**Telephone Meeting with Karin MacLeod and Helen Apouchtine, Canada (English Language) ISBN Agency, 4 July 2017**

*This document is a brief record of the meeting between Karin MacLeod, Helen Apouchtine, Stella Griffiths and Nick Woods that took place on 4 July, for the purposes of discussing arrangements for the AGM 2017.*

Although it was agreed that all action points from the previous meeting had already been completed, Nick agreed to resend through the notes from the 5 May meeting because they could not be found by Library and Archives Canada.

**ACTION: Nick to resend the notes of the previous meeting [completed 4 July 2017]**

A discussion took place about access into the Library and Archives building on Sunday 10 September 2017 for the Board meeting. Nick advised that the participants will mostly not have the chance to see each other in Ottawa before the meeting so any access instructions would need to be relayed in advance. Karin advised that the entrance to be used on the Sunday would be the main entrance at 395 Wellington Street.

Nick referred to previous correspondence with Alison Bullock about maintenance work being undertaken at Wellington Street that weekend. Nick advised that it is increasingly certain that some Board members will need to participate in the Board Meeting remotely. Alison had previously advised that either wifi access will be available or, if the maintenance work affected this, a hub of rocket sticks would be provided. This was reconfirmed on the call. Stella suggested that, alternatively, a conference speaker phone could be provided so that the remote delegates could dial in and also we could dial out (using a low-cost number of course). A speakerphone might be better than access via a laptop (from the point of view of audibility).

**ACTION: Library and Archives Canada to check the possibilities for ensuring internet access the Board Meeting, and to check whether a Polycom phone or similar could be provided.**

Next discussed was the list of upcoming and recent deadlines previously circulated. Some tasks had a deadline of 30 June. Helen advised that the chair arrangement was in place for the AGM, as per our previous e-mails. This will be the ‘classroom’ arrangement, but without seats on the sides of the tables (in other words, all delegates would face forwards). Library and Archives Canada would provide the equipment needed for the meeting, such as microphones, projector, head table arrangements.

The International ISBN Agency has some tasks due to be completed by 31 July. Nick had sent the current list of delegates ahead of the call, and explained that this included every response whether the delegate was attending the AGM, not attending, or whether they did not yet know. The group agreed that it would be prudent to order at least 6 Halal meals to cover delegates’ possible requirements. Nick advised that he will provide the list of attendees along with mobility and dietary requirements to LAC and also to the Marriott and Corner Kitchen.

**Action: Nick to circulate the list of attendees to relevant stakeholders by 31 July.**

The discussion then focused on possible translation. Although no regional Latin American meeting is to be held in Ottawa, there will still be some delegates from that region in attendance at the AGM – and this includes one participant in the Board meeting. Stella indicated that, although we hoped that a full arrangement with speaker booth and headsets would not be necessary, we would like to explore the possibility of hiring an individual to provide a customised translation service to the Spanish-speaking delegates. Karin and Helen indicated that it could be problematic/pricey if there is not a suitable candidate in Ottawa because the associated travel and accommodation costs must be paid. However, it was agreed to explore our options. We would look at Ontario’s list of interpreters while LAC would provide the name of a local university.

**Action: LAC to provide the details for UNAM-Canada [completed 4 July 2017].**

Next, the agenda and the delegate pack were discussed. The group were happy with the agenda save for a small change to the final item on the excursion previously agreed. This change will be included in the next update. LAC reconfirmed the welcome speaker as Dr. Guy Berthiaume and reminded Nick that the biographical information for Dr. Berthiaume had previously been sent.

The agenda can be included in the delegate pack, and we will probably also want copies of the delegate list and a small number of papers that will be discussed. Helen asked whether name tags would be necessary on the packs. Stella confirmed these would not be required. However, there may be a need for some differentiation in the content of the packs since, unusually, there would be some items in the pack suitable only for voting members of the International ISBN Agency. Nevertheless, Nick and Stella confirmed that this would not mean name tags on the packs would be required; an alternative solution would be found.

It was noted that this approach differs from ISMN. ISMN does use name tags on its delegate packs, but Stella advised that she believed that ISMN provides the folders directly (which ISBN does not).

A brief chat was held about other extra items that could be included in the delegate pack. These included tourist information, any LAC magazines or booklets. This is not mandatory,

Finally, it was agreed that the next call would be held on 9 August 2017 at 10:30 (Canada time)/ 15:30 (UK time).