

Name: LA as Subject Executive Committee Meeting	Date: March 8, 2005
Present: Phil Ethington, Robert Marshall, Ken McGuire, Mario Ontiveros Absent: Karen Stokes, Claude Zachary	Time: 9:00 – 11:00am Quorum: Yes
<p>I. Call to Order The Chair called the meeting to order at 9:15 A.M. The majority of the meeting was devoted to revising the Host Appendix document. For a detailed account of this document, please see the LA as Subject Executive Committee Meeting minutes (February 2005) on the Archives Forum's E-News page on the LA as Subject Web site.</p> <p>II. Host Appendix / Memorandum of Understanding As noted in the February 2005 minutes, USC suggested that the Executive Committee consider drafting a Memorandum of Understanding (MOU).</p> <p>Action Item Phil Ethington proposed that the Executive Committee draft a MOU culled from the various documents addressing the USC and LA as Subject relationship. These documents include the following: Host Responsibilities; Host Appendix, Benefits Paragraph, and Executive Committee e-mails).</p> <p>Mario Ontiveros seconds the motion.</p> <p>All members present voted to draft a MOU, which will be discussed at the April meeting.</p> <p>III. Changes to the Executive Committee meeting schedule</p> <p>Action Item Phil Ethington proposed that the Executive Committee meet every other month rather than monthly.</p> <p>Mario Ontiveros seconds the motion.</p> <p>Votes for: Phil Ethington, Ken McGuire, Mario Ontiveros</p> <p>Votes against: 0</p> <p>Abstain: Robert Marshall</p> <p>Beginning April 2005, the Executive Committee will meet every other month from 8:30 A.M. – 10:00 A.M. When necessary, the Executive Committee can arrange additional meetings, either via email, conference call, or face-to-face.</p>	
NEXT MEETING: Tuesday, April 12, 2005 at the Amateur Athletic Foundation Sports Library.	