

# **TARA Executive Meeting**

AAPS Meeting Room: Friday December 12, 2014  
Meeting commenced at 09:35AM

## **Attendees:**

Jean-Michel Poutissou  
Corrie Kost  
Harvey Quan  
Dana Giasson

## **Absent:**

Roy Moore  
Jim Hanlon

### **1. Approval of the last Executive Meeting Minutes.**

Approved and distributed the executive minutes of the last TARA executive meeting held on Friday September 19, 2014.

### **2. Docushare Update**

JMP reported that Docushare does not have a feature that can restrict certain sections from user access. While only Roy and Corrie have read and write access on Docushare, TARA members will get another information system that will be separate from Docushare in the future. User names of this future information system will use standardized aliases similar to TARA e-mail addresses.

### **3. TARA Benefits**

JMP requested formal acknowledgement of TARA benefits from TRIUMF management. CK found a new UBC employee payroll retirement benefit: A UBC Bookstore discount card is available which will require an employee ID number for the application. UBC HR Information: 604-822-8111. DG reported that only retired TRIUMF members will get a UBC library card.

### **4. TARA Executive Meetings**

JMP recommended a formalization of the executive meeting process.  
Recruitment of more TARA executive members.  
More future events for members.  
Next meeting suggested for Thursday February 05, 2015.

### **5. Other Business**

- To remove member names/e-mails, the procedure is to inform Roy and Dana.
- There are missing TARA meeting minutes on the TARA Website.
- A reminder: Personal contact information is accessible and is approved during TARA sign-up.
- There was a mention of the Vogt and Astbury events.
- There was a suggestion to get members to scan or send old photos to Corrie as part of the TRIUMF history documentation.

Meeting adjourned at 10:30 AM.