



2015-2016 Annual Report: ACMLA Vice-President Professional Development Jason Brodeur, 16-June, 2016

The following report reflects on my first year in the position of VP Professional Development with the ACMLA / ACACC, and outlines plans and goals for the remaining two years of the position. To review, the responsibilities associated with the position of VP-Professional Development are:

- Develop and maintain the professional development plan/strategy;
- facilitate the planning of the Annual Conference (as chair of the Program Committee); and,
- recommend the creation of special/ad hoc committees to plan and run professional development events/activities.

Over this first year, much of my effort has been focussed on gaining a better sense of operations within the Association and its Executive, as well as planning the annual Carto conference program. Generally, the year has been quite successful—I've been able to learn a great deal about my position and the Executive, and the conference has hosted an excellent program of presenters. Much of the conference's success is due to the hard work and commitment of the Program Committee, whom I would like to officially thank for their contributions. Members of the Program Committee are: Joël Rivard (Carleton University), Tracy Sallaway (Trent University), and Sarah Simpkin (University of Ottawa).

At the same time, however, the Carto conference currently faces a number of challenges. The 2016 conference has had a lower-than-usual attendance, making it more difficult to assemble a full program of presenters. In addition, a call sent out to solicit hosts for the 2017 and 2018 conferences did not receive any expressions of interest, thus creating challenges for long-term conference planning. Finally, through my experiences this year, I've identified a number of conference planning activities that could be optimized, in order to streamline operations going forward.

In order to address these issues, the following list of short- and longer-term goals have been identified as priorities for my work over the next couple of years:

1. Short term activities (next 1 to 2 months):
 - a. Finalize conference locations for 2017 and 2018 by the end of July 2016.
 - b. Reach out to related organizations to set up a joint conference, if possible and sensible.
 - c. Address a number of questions about what to do with the conference going forward:
 - i. Consider the benefits of holding joint conferences, and identify potential groups for collaboration.
 - ii. Identify potential groups/organizations/vendors to approach for conference sponsorships.

- iii. Consider the host location schedule by weighing the benefits and drawbacks of a strict geographical rotation.
- iv. Review the conference timing and schedule of events.
- v. Review the session formats by considering the proportion of paper, panel and breakout sessions

2. Longer-term activities (next 1 to 1.5 years)

- a. Revisit and revise the conference planning manual; supplement it with a detailed guide that outlines all activities and timelines, and includes all past messages that could be used as templates for future communications.
- b. Develop a broader strategy for establishing joint conferences and contacting potential sponsors; once this process is initiated, it will hopefully become much easier to sustain.
- c. Develop a transition plan, so that when I transition out of this position in 2018, my successor inherits a full set of documentation, and a pre-arranged 2019 conference host.