# Meeting Summary

<table>
<thead>
<tr>
<th>Name: LA as Subject Executive Committee Meeting</th>
<th>Date: October 12, 2004</th>
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<tbody>
<tr>
<td>Attendees: Kenneth W. McGuire, Phil Ethington, Mario Ontiveros, Matt Roth, Karen Stokes, Claude Zachary</td>
<td>Time: 9:00 – 10:00am</td>
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<td>Absent: Robert Marshall</td>
<td>Quorum: Yes</td>
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## I. LA as Subject Listserv (LASUB-L)
### Decisions:
1. LASUB-L will be launched before the last week of October.

### Action Item:
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:
Each Standing Committee will create a 1- and 3- year plan.
The guidelines: Measurable objectives.
1) For first year: up to three concrete objectives
2) For third year: one overall goal that is identifiable.

### Action Item:
Make the 1- and 3- year plan available on our web site.

**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

## 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.**