

Meeting Summary

Name: LA as Subject Executive Committee Meeting	Date: September 14, 2004
Attendees: Robert Marshall, Kenneth W. McGuire, Phil Ethington, Mario Ontiveros, Claude Zachary	Time: 9:00 – 10:00am
Absent: Matt Roth, Karen Stokes	Quorum: No
I. LA as Subject Listserv (LASUB-L)	
Decisions:	
1. LASUB-L will be formally launched at the Annual Meeting.	
Action Item:	
2. Reviewed and approved drafts of the “technical text for listserv intro message” written by Barbara Shepard and the “welcome text for listserv intro message” written by Mario Ontiveros.	
3. Mario will continue building the LASUB-L email list.	
II. Fine-tuning Standing Committee Responsibilities	
Decisions:	
1. Each Standing Committee will select a Communications Liaison (or the committee chair will assume this role) to take minutes and distribute those minutes to the Communications Officer, Mario Ontiveros. These minutes shall include a special section marked <i>For Inclusion in the Forum e-News</i> .	
2. Deadline for submitting <i>For Inclusion in the Forum e-News</i> is the third Tuesday of the month.	
3. At the monthly Executive Committee meetings, each Standing Committee will provide a brief (5 minute) update.	
4. Each Standing Committee will email Mario the contact list of their committee members. Mario will distribute updated contact lists to all committee chairs.	
Action Items:	
1. Designate a “Forum greeter” for each meeting to welcome arriving members. Ken McGuire will work the Membership Committee to appoint a person(s).	
2. By 15 October 2004 , the Standing Committees will report their goals and objectives to the Executive Committee.	
III. Certification of Transfer document	
Action Items:	
1. Revise and approve the document and sign it at the October Forum meeting.	
Timeline:	
Deadline for revisions to the existing draft, October 1st	
Deadline for approval by Executive Committee, October 5th	
Deadline to submit document for approval to Lynn O’Leary Archer, Senior Associate Dean and Executive Director, Resources and Services, USC, October 6th	

Meeting Summary

Sign *Certification of Transfer* document at the Archives Forum meeting on **October 12th**

2. Mario will check with USC about updating LA as Subject letterhead.

IV. Schedule for the November 4, 2004 Annual Meeting from 4pm – 6pm at the Doheny Memorial Library on the USC campus:

4:00 – 4:20 Reception

4:20 – 4:30 Welcome, Lynn O’Leary Archer

4:30 – 4:40 Introduction, Robert Marshall

4:40 – 5:30 Standing Committee Chairs will present a draft Three-Year Plan

5:30 – 5:55 Membership comments and suggestions

5:55 – 6:00 Vote to approve the draft Three-Year Plan

III. August Action Items Completed:

1. Have copies of the following at all Archive Forum meetings:

- *Mission, Bylaws, and Strategic Plan*
- *Comments and Suggestions* folder
- List of Officers and Mission Statement

2. Dissolved the Steering Committee

IV. Items Tabled (cumulative)

1. **Appendix II** (Tabled at June 8, 2004 meeting for further review by the Executive Committee.)

NEXT MEETING:

October 12, 2004 at the Doheny Memorial Library on the USC campus from 9am – 10am.