

**LA as Subject**  
**General Membership Meeting**  
**Via Zoom**  
**2/14/2023**

**1. Approval of the December 2022 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**

- No new members

**3. Netiquette document**

- Document is meant to provide a policy and guidelines for the LA as Subject Listserv.
- Jessica requested all members in attendance to review the [draft policy in Google](#) and if they would like to make changes, they can either add comments directly to the document or send email with comments to anyone on the Executive Committee.
- A final draft of the document will be sent to the membership via the listserv.
- Members will vote to adopt the policy and guidelines as part of the general election balloting.

**4. Code of Conduct**

- The Executive Committee is beginning to develop a Code of Conduct policy that would cover both in-person meetings, Zoom meetings, and other gatherings including the Archives Bazaar.
- The Executive Committee will draft the document and submit it to the membership for a vote in June.
- There will be a review of the policy six months after adoption which will result in any fine tuning that may need to be done.
- There was a brief discussion about codes of conduct during the meeting.
- Attending members were asked if anyone is interested in participating with the drafting of the document. There were no volunteers.
- Attending members were asked if there were any questions or comments. No one spoke up.

**5. Executive Committee Roles and Responsibilities**

- Julie Yamashita reviewed the ExCom positions up for election this year.
  - Executive Committee Chair – Jessica Gambling
  - Programming & Education Lead – Stella Castillo
  - Exhibits Lead – Alejandra Gaeta
  - Membership & Nominating Lead – Julie Yamashita
- Nominations, including self-nominations, for these positions will be accepted until May 16<sup>th</sup>.

- Please include a short paragraph about yourself (if self-nominating) or the person you are nominating that emphasizes why the nominee would be a good fit for the role.
- Elections will open May 30<sup>th</sup> and run through midnight of June 12<sup>th</sup>.
- Winners will be announced at the next General Membership meeting on June 13<sup>th</sup>.
- Julie shared what she does as Membership & Nominating Lead:
  - recruit nominations and run the annual elections,
  - add new members to the directory portal,
  - reviews new member applications and presents to the ExCom for vote,
  - and takes attendance at meetings.
- Alejandra shared what she does as Exhibits Lead:
  - explores opportunities for LA as Subject exhibits,
  - coordinates the History Keepers online exhibit,
  - works with exhibit committee,
  - coordinated a virtual open house event so this position is not just restricted to exhibits. You can create events to foster outreach.
- Jessica shared what she does as Chair:
  - sets agenda for ExCom and General Membership meetings,
  - chair the meetings,
  - provide some leadership – but the ExCom is very collegial and everyone works cooperatively. The Chair helps others in their roles and vice-versa.
- Stella shared what she does as Programming & Education Lead:
  - Works with members to develop and coordinate workshops, training, lectures, and other events that advance the knowledge base of the members or inform the public about archive work and collections.
  - It really is fun because Stella can talk to and learn with and from the membership!
- Julie and Alejandra have each served two consecutive terms and as such they are not eligible to run for the ExCom again during this election cycle.
- Both Jessica and Stella have each served one term and are eligible to run again during this election cycle.
- For more information about the Executive Committee roles and responsibilities and the election process, please see the [LA as Subject Charter and By-laws](#) which are located on the LA as Subject website under “Members Area.”

## 6. Archives at Risk

- Suzi Noruschat provided an update regarding the Archives at Risk Committee.
- The committee is starting their second year and have put out a call for any repositories interested in participating in a self-assessment guided by the committee.
- The committee wants to work with three archives. They currently have two signed up and they are looking for one more.
- They are hoping to start this year’s program in late February.
- The committee hasn’t discussed how to share out information learned from the first year’s results. They were hoping to see how the pilot institutions implemented recommendations and there are also confidentiality issues to consider.

## 7. Discussion regarding virtual meetings and in-person events

- Most agreed that virtual meetings usually have greater attendance because they don't require travel and too much time away from office, etc. Many said they would not be able to attend if meetings were in-person.
- But many stated they missed seeing each other in-person.
- There was a suggestion to hold hybrid meetings; those who can attend in-person would and those who can't would Zoom in.
- Several mentioned one of the best parts of in-person meetings was getting tours of the hosting institution.
- Everyone was in agreement that it was more important to have people attend the meetings; and if that means virtual, then virtual it is.
- Another suggestion was to keep business meetings (virtual) separate from tours (in-person).
- It was decided to keep the business meeting as a bimonthly virtual meeting and limit to one hour.
- An additional in-person meeting could be scheduled in the alternate months between the bimonthly virtual business meetings if institutions were willing to host tours, etc.
- **Action item:** ExCom to review the existing [Special Events and Project Request form](#) on the LA as Subject website to determine if this form should be modified and/or a separate form created to allow members to propose a tour of their organization.

## 8. New business and reminders

- A question was asked about the start of planning for the Archives Bazaar? Azalea Camacho, Archives Bazaar Lead, said they are working on selecting the actual date, October 14<sup>th</sup> or 28<sup>th</sup>. An email should go out soon calling for participants to help with planning.
- Denise McIver announced about an upcoming exhibit at CSUN. Keith Rice received his PhD in History in December and currently works at CSUN. CSUN received a donation of protest posters from the George Floyd protests in late May/early June 2020. Keith is planning and exhibit on the 3<sup>rd</sup> anniversary of Floyd's killing.
- Denise McIver announced that she is on the Alumni Board for the Arts Management Program at Claremont Graduate University.
- Liza Posas reminded the members about the Safeguarding LA Community Histories Workshop series, the first of which will be held at USC on Saturday February 25<sup>th</sup>. An email to the listserv had just gone out at the start of this meeting.
- Lisa Crane announced the gift of the [Myrlie Evers-Williams Collection](#) to Pomona College which will be stewarded by Special Collections & Archives at The Claremont Colleges Library.

**Next meeting will be held on Tuesday, April 11, 10am to noon via Zoom.**