

Meeting Summary

Name: LA as Subject Executive Committee Meeting	Date: October 12, 2004
Attendees: Kenneth W. McGuire, Phil Ethington, Mario Ontiveros, Matt Roth, Karen Stokes, Claude Zachary Absent: Robert Marshall	Time: 9:00 – 10:00am Quorum: Yes
I. LA as Subject Listserv (LASUB-L) Decisions: <ol style="list-style-type: none">1. LASUB-L will be launched before the last week of October. Action Item: <ol style="list-style-type: none">1. Mario has updated the LASUB-L email list, which now includes 198 subscribers. Our Database Manager, Barbara Shepard has made building, maintaining, and updating the listserv very easy for us. Thanks Barbara!	
II. First Annual Meeting Decisions: <p>Each Standing Committee will create a 1- and 3- year plan. The guidelines: Measurable objectives.</p> <ol style="list-style-type: none">1) For first year: up to three concrete objectives2) For third year: one overall goal that is identifiable. Action Item: <p>Make the 1- and 3- year plan available on our web site.</p> Schedule for the November 4, 2004 Annual Meeting from 4pm – 6pm at the Doheny Memorial Library on the USC campus: <p>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</p>	
IV. LA as Subject letterhead Decision: Order new letterhead – we will order 1500 sheets. Action Item: with the Archives Forum	
NEXT MEETING: November 4, 2004 at the Doheny Memorial Library – First Annual Meeting from 4pm – 6pm.	