

Meeting Minutes

Recorded by Evan Metler – African Lion Safari

Date of meeting: May 6th 2022

Who attended the meeting? What CAZA institute are they from?

1. Amy Chabot
2. Apapineau
3. Gheylen Daghfous
4. Jeff Mitchell – Saskatchewan Forestry Park and Zoo
5. Kevin Kerr - Toronto Zoo kkerr@torontozoo.ca

Contact information for main speakers:

- Amy Chabot – African Lion Safari achabot@lionsafari.com
- Ginger Elliott – African Lion Safari gelliott@lionsafari.com

Call to Order/Start: Amy Chabot at 2:05pm

Main topic of discussion: CAZA SharePoint Use and Access

Summary of points:

- SharePoint (Ginger)
 - Created to share and celebrate CAZA achievements and collaborate
 - How to upload
 - Project name
 - Ongoing or not
 - Lead and facilitator
 - Email
 - Genus
 - Common name
 - Consent for publication
 - Drop down for
 - In situ
 - Ex situ
 - Focal taxonomic group
 - Project file itself is separate

- Template
 - Drop down on SharePoint
 - Definition page for in/ex situ
 - Project file
 - Project name
 - Year or start year approx.
 - Status /ongoing/complete
 - CAZA collaborates and non caza
 - Short description of 500 word
 - Abstract of pub
 - List of publications and presentations
 - Link to CAZA Collaboration projects
 - Microsoft
 - Hotmail account not necessary
 - Password
 - Homepage
 - Page options on left
 - Ex/situ role, in situ being added
 - SharePoint/one plan approach info
 - Conservation projects
 - Information checklist
 - Edit in grid view to adjust parameters
 - Sections can be left blank
- SharePoint Amy)
 - 2019 meeting need identified
 - In situ and ex situ need
 - What are other CAZA members doing
 - Changes in progress
 - Legacy of CAZA member work
 - Survey of CAZA projects
 - Negate loss of information
 - Archive
 - Conservation and Research leadership and initiative
 - Future collaboration
 - Peer-review
 - Prevent circular motion
 - Query and sorting

CAZA Discussion/Collaborative suggestions?

- Sharepoint (Ginger) Questions
 - Curator for sharepoint?
 - Someone hired by CAZA, HQ will take over, Amy taking a role, in transition
 - Current: Backlog of information, ALS taking role in reaching out (Zoom) discuss projects and template sheets
 - Curator/archive after information uploaded
 - Primary Literature included
 - Reminder emails necessary
- Once information is compiled (ideas)
 - Annual bulletins
 - Recurrent annual summary
 - Current research or recently completed
 - Review of activities
 - Scale of project, boundaries of unit to be uploaded, (e.g breeding included or independent research programs)
 - Large umbrella projects and small subprojects need definition
 - Large programs not overwhelming system and overshadowing

BUSINESS FROM PREVIOUS MEETING(S):

- Discussion of World Caribou Day with Toronto Zoo
 - Interest in taking part
 - Questions about materials

ADJOURNEMENT TIME: 2:40 pm

Next Meeting Date: Friday, June 3rd, 2022 2pm ES