

**LA as Subject
General Membership Meeting
Via Zoom
10/11/2022**

1. Approval of the August LAAS General Meeting notes

- Jessica Gambling asked all members in attendance to vote yes (approve) or no (don't approve) using the Zoom chat feature.
- Notes were approved as written.

2. Welcome new members

- Julie Yamashita announced the two most recent additions to the LAAS membership.
 - Polytechnic School Archive (a private school located in Pasadena)
 - Metropolitan Water District of Southern California Library & Archives

3. Overview of LA as Subject and USC relationship

- Jessica shared LA as Subject's origin story which began in 1999 when the Getty Research Institute created a directory of less visible archives and collections in the LA region.
- In 2000, the USC Libraries offered support to keep growing the database and provide a forum for people who participated in the original survey group.
- Several other candidates were considered, but no one offered the level of support as the USC Libraries.
- The LA as Subject consortium is an independent organization whose host is USC Libraries.
 - USC Libraries provides financial support and infrastructure such as the website, the directory database, and space for the annual Archives Bazaar free of charge to membership.
 - To enhance the independence of LA as Subject, USC employees can't comprise more than 50% of the LAAS Executive Committee and the LAAS Coordinator, an employee of USC Libraries, is a non-voting member of the Executive Committee.
- Jessica invited the membership to take a look at the [LAAS Charter](#) which is located in the Members section of the LAAS website.
- The relationship between LAAS and USC Libraries does not preclude LAAS from going elsewhere and developing relationships with other potential host institutions.
- The LAAS Membership is free to vote on other hosts or partnerships or modify the relationship with USC Libraries.
- During a Q&A period following Jessica's presentation, the following questions were posed.
 - Denise McIver asked if the relationship between LAAS and USC Libraries is intended to go on for 5-10 years?
 - Answer: Yes, we plan to continue. LAAS Executive Committee has drafted a MOU that documents the relationship.
 - Denise McIver asked if LAAS has a strategic plan?

- Answer: Yes, we will add this to the LAAS Executive Committee agenda for the next meeting.

4. Archives Bazaar update

- An overview of this year's Archives Bazaar was provided by Tyson Gaskill.
 - With exception of a few new members, most of the exhibitors have exhibited at past bazaars.
 - Most of the bazaar will be the same as last year with a few changes.
 - There will be twice as many exhibitors this year as last year, but there won't be maximum capacity just yet as we are still emerging from COVID.
 - The bazaar will keep the shortened hours from last year, 10am to 3pm.
 - Exhibitors will be in the same spaces with programming to be held in on the first floor just across from the exhibitors in Faculty Hall. Basement Tapes Day and Home Movie Day will be held on the second floor in the Friends Lecture Hall.
 - Program information will be posted on the LAAS Archives Bazaar website today.
- **Exhibitor guidelines** (Tyson Gaskill)
 - The building opens at 8am and exhibitors can start setting up.
 - The building will open to the public at 10am.
 - There will be a lunch break for exhibitors from 12 to 1pm with box lunches.
 - Lunches can be picked-up in the Music Library, near the courtyard at the back of Doheny.
 - Enter campus through USC McCarthy Way, the same as in the past. Please use RSVP number 350013 to get a parking pass. Do not park in spaces marked reserved 24/7!
 - There is a place to unload just past the parking garage entrance. There is no elevator in the parking garage.
 - There will be COVID advisory posters encouraging all attendees to wear a mask; though masks will not be mandatory. Masks will be available for exhibitors and attendees.
 - It is okay for exhibitors to sell items. Your table is your space to do with as you see fit.
 - A reception for exhibitors will be held at the end of bazaar. This is when the Avery Clayton Award will be announced.
 - Clean-up and take materials to your car before reception (3-3:30pm).
 - Everyone will need to show an ID if you leave/return to the building.
 - There will be welcome tables at the front and back entrances with printed programs and masks.
 - Note to new exhibitors, there are no restrooms on the main first floor; restrooms are located on the second floor, ground floor, and basement.
 - Anyone with questions can email Tyson or Liza.
- **Archives Bazaar Programming** (Azalea Camacho)
 - The Legacy of Helen Brown's Filipino American Library
 - Thomas Mann's Los Angeles

- Lost LA Curriculum Project
- Reclaiming Hood Stories: Building a Youth Compton Community Archive
- Los Angeles Preservation Network (LAPNet) workshop on handling and storing books
- Basement Tapes Day
- Home Movie Day
- Reception for exhibitors
- **COVID-19 precautions for the Archives Bazaar**
 - USC follows current LA County Department of Health guidelines related to the COVID-19 pandemic which strongly recommends mask wearing indoors.
 - KN95 masks will be offered to exhibitors and anyone working the event; surgical masks will be available to attendees.
 - Signs will be posted throughout the event strongly encouraging mask use.
 - Hand sanitizer dispensers will be throughout the event.
 - The Doheny Memorial Library has updated its air and water filtration systems to meet USC's "[Building Readiness](#)" requirements.
 - It should be noted that the building is open to others who aren't attending the Archives Bazaar and as such USC and LAAS do not have the capacity to provide security to enforce a mask requirement for the bazaar.
 - Meeting attendees were invited to visit <https://coronavirus.usc.edu/> to view COVID announcements and updates pertaining to USC in general.
 - Following the presentation, a poll was offered to the membership in attendance to gauge their concerns.
 - Are you satisfied with the steps at the USC Libraries and Archives Bazaar Planning Committee are taking to prevent the spread of COVID? Yes or No
 - 100% of those who responded to the poll answered "yes."

5. Standing Announcements and New Business

- Vivian Escalante announced the 147th anniversary celebration of Boyle Heights to be held October 29. She posted this link <https://boyleheightscommunitypartners.com/page-3/Events.php> in Zoom chat and called for anyone interested in helping them out.
- Danny Diaz from UCLA introduced himself in Zoom chat as, "I'm the director of the UCLA History-Geography Project. We work with local history teachers to design local history curriculum. We've partnered with USC and KCET to design lessons for Lost LA. We'll have a booth showcasing those lessons and are inviting teachers to attend and learn more about local history...and hopefully go home with some great sources to use in their classrooms." Danny shared this link: <https://centerx.gseis.ucla.edu/history-geography/curriculum-resources-2/>.

- Lulu Urdiales shared that Self Help Graphics has entered Dia de los Muertos season and invited everyone to participate in their upcoming programming, <https://www.selfhelpgraphics.com/diadelosmuertos>.
- Christina Rice announced the Los Angeles Public Library is having a program capping off their first Creators in Residence rotation: <https://lapl.org/whats-on/events/creators-residence-showcase-kwasi-boyd-bouldin-and-river-garza>.
- Vivian Escalante stated the Boyle Heights Community Partners have opportunities for many to join our team: “Outreach, help with Historical Cultural Monument applications, as we have a long list of our historic places that we are trying to save. We are also seeking a secretary, and have many great committees. Thank you.”
- Jessica Gambling commented that anyone with questions regarding the Archives Bazaar or anyone who presented at today’s meeting should email anyone Executive Committee members. Their emails can be found on the LAAS website: <https://laasubject.org/la-subject-executive-committee>.

Next meeting will be held on Tuesday, December 13, 10 to 11am.

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