for posts on social media, and the artists were very keen to participate. Online panel discussion about using traditional knowledge and how to work with communities. Had 5 panelists including 2 council members (Vicki and Merran) and had a great discussion! 10 people attendees, lots of questions and very positive feedback. Hoping to host something similar in Sept. Photo contest was a success, but we learned a lesson about having permission for photos containing people other than the person who submitted. Also got some feedback about making the voting system easier. Reddit AMA, Twitter campaign got lots of engagement. We had a series of blog posts each day about

breaking down scientific concepts for general audiences, but no idea how engaged people were with those. Jose will be the lead for Sept Polar Week, we will have our first planning meeting in May. Always need more help so if anyone is interested in helping out or has any ideas of events to host contact us at polar-weeks@apecs.is

- Social Media (Jean) - Group has been a bit slow this spring. Each group member was assigned a day of the week to post content on Facebook and Twitter, but it has been hard to get people to post. We were aiming for 1 post per day, but it would be better to increase this. Meeting April 24 and Alex has a plan to re-vamp the group. If anyone has anything they want advertised on social media contact the project group at social-media@apecs.is
- Webinars (Sara/Gabriela) - schedule is a bit confusing for webinars following Polar Week. Meant to have a meeting on the 12th but Scott had to cancel. Group has been slow, Scott (lead) has been busy. There is a schedule and people are interested in running webinars. Scott will be circulating the updated schedule. Next webinar that Sara will lead is "Technical Writing Skills". Webinar series with partner organizations in the fall, so try and push them earlier in the summer so we don't over book. Try and keep it to no more than 2 general career development per month. And then there could be more specific topics (ex. Alpine cryosphere group doing a webinar about how to conduct research in certain areas). No more than 2 per week!
- Polar Match (Alice) - Gary is active in PEI to get APECS involved. We need a more coordinated effort between PEI and APECS, but we aren't getting enough involvement from PEI. We need Gary to put together a proposal for what we want to see from Polar Match and then partner organisations can look at that and see if they want to be involved. It's been put on hold at the moment. Gabriela and Alex and Hanne are the APECS reps for the SCAR CBET capacity building education and training, and they are very interested that we are working with PEI and doing this Polar Match. If SCAR is involved maybe PEI would be more encouraged? Great idea, just needs a bit more organisation and maybe some funding or staff support (which APECS doesn't have the resources for). Gabriela to follow up with Alex before bringing it to SCAR.
- Non-academic careers info (Jilda) - Not much to update. Caroline just got an interview from a non-academic career person. Major big step is putting together text from interview and reviewing webinars and create a part of the APECS website in which we can put this information so that the info is available to members. Coordinate with ex-com and Gerlis and put this info up on the website.
- Alpine cryosphere (Alice) - Merran Smith is the council member who is chairing the group, and lots of involvement from non-council members. Reaching out for non council volunteers can be successful! 2 webinars on the schedule and 3 more in the works - senior scientists giving tips on how to conduct alpine research in different parts of the world (Alps, Himalayas). Also looking to put a page on the website.
- Polar Organisations (Gabriela) - Group is working slowly but steady, next group meeting in a couple of weeks. Visualize data from APECS partners that is accessible but also visually attractive. How do the organisations interact and what are they doing. Alice sent suggestions about short term goals for this group. Have an internal webinar where APECS leadership gives talk about partner organisations and what MOUs are and how they benefit membership. Update APECS leadership on what these organisations are and what they mean for your project group.

Polar acronyms on the website, can add and use. Data visualisation software for organisations in the works!

- APECS report 2009 - 2016 (Alice) - need to submit a report to Norwegian Research Council and Uni of Tromso. Tamara and group pulled info together. Ended up submitting a shorter report because of the deadline, but the group did great work and we are looking at ways to re-package the report to show off what we've done over the last couple years. Ideas - maybe an illustrated timeline. If you have ideas let us know!
- APECS 10 year video (Alice) - during the town hall we put out a call for volunteers for the video. Someone who has lots of experience volunteered and he has been put in touch with Caroline.
 - Archana - if APECS is making a 10 year video, it would be a good idea for NCs to do something like that too. NCs could get together and make a big video together.
- Asking for help is always good! Gabriela was talking about the online conference during the town hall and got some volunteers for judges. APECS members want to get involved so people are keen to volunteer.
- Reports due 31st of May. Form will be circulated soon! It seems like a lot of reporting, but it's a great way for APECS to keep track of what everyone is contributing.
- Alice - ASSW in Prague. APECS has a ton of recognition in the polar science community and are a huge help in getting early career researchers involved. Yay!
- Vicki - comment. In December is the last ArcticNet science meeting since ArcticNet is wrapping up (last year). It is the central Arctic Science meeting in Canada. Jean and Vicki maybe coordinate an activity for APECS student day or during the meeting.
- Reminder that APECS does have funding for events ~100 euros. Get in touch with NC or Gerlis and they can point you in the right direction for that.